

## **Terms of Reference**

### **Employment & Skills Board for Cambridgeshire & Peterborough Combined Authority (Incorporating Skills Advisory Panel Role)**

#### **Governance Context for an Employment & Skills Board:**

The Cambridgeshire & Peterborough locality became a Mayoral Combined Authority Area in 2017, and took on responsibility for the Local Enterprise Partnership governance in 2018. In Autumn 2018 a newly formed Business Board was created. The constitution of the CPCA Board can be found here; (attach hyperlink)

Cambridgeshire & Peterborough Business Board;

- The Business Board is a non-statutory body which is the Local Enterprise Partnership for its area.
- It is independent of the Combined Authority operating as a private-public sector partnership, focusing on the key business sectors to provide strategic leadership and drive growth in the Cambridgeshire and Peterborough and wider Local Enterprise area.

The Cambridgeshire & Peterborough Business Board Terms of Reference can be found here;

<http://cambridgeshirepeterborough-ca.gov.uk/meetings/business-board-meeting/>

Diagram One – Governance of CPCA

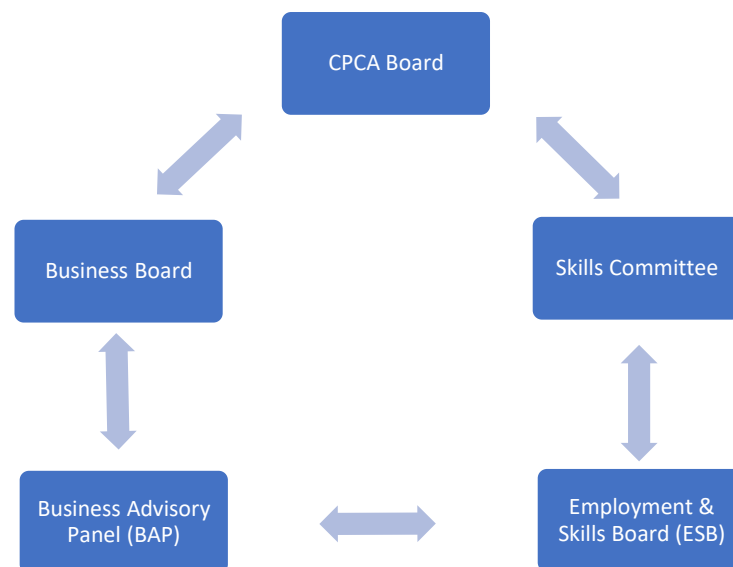
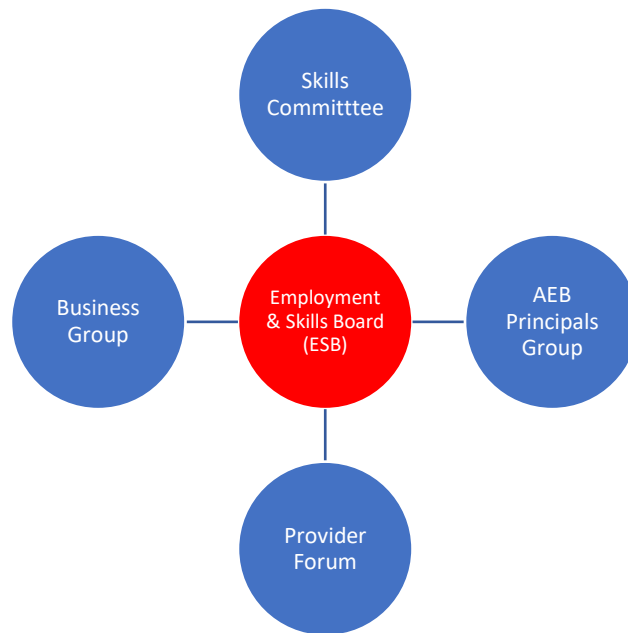


Diagram Two: Governance of Skills Committee and Employment & Skills Board

This structure identifies how the Employment & Skills Board connect with the Skills Committee and associated specialist forums to deliver a strong role for stakeholders in shaping a designing a future skills system for the area.



**The Cambridgeshire & Peterborough Employment & Skills Board (ESB) will;**

1. Provide a strong leadership role on skills in the local area, engaging with employers and providers and providing skills advice to the accountable board of the CPCA Skills Committee
2. Advise on the strategic direction, determine priorities and monitor progress of the devolved AEB. In doing so, the ESB will also be the Skills Advisory Panel (SAP) in working with the CPCA as a Mayoral Combined Authority and Local Enterprise Partnership.
3. Develop a clear understanding of current and future local skills needs and local labour market as well as the present skills and employment support provision in the local area
4. Focus on the needs of future learners and employers which have been identified by local partners, including colleges, university providers and employers
5. Be made up of employers, those with knowledge and experience of skills and education, and Cambridgeshire & Peterborough representatives.
6. Establish systems to ensure the student voice is heard
7. Raise the profile of apprenticeships with local employers and providers
8. Work closely with careers advisory services to ensure that potential learners are informed about potential career routes within a local area, and that all careers information and guidance is informed by up-to-date local labour market information
9. Be underpinned by a stakeholder group including all providers
10. Produce robust, authoritative evidence-based skills & labour market analysis and skills provision in the Cambridgeshire & Peterborough
11. Build knowledge of the range of both local, regional and national employment provision that exists or is planned
12. Present data analysis and share it with the wider employer and provider communities to ensure that their perspective on the local labour market and local employment and skills system is reflected
13. Provide analysis to inform the development and the implementation of the 'People' element of the Local Industrial Strategy.

## **Agreed Membership**

The Membership of the Board is [DN: List organisations/ job role.] The current members of the ESB are provided at Annex One. When a member is unable to attend they may provide a substitute, but they must have delegated authority to represent their organisation. Members are expected to attend at least 70% of meetings.

## **Board Composition & Meetings**

The ESB is an advisory body with no legal status but with a specific role as part of the CPCA Skills Committee. There will be a maximum of 20 members including the Chair. The Chair will be a private sector member of the CPCA Business Board or a member of the Skills Committee. The Board will comprise of at least 10 business people from across the area who between them will represent important industry sectors, and different sizes of businesses, profit, and social enterprise businesses, and at least 3 to represent the publicly funded sector of the economy that includes local government, NHS, education and training and skills providers. One position will be retained for the Community and Voluntary sector.

## **Task & Finish Groups**

From time to time it may be necessary to establish a skills task and finish group, and other skills specialists may be invited to join these meetings. Any group would need to be sponsored by an ESB Board member, who may or may not chair the group, depending on the issues under consideration. Any discussions or agreed actions will be reported back to the ESB.

## **Role of Board Members**

The specific role of a Board Member is to;

- Use experience and knowledge to help shape strategy and policy on learning and skills development
- Influence the prioritisation, planning and investment in skills supply and the shape of delivery
- Support the strategic aims of the Cambridgeshire & Peterborough Business Board
- Represent and range of people, organisations or views, not just their own or that of their own organisation

## **The way we do business**

The Board will adopt good practise and its members will act within the General Duties and Obligations set out in this document and adopt the following values;

- Championing to influence and lead by example
- Enterprising solutions that are creative
- Partnership working across the private, public and third sector
- Sharing best practise
- Being inclusive of each locality and community across Cambridgeshire & Peterborough.
- Assurance, accountability and transparency for the ESB/SAP will be held through the CPCA Assurance Policy. [CPCA Assurance Policy 2019](#)

A Code of Conduct & Register of Interest is in place and all board members and observers are required to complete a declaration.

### **Observers**

Specialists may be invited by the Chair to attend specific Board meetings or Agenda items where expertise is required.

Occasional observers may request to attend a meeting through the Chair.

### **Specialist Forums & Groups**

The Cambridgeshire & Peterborough ESB has a number of specialist advisory groups that will feed into the decision-making processes. This includes;

- 1) Existing Provider Forums; there are a number of existing forums operating within the CPCA area, and these can be supported to articulate a voice on skills to the ESB
- 2) An AEB Principals Group; A specialist group for AEB funding only with the 12 identified grant funded institutions indigenous or contiguous to the CPCA area
- 3) A Data Analysis Group; formed to provide an analysis of the local skills and labour markets to develop robust Labour Market Intelligence.

These Forums will be sub group of the Cambridgeshire & Peterborough ESB.

In developing these forums,

Members will:

- Have a current understanding of the operational and strategic aspects of training provision through operating significant contracts within Cambridgeshire & Peterborough.
- Be expected to disseminate information, and collate thoughts, about the Forums business from within their own organisations.
- Ensure that those not directly represented around the table, involved in smaller, niche or rural sub contract delivery, hear the same messages and that their views are considered and fed into the ESB.

The Forum(s) will:

- Provide a voice about the Skills Funding system
- Advise the ESB Board on matters of vocational training and employment scheme delivery
- Advise the ESB on short, medium and long-term strategies associated with skills funding
- Identify freedoms, flexibilities, and improvements that could be made to government and local funded training provision so that the ESB Board can promote changes that will improve local provision.

### **Administration**

The ESB and connect Forum(s), and any identified sub groups will be supported (and/or attended) by a professional secretariat hosted by the Cambridgeshire & Peterborough Combined Authority. The meetings and papers of the ESB Board will be prepared by Cambridgeshire & Peterborough Combined Authority, with members subject to the same conditions of operation, shared values and code of conduct.