

**Employment and Skills Board Workshop**  
**Thursday 28<sup>th</sup> January 2010**  
**The Wynyard Rooms, Wynyard Park, TS22 5TB**

**AGENDA**

<b>1.00pm</b>	<b>Lunch</b>	
<b>1.30pm</b>	<b>Welcome and Introductions</b>	<b>Linda Edworthy</b>
<b>1.40pm</b>	<b>Taking forward the E&amp;SB – background, national expectations and identifying key issues</b> <ul style="list-style-type: none"><li>• Terms of Reference</li><li>• Membership</li><li>• Role of employers</li></ul>	<b>Chris Duffill / Donna-Louise Hurrell</b>
<b>2.00pm</b>	<b>Discussion groups – consideration of key issues for Tees Valley</b>	
<b>2.20pm</b>	<b>Feedback</b>	
<b>2.30pm</b>	<b>Taking forward key tasks for Tees Valley (facilitated discussion)</b> <ul style="list-style-type: none"><li>• Agree TOR</li><li>• Identify key membership</li><li>• How/Who - engaging key employers</li><li>• Leadership</li></ul>	<b>Chris Duffill / Donna-Louise Hurrell</b>
<b>3.15pm</b>	<b>Operational Structure below the Employment and Skills Board</b>	
<b>3.35pm</b>	<b>Work and Skills Plans</b>	<b>Donna Louise Hurrell / Sue Hannan</b>
<b>3.45pm</b>	<b>Agree next steps</b>	<b>Linda Edworthy</b>
<b>4.00pm</b>	<b>Close</b>	

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## **TEES VALLEY EMPLOYMENT AND SKILLS BOARD**

### **Draft Terms of Reference**

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The Employment and Skills Board (ESB) is responsible for providing leadership to ensure the delivery of a long-term strategy and commissioning arrangements for improving employment and skills outcomes in the Tees Valley City Region. It is employer-led to ensure that its work is driven by the needs of employers and that employment and skills provision meet the existing and future needs of the Tees Valley economy.

The ESB will report to the Tees Valley Unlimited Leadership Board (via the TVU Executive Group) and will develop and implement TVU Employment and Skills policies and strategies across the City Region.

#### **Role and Responsibilities**

The ESB's responsibilities will include the direction, approval and monitoring of :

- a City Region adult Work and Skills Plan
- the Tees Valley Employability Framework,
- the Tees Valley High Level Skills Strategy
- associated commissioning plans
- budgets of the relevant agencies.

The ESB will act as a designated body with Section 4 powers under the Further Education and Training Act 2007, and commissioning powers for DWP programmes.

It will also provide direction, monitoring and endorsement of the Tees Valley 14-19 Plan (The LA Directors of Children's Services carry the statutory responsibility for the approval of 14-19 Plans)

It will influence and ensure coherence between adult, 14-19 and higher level skills strategies and policies.

The ESB will act in this regard on behalf of Tees Valley Unlimited to:

- Formulate, publish and programme manage a Work and Skills Plan for the City Region

- Regularly review the Plan
- Produce an annual report setting out progress on implementation
- Contribute to the allocation of European Social Fund (ESF) monies in Tees Valley form employment and skills
- Ensure the widest possible consultation with businesses across the City Region
- Make recommendations to the Tees Valley Unlimited Board, the Tees Valley Local Authorities, the Regional Minister for the NorthEast, the appropriate Secretary/Secretaries of State, the Learning and Skills Council, JobCentre Plus, One NorthEast and other relevant bodies and organisations on issues related to its responsibilities

### **Membership**

Private Sector Employers x ?  
Local Authorities x ?

The ESB will be chaired by a private sector employer.

Each representative would normally serve for a period of 2 years.

Each member will name an alternate.

Each member will have individual full voting powers.

### **Executive ESB Members**

Regional Director of the LSC/SFA  
Regional Director of JCP  
Regional Director of YPLA  
Joint Strategy Unit Director/Assistant Director  
ONE NorthEast  
University(ies)  
Other advisors as deemed appropriate

Executive members will have primary responsibility for securing the implementation of the Work and Skills Plan, and for advising and supporting ESB members. Executive members will not have voting powers.

Other observers/representatives will be invited to attend meetings as appropriate to the agenda.

### **Mode of working/ frequency of meetings**

The ESB will meet quarterly. An annual schedule of meetings will be prepared and issued at the commencement of each operating year. Additional (special) meetings may be called at the discretion of the Chair.

Agenda and papers for the meeting will be issued at least 1 week in advance.

### **Sub structures and reporting**

The ESB will initially have the following sub-groups:

- 14-19 Steering Group
- Higher Level Skills Group
- Employability Framework Steering Group

The ESB to agree and establish further sub groups and task and finish groups as appropriate.

These groups to report progress to the Board.

The ESB to explore establishment of a wider employer network whose views could be called on as relevant.

### **Support Arrangements**

The ESB will be supported by the Tees Valley Joint Strategy Unit.