



Black Country People Theme Advisory Group (Employment and Skills Board)

Terms of Reference

1. Remit

The role of the Black Country People Theme Advisory Group (Employment and Skills Board)(Theme Group) is to act as the leading strategic support body to the Black Country Local Enterprise Partnership providing a forum for the engagement of private sector employers and liaison with public sector employers to develop, formulate and co-ordinate policies and proposals relating to employability, education and skills that support the Black Country's strategic aim to grow its global supply chain with the world class skills it demands, to maximise the benefits of the region's location.

2. Scope

The Theme Group will cover the whole spectrum of employment, education and skills and other related areas to support the Black Country Strategic Economic Plan's objective of ensuring the Black Country has a labour market with the right levels of skills and qualifications to meet the needs of businesses from the area's priority growth sectors and that these businesses and their representatives can inform and engage with this work.

3. Terms of Reference

- Work with and engage Black Country businesses to raise the skills of the Black Country workforce; ensuring the Black Country has a labour market with the right levels of skills and qualifications to meet the needs of businesses from the area's priority growth sectors.
- Develop and advise the LEP and, as necessary, the Black country Joint Committee, on bespoke interventions and meaningful support for local companies that will increase their growth and business competitiveness focusing on addressing the skills gaps in transformational and enabling sectors.
- Bring together the work of employers, Government and its agencies, local authorities and education and skills providers to work toward the development of a pipeline of projects and forms of collaboration that ensure continued and sustained progress towards the objectives of the Strategic Economic Plan.

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	1

- At the request of the LEP the Groups will make observations on individual applications for funding where they fall within the Group's terms of reference.
- To receive reports from the Black Country Consortium Intelligence Unit and the Accountable Body on the progress and impact of ongoing Growth Deal, City Deal and other relevant programmes and on education and skills attainment performance to inform discussion and development of future projects and programmes, to develop a pipeline of projects towards the objectives of the Strategic Economic Plan
- To act as a vehicle for engaging a wide range of employers through strengthening links with established representative bodies and sector networks
 - to promote collective understanding of the Black Country Education and Skills offer, labour market and skills challenges, especially for the Black Country sector priorities
 - to improve the responsiveness of employment, skills and business support programmes to the needs of business.
- To receive management reports from such projects within the framework of the Strategic Economic Plan, Growth Deal, City Deal or other relevant funding stream as may be requested or agreed from time to time by the Local Enterprise Partnership or Joint Committee, but including, for the time being, the Skills Factory and Talent Match programmes

4. Membership

The Membership of the Theme Group will not exceed 20 Members drawn from:-

- Private Sector Chair nominated by the Local enterprise Partnership
- Private sector LEP Board Members
- 7 Employers (drawn primarily from priority sectors – advanced manufacturing, building technologies and construction, transport technologies including Aerospace, business services and environmental technologies);
- One private sector member of each of the Engineering Employers Federation, Black Country Chamber and Black Country Federation of Small Business
- 2 Black Country Local Authority Cabinet Members with responsibility for education and/or adult skills.

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	2

- Black Country Local Authority Head of Regeneration of Executive Director with responsibility for skills and /or education.
- One Principal of a Further Education College
- Vice-Chancellor or other senior management representative of Higher Education Institution (HEI)
- One Principal of Black Country Adult Skills Colleges
- Chief Executive of Education Central Multi Academy Trust
- Black Country Consortium Ltd. Chief Executive

5. Theme Group Advisors

The following Government Departments, organisations and agencies shall be entitled to nominate appropriate advisers to attend meetings to report, support and advise as necessary on relevant issues, themes, proposals and projects within the Board's terms of reference:-

- Other Local Authority members and offices,
- BIS Local
- Dept of Work and Pensions (DWP)/Jobcentre Plus
- National Apprenticeship Service,
- Skills Funding Agency
- Black Country Training Providers Group
- UK Commission for Employment and Skills

Any other organisation and agency which wishes to inform the work of the Board, which has an official presence within the Black Country or engagement with skills and employment development in the Black Country, subject in any case to the agreement of the Chair.

6. Qualifications

Unless otherwise specified all Members and Board Advisers will be expected to be senior postholders at either Managing Director, Chief Executive, Principal, Regional Director or Board of Director or Executive Management Team level within their respective organisations.

Version	Date	Created by	Approval & date	Protection	Page Number
1.1	18/10/2018	BCC ltd	BCJC January 2019	Not Protectively Marked	3