

## Sussex Local Skills Improvement Plan (LSIP) Board

### Terms of Reference

#### 1. Purpose

DfE guidance states that LSIPs will embed a stronger and more dynamic partnership between employers and further education (FE) providers. They are a key component of the wider reforms to post-16 technical education and training set out in the [Skills for Jobs White Paper](#) and the [Skills and Post-16 Education Bill](#).

The purpose of the Sussex LSIP Board is to provide direction and oversight on the development of an effective LSIP for Sussex, building on existing intelligence from the work of the two Local Enterprise Partnerships (LEP) Skills Advisory Panels and wider information available to ensure immediate, medium and longer skills needs are met.

#### 2. Membership, decision making and Secretariat

The LSIP Board will act as a sub committee of the Sussex Chamber of Commerce Board with delegate authority for decisions relating the LSIP project.

The LSIP Board will report into the Sussex Chamber of Commerce Board via the Chief Executive Officer.

The Board will be formed of up to 15 members and consist of senior decision making representatives from the following organisations:

- 6 Employer Representative Organisations
- 1 Further education college, who will also represent the Sussex Skills Development Fund (SDF) project
- 1 Higher education organisation
- 1 Independent Training Provider
- 1 Communities representative
- 3 County Council/Unitary Authorities
- 2 Local Enterprise Partnerships

Recruitment of the LSIP Board will be through a mix of the project partner organisations and open application.

A chair will be elected from the membership, alongside a deputy chair. At least 50% of Board members will need to be present to be quorate for decision making.

Other external experts may be invited to present and to report on specific agenda items on an ad hoc basis.

Decisions will be made by a majority of the number of members present if voting is required at meetings. In the event of a drawn vote, the Chair will make the casting vote. Where decisions are required outside meetings, these can be made via written procedure (email) with the agreement of the Chair and vice chair.

The Board will be supported by a project team who will provide the Secretariat for meetings, ensuring that papers and reports are completed and shared with members on time and actions and activities are completed in between meetings.

A conflict of interests log will be maintained by the Secretariat and these will be published, alongside the agendas, papers and minutes of the meetings on the Sussex Chamber of Commerce website.

### **3. Main Responsibilities**

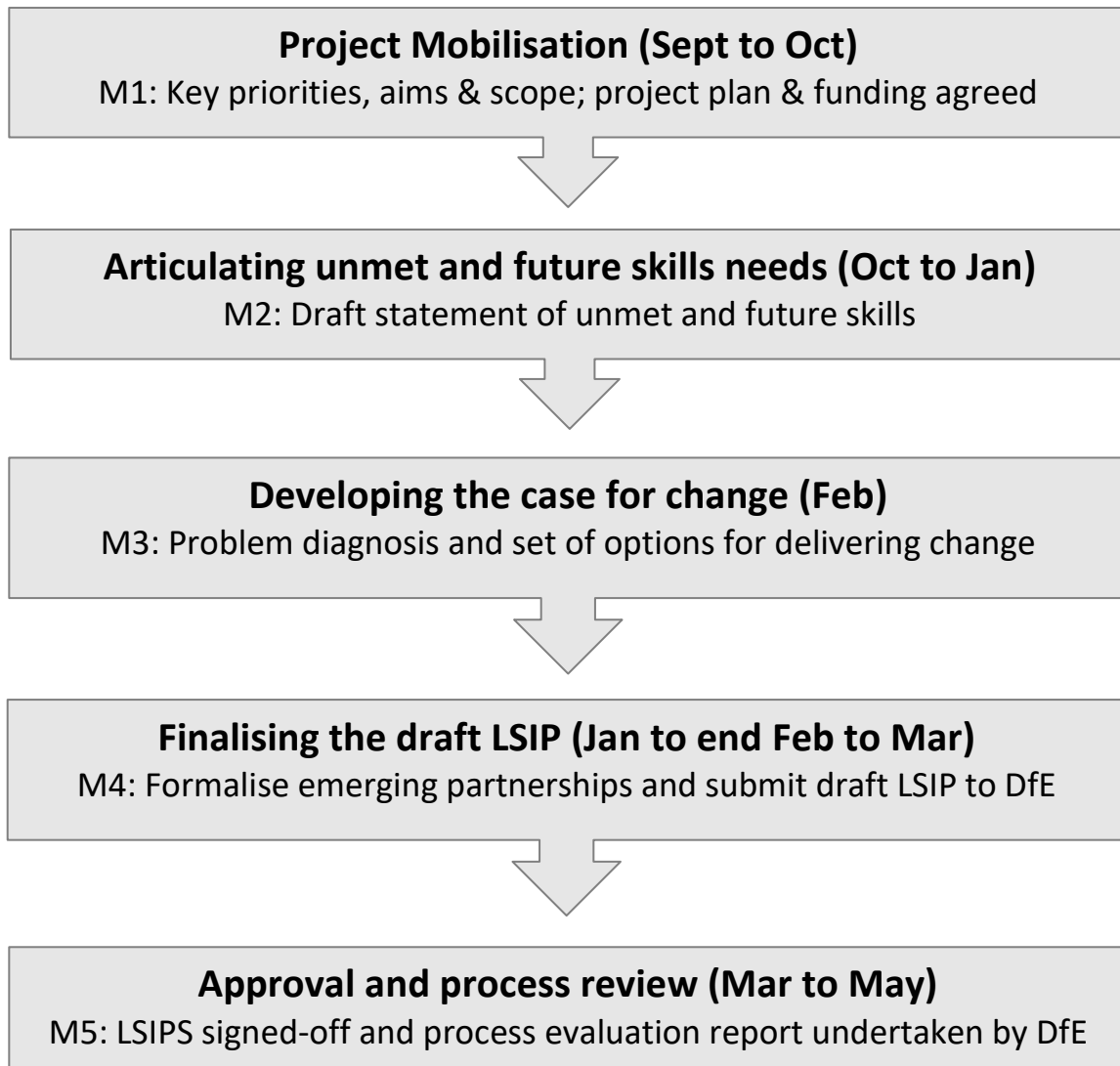
- provide oversight, support and challenge to the team developing the Sussex LSIP following guidance from the Department for Education (DfE)
- be agile and focused on decisions and outcomes
- ensure that as many employers are able to feed in their current and future skills needs into the development of a Sussex LSIP
- ensure that as many education and skills providers are able to support the work of the project team and feed into the development of a Sussex LSIP
- work with the project team to ensure existing data and intelligence is included and built upon during the development of a Sussex LSIP
- support the project team to commission additional research and data capture to support the production of a Sussex LSIP

### **4. How often will the Board meet**

The Board will initially be established for an intensive six month period to ensure the Sussex LSIP is completed by the end of March 2022. The Board will meet monthly to ensure that each stage of the development is on track.

Board members are expected to attend all meetings. Where this is not possible, and by written agreement, members may send a previously nominated substitute. Requests should be made to the Secretariat at least three days before the meeting.

An indicative timetable for the completion of LSIPs has been produced by DfE and Board meetings will be arranged to coincide with each phase of the project:



Following the completion of the Sussex LSIP a review of the Board will take place and this may result in it continuing in its current guise or adapting or pivoting into implementation and evaluation of the actions which may require a different membership or terms of reference.

## 5. LSIP Board Sub-Groups

The LSIP Board will seek the views of individual employers and providers through workshops and the sub-groups which will feed the development of the LSIP and report into the Board.