



Midlands Engine Skills Programme Board

Terms of Reference

Approved (October 2017)

1.0 Purpose

The purpose of the ME Skills Programme Board is to manage the work programme taking forward the recommendations of the Executive Board, provide strategic support and advice in the development and delivery of the Vision for Growth, and provide a link for DfE and BEIS officials on ME matters.

2.0 Membership

The ME Skills Programme Board comprises a number of senior representatives from the Midlands Engine Partnership.

Membership will be reviewed every 2 years or following individual/ organisational changes. Membership representation is set out below:

Chair: Angela Joyce, Warwickshire College Group Principle and Chief Executive

Universities (2 representatives)

Colleges (2 representatives)

Employers (3 representatives)

LEP Skills and Employment Board Chairs (2 representatives)

Private Training Providers (2 representatives)

Sector skills bodies

Secondary School (2 representatives)

Careers and Enterprise Company

Education and Skills Funding Agency

Cities and Local Growth and BEIS

Members of the Board are required to declare any interests, gifts or hospitality that they have or receive which could influence any decisions they may make as Board members

3.0 Meetings

Meetings will be quorate when there is 2/3rds of membership in attendance.

The basis of decisions will be by a vote of a majority.

The Chair will be elected by the Skills Programme Board and ME Executive.

The Terms of Reference will be adopted at the inaugural meeting of this Board

Minutes and papers will be coordinated by the Chair and circulated at least five days before

5.0 Main duties

The Midlands Engine Skills Programme Board will:

- I. To provide leadership and accountability to the Midlands Engine Operating Board on Skills Programme activity
- II. Co-ordinate and oversee the delivery of the Midlands Engine skills programme
- III. Take operational decisions on the content and direction of the Midlands Engine work programme
- IV. Represent the views of business, policy and providers on skills
- V. Be the main point of engagement for relevant Government Departments and delivery agencies on skills policy.
- VI. To make recommendations to the Operating Board and Executive Board on skills activity and championing local priorities
- VII. To approve operational decisions as determined within the scheme of delegation set by the Executive Board
- VIII. To review the delivery of the ME Vision for Growth
- IX. To share best practice; communicate the skills work of ME; and act as advocates for the ME Partnership
- X. To work with combined authorities, LEPs and other bodies to share existing initiatives and add value on a Midlands-wide basis
- XI. To ensure the ME Skills Programme links with key Government policy, namely the Digital Strategy, Industrial Strategy and Careers Strategy

6.0 Reporting procedures

The Skills Programme Board will report to the Midlands Engine Operating Board

7.0 Review

The Operating Board will review its effectiveness on an annual basis and refer its findings to the Operating Board