



| | |
|--------------------------|--|
| Title: | DG LEP Term of Reference 2023/24 annual review |
| Purpose: | Review of the terms of reference as part of the annual review of LEP governance and processes. |
| For attention of: | DG Local Employability and Skills Partnership |
| Status: | Approved |
| Date: | 26.4.2023 |
| NOT CONFIDENTIAL | |

Dumfries and Galloway Local Employability & Skills Partnership

Terms of Reference

Our Vision:

By 2025 Dumfries & Galloway will have a collaborative, effective and easily understood employability and skills system focused on positive outcomes which are person-centred and provide pathways to sustainable and fair work

Our purpose:

To coordinate the approach to the provision of employment and skills services to meet the needs of:

- local people seeking employment
- employers
- businesses

1. Remit

- 1.1 To contribute to the achievement of the Community Planning vision as detailed within the Local Outcome Improvement Plan (LOIP) and the College's Regional Outcome Agreement.
- 1.2 To oversee the strategic development of employability and skills provision in Dumfries and Galloway by identifying and maximising impacts of shared funding, delivering on No-one Left Behind (NoLB) including the Young Person's Guarantee and Developing Scotland's Young Workforce and aligned to delivery of the South of Scotland Regional Economic Strategy and always with regard to the National Performance Framework.
- 1.3 To develop a 5-year Delivery Plan which will identify key actions and performance measures informed by South of Scotland Regional Economic Strategy, Regional Skills Assessments, Regional Skills Investment Plan and local knowledge of skills and employment needs.
- 1.4 Publish an annual report to measure success to date in the delivery of the action plan and measures and provide comment on future challenges and opportunities. This report will be presented annually to the Community Planning Partnership and will include the partnership's contribution to Local Outcome Improvement Plan Outcomes:
 - Outcome 1: Everyone who needs help to work receives the right support.
 - Outcome 2: Learning opportunities are available to those who need them most.
- 1.5 To act as the key advisory body and strategic lead for employability and skills on behalf of the Community Planning Partnership, challenging and influencing regional strategies for employment and skills.
- 1.6 To be the forum through which appropriate national programmes and funding opportunities are channelled to ensure maximum coherence.

- 1.7 To have a shared oversight and coordination role to align partners' employability and skills strategies and action plans at a regional level, maintaining a Partnership Risk Register and reviewing at each partnership meeting.
- 1.8 To establish, direct and monitor subgroups and short life task groups as appropriate.
- 1.9 To agree to support shared performance management systems and to attain partners' commitment to working towards consistent data sets in line with Scottish Government guidelines.

2. Membership and Operation

- 2.1 Partnership members shall be of appropriate seniority with sufficient knowledge and influence to take forward the agreed remit.
- 2.2 Partnership members should have the delegated responsibility of their organisation to speak on matters of strategic policy, finance and practice development and where appropriate make decisions on behalf of their organisation.
- 2.3 Additional expertise may be co-opted to the Partnership with the agreement of the Chair.
- 2.4 Short life task groups which are established by the Employability Partnership may include a wider range of representatives and organisations, as appropriate to the topic.
- 2.5 Members unable to attend can nominate a deputy to represent their organisation.
- 2.6 Members are required to commit to meeting a minimum of four times per year
- 2.7 **Membership will include representatives from**
 - Dumfries & Galloway Council: Education/ Economic Development/ Community Learning & Development
 - Skills Development Scotland
 - Department for Work and Pensions
 - Dumfries and Galloway College
 - Scotland's Rural College
 - Higher Education
 - South of Scotland Enterprise
 - Developing Young Workforce
 - Third Sector Interface
 - Economic Leadership Group - Chair
 - Housing
 - Criminal Justice
 - SCDI (Scottish Council for Development & Industry)
 - NHS Dumfries & Galloway

3. Meetings

- 3.1 The Partnership will meet quarterly as a minimum.
- 3.2 The Chair may convene additional meetings, as necessary.
- 3.3 The Chair should be the Chair of Economy and Resource Committee and a Chair and Vice Chair appointed from the group on agreement from a majority of members.
- 3.4 For an Employability Partnership meeting to commence, a quorum of six member organisations plus the Chair (*or the agreed Vice-Chair*) shall require to be present. In any meeting, at least two different member organisations will require to be represented (the various services of Dumfries and Galloway Council being regarded as one organisation for this purpose).
- 3.5 Standing items on the agenda will include:
 - Partnership Performance Report
 - Subgroup Updates
 - Risk Register Review

Secretariat support will be provided through the Partnership Management Office within Dumfries and Galloway Council Economic Development Service

Governance

- 4.1 Individual members and partners organisations must work on behalf of the wider employability and skills system. Clear governance protocols must therefore be adhered to.
- 4.2 **Conflicts of Interest:**
 - During meetings it is the responsibility of each partner to identify if a conflict of interest is likely to occur
 - At the outset of each meeting, the chair will ask the members if they would like to declare a conflict of interest. The partner should state which agenda item the conflict relates to, and if required, excuse themselves for that portion of the meeting.
 - If it becomes apparent during the meeting that a conflict will arise, the member should immediately inform the chair and excuse themselves for that portion of the meeting.
 - Conflicts of interest in relation to commissioning or allocating funding must be declared. Members must not use their role within the partnership to influence the allocation of funding to their own organisations or organisations they have an affiliation with.
- 4.3 **Confidentiality**

The work the partnership is in the interest of the public and information such as minutes of meetings and delivery plans will be published in the public domain. However, from time to time there will papers such as funding proposals which will be presented and should be treated in confidence. These papers will be clearly marked as confidential.

Reporting Arrangements

- 5.1 The Employability Partnership will report to the Community Planning Partnership and the Community Planning Executive Group and as required to Local, Regional and National Interfaces. This will be detailed in the Partnership Delivery Plan.
- 5.2 LEP related performance data and a regional employability dashboard will be published on a quarterly basis on agreed publication dates.
- 5.3 Partners will share high level strategic performance data at this partnership.
- 5.4 Minutes and key documents from this group will be shared nationally via the Scottish Government's National Delivery Group on the Employability in Scotland website.
- 5.5 This Terms of Reference should be reviewed annually and may be amended, varied, or modified in writing after consultation and agreement by the Local Employability and Skills Partnership.