

# **Hartlepool Skills Partnership**

## **Terms of Reference**

**Version 3**

**Agreed by the Skills Partnership  
13<sup>th</sup> September 2010**

## Revision Log

<b>Version</b>	<b>Date</b>	<b>Revision</b>
<b>3.0</b>	<b>13 September 2010</b>	<ul style="list-style-type: none"><li>• Further clarification of representation</li><li>• Addition of non-voting members</li><li>• Establish ability to co-opt members</li><li>• Additional information on substitutes</li><li>• Establish quorum as 5 members</li><li>• Further clarification on membership of sub-groups</li></ul>
<b>2.0</b>	<b>July 2010</b>	<ul style="list-style-type: none"><li>• Changes in outcomes and functions</li><li>• Revised roles and responsibilities</li><li>• Revised membership</li><li>• membership</li><li>• Minor amendments to reflect names of groups / organisations</li><li>• Additional sections included on legal status, complaints, dissolution of the Skills Partnership, Freedom of Information, updating Terms of Reference</li><li>• Formatted document to bring in line with the Hartlepool Partnership's governance Standard</li></ul>

## Framework

The Terms of Reference for the Skills Partnership are presented in nine sections:

- 1 **Purpose and outcomes**
- 2 **Functions**
- 3 **Roles & Responsibilities of members of the Skills Partnership**
- 4 **Membership**
- 5 **Principles**
- 6 **Performance and risk management**
- 7 **Developing capacity and capability**
- 8 **Engaging with stakeholders**
- 9 **Operation of the Skills Partnership**

## 1 Purpose and outcomes

### 1.1 *Purpose*

The Skills Partnership will bring partners together to ensure that Hartlepool has the skilled workforce it needs to compete in the global economy.

### 1.2 *Outcomes*

The Skills Partnership will work to:

- Improve basic literacy, language and numeracy skills;
- Expand the provision and take up of apprenticeships;
- Develop intermediate and higher level skills;
- Increase the skills of those already in employment;
- Support those who are out of work to get the skills they need to get a job;
- Raise the profile of and participation in community learning and development as a route into and through lifelong learning;
- Improve the provision and coordination of information, advice & guidance.

**What  
difference  
do we want  
to make?**

## 2 Functions of the Skills Partnership

### 2.1 *The Skills Partnership will work towards achieving the outcomes set out above by:*

How will we make this happen?

- Championing learning and skills development and promoting shared investment in skills across all sectors;
- Bringing together employers and training providers to ensure that the training that is delivered is more responsive to employers' and learners' needs;
- Ensuring the market reflects the skills needs of business and expectations of learners;
- Commissioning and disseminating research and intelligence that enables partners to better understand skills gaps & employer demand/needs;
- Overseeing the delivery of the learning and skills elements of the Community Strategy and Neighbourhood Renewal Strategy;
- Ensuring that performance management arrangements are fit for purpose and that corrective actions are agreed and implemented as required;
- Working to secure the interests of Hartlepool, the Hartlepool Partnership Board, and the Skills Partnership in regional and sub-regional skills arrangements;
- Advising the Hartlepool Partnership Board on learning and skills issues which are of significance to the Partnership.

## 3 Role and responsibilities of members of the Skills Partnership

### 3.1 *The role and responsibilities of members of the Skills Partnership*

- To provide accountability for the efficient and effective delivery of key services, programmes and projects;
- To act in the best interests of the partnership, the organisations they represent and the people and business community of Hartlepool.
- To represent the views of the partnership in external networks and meetings as appropriate.
- To take part in sub groups or working groups as determined by the Chair.
- To provide timely and appropriate updates on performance;
- To attend all appropriate meetings wherever possible and to submit timely apologies where this is not possible.

### **3.2 The role of the Chair of the Skills Partnership:**

The Skills Partnership will be chaired by the Skills Funding Agency. Their role will be to:

- lead the work of the Skills Partnership, ensuring it sets annual priorities and is efficient and effective in its operation;
- provide challenge to ensure Hartlepool's provision is responsive to the needs of employers and learners and areas of underachievement or poor performance are identified;
- promote effective partnership working between members of the partnership and if necessary resolve conflict and help foster an environment of mutual interest
- represent the Skills Partnership on the Hartlepool Partnership Board
- meet with the Chair of the Hartlepool Partnership to review performance
- approve the formation of Working Groups to deliver specific items of work on behalf of the Skills Partnership
- agree the agenda, associated papers and minutes of previous meetings.

### **3.3 The role of Vice Chair of the Skills Partnership**

Annually, the Skills Partnership will agree a vice-chair from its members. Their role will be:

- To deputise for the Chair as required.
- To support the Chair to ensure the work of the partnership is effectively deployed.

## **4 Membership**

4.1 The Skills Partnership will be made up of the following members:

<b>Organisation</b>	<b>Representation</b>
Skills Funding Agency (Chair)	Head of Learner Services
Tees Valley Jobcentre Plus	Hartlepool Partnership Manager
Business & Enterprise North East	Business Development Manager
Representative from 14-19 Strategic Partnership	Agreed by the 14-19 Strategic Partnership
A member representing Adult and Community Learning from the Culture, Leisure & Community Learning Partnership	Agreed by the Culture, Leisure & Learning Partnership
Representative from the Community Network	Elected by the Community Network

<b>Organisation</b>	<b>Representation</b>
Representative from further / higher education	Hartlepool College of Further Education, University of Teesside, Cleveland College of Art & Design
Integrated adult careers service	Hartlepool lead officer
Representative of Work Based Learning/ Training providers	JHP Hartlepool
Representatives of public sector employers in Hartlepool	Chief Customer & Workforce Services Officer Hartlepool Borough Council, Head of Human Resources, Housing Hartlepool and Assistant Director (Workforce), NHS Hartlepool
Representative(s) of private sector employers in Hartlepool	An SME and a larger employer agreed by the Economic Forum nominated by the Economic Forum
Representative of third sector employers in Hartlepool	HVDA Manager
Representative(s) of Trade Unions	Agreed by the Hartlepool TUC Council
Hartlepool Elected Member representative	Portfolio Holder with responsibility for skills
Hartlepool Borough Council Chief Officer with responsibility for skills	Assistant Director (Regeneration and Planning)

#### Non Voting Members

<b>Organisation</b>	<b>Representation</b>
Theme Lead Officer	Principal Economic Development Officer, NBC
Neighbourhood Management	Neighbourhood Manager - North
Hartlepool Partnership	Member of HBC's Performance & Partnerships Team

In addition to the core membership set out above, the Skills Partnership will retain the right to extend invitations to non members to attend specific meetings and to co-opt new members to the Skills Partnership or any of its sub-groups for time limited pieces of work. Membership of the Skills Partnership can be reviewed in accordance with the review procedures set out in paragraph 9.12 on page 11

#### **4.2 Standards of behaviour**

Members of the Skills Partnership will strive to meet the standards set out in the COMPACT's code of practice on communication and consultation and national good practice in the area of diversity and equality. Members will also refer to the protocol between the Hartlepool Partnership and the Hartlepool Community Empowerment Network.

## **5 Principles**

### **5.1 *Shared principles***

All members of the partnership shall be committed to applying the principles established in the Community Strategy:

- Accountability
- Community involvement
- Co-ordination
- Equality and social inclusion
- Integrity
- Maximise opportunity
- Maximise resources
- Partnership
- Quality services and continuous improvement
- Sustainability

## **6 Performance and risk management**

### **6.1 *Performance Management***

To enable effective performance management, reports will be prepared for discussion by the Skills Partnership that highlight underachievement and/or where outcomes are at risk of not being met. Areas of service improvements, the impact made, and good practice will also be identified and shared. Where performance is not on track, the Partnership will take action to address this.

Information provided in performance reports will be:

- timely
- objective
- sufficient
- clear and concise
- reliable

Where information is to be shared between organisations, partners will ensure that the appropriate information sharing protocols are in place. The partnership will call on professional advice and support when deemed necessary.

### **6.2 *Risk management***

The Skills Partnership will take a planned and systematic approach to identifying, evaluating and responding to risks. It will consider the full range of its activities and responsibilities, and continuously check that:

- strategies and actions identified to reduce risk are put into practice;
- laws and regulations are complied with
- Performance information published by the Skills Partnership is accurate and reliable

## **7 Developing capacity and capability**

### **7.1 Induction**

The Skills Partnership is aware of ensuring members have the right skills, knowledge and experience to play an effective part in delivering the strategic aims of the partnership. It aims to involve individuals who reflect the communities they represent. The partnership will balance the need for stability which comes from continuity of knowledge and relationships with the need for new ideas and new thinking. New members will receive an induction which is tailored to their role in the Skills Partnership.

### **7.2 Skills & Knowledge**

All members will be given the opportunity to further develop skills and update their knowledge throughout their period of membership. The Hartlepool Partnership has a Skills and Knowledge Framework, which is provided on induction, and which members will be encouraged to use to assess their development & training needs.

### **7.3 Hartlepool Community Network**

The Hartlepool Community Network will provide targeted support and training to members of the Skills Partnership elected to represent the network.

## **8 Engaging with stakeholders**

### **8.1 Accountability relationships**

Theme partnerships will refer certain matters to the Hartlepool Partnership Board. Matters referred would include issues that:

- are strategic and involve very substantial changes in structures, services and use of resources
- significantly affect the delivery or development of the Community Strategy or the Neighbourhood Renewal Strategy
- previously have been referred by the Hartlepool Partnership
- are cross-cutting
- are contentious or novel, and
- report on progress towards targets within the appropriate theme.

### **8.2 Stakeholder engagement.**

The Skills Partnership will ensure that on the key issues of Strategy Development and LAA delivery it will seek to involve service users and representatives of the Voluntary and Community Sector.

### **8.3 *Forming and maintaining relationships with other partnerships***

Partnership members are encouraged to take the lead in forming and maintaining relationships with other partnerships to successfully deliver the skills agenda. This will include, but not exclusively be limited to the following partnerships:

- The Hartlepool Partnership Board
- The Economic Forum
- The Children's Trust
- The Culture, Leisure & Community Learning Partnership
- The 14-19 Strategic Partnership

### **8.4 *Working arrangements with the Community Network***

The partnership will work with the Community Network as outlined in the Hartlepool Partnership and Hartlepool Community Empowerment Network Protocol.

## **9. Operation of the Skills Partnership**

### **9.1 *Legal Status***

The Skills Partnership is a Theme Partnership of the Hartlepool Partnership that was established pursuant to the Local Government Act 2000, and as such is not a legal entity. It will not act as an accountable body for any grant or funding regime.

These Terms of Reference do not change, replace, substitute or amend in any way the statutory duties or other responsibilities of partners.

### **9.2 *Decision making and voting***

As far as practicable business will be conducted in the spirit of partnership and consensus will be sought without recourse to votes. In exceptional circumstances where a vote proves necessary, each member will have a single vote and in the event of a tied vote, the Chair will have the casting vote. The quorum for the Partnership will be 5 members.

### **9.3 *Attendance at meetings***

Members will endeavour to attend all meetings of the Skills Partnership, however if they are unable to attend any meeting then they should submit their apologies in advance of the meeting. Any member who is unable to attend, and fails to submit apologies for three consecutive meetings will be assumed to no longer be a member of the Skills Partnership and a replacement will be sought. As flexibility and continuity is essential to partnership working, each member may identify a named substitute who may attend on their behalf when necessary. Substitutes should be suitable senior representatives who are able to speak on behalf of their organisation or group.

#### **9.4 *Declarations of interest***

Decisions of the Skills Partnerships must be taken and be seen to be taken in the interests of the well-being of Hartlepool. All Partnership members should complete declaration of interest forms. These record any personal interests that members believe could come into conflict with their responsibilities as partnership members. The forms will be kept by the Skills Partnership Secretariat as public documents.

#### **9.5 *Meeting procedures***

Items for the agenda should be communicated to the Chair at least three weeks before the meeting. Agendas and papers will be made available a week in advance of meetings and posted on the Skills Partnership pages of the Hartlepool Partnership's website.

#### **9.6 *Complaints Procedure***

The Skills Partnership will follow the Hartlepool Partnership complaints procedure where necessary.

#### **9.7 *Dissolution of the Skills Partnership***

The Hartlepool Partnership Board may at any time dissolve the Skills Partnership if it determines it necessary or advisable to do so. Views of members of the Skills Partnership will be sought and reported to the meeting of the Hartlepool Partnership where a decision is to be made. The Skills Partnership would be dissolved if such a proposal were supported by a three quarters majority of those present and voting at the meeting.

#### **9.8 *Freedom of Information Act***

The Freedom of information Act gives everyone the right to access information that is held by public authorities. Hartlepool Borough Council has developed guidance to help staff comply with the Act. The Skills Partnership will work within this policy when giving out information to partners and the public.

#### **9.9 *Public Access***

Meetings of the Skills Partnership are open to the public and press unless in exceptional circumstances they are excluded by a vote for reasons that shall be recorded. The secretariat should be informed of any persons attending the meeting to observe. Observers will not be allowed to comment or address the Skills Partnership unless asked to do so by the chair. They do not have the right to vote on any issue.

### **9.10 Secretarial support arrangements**

Secretariat support for the partnership will be provided jointly by FE+, the Skills Funding Agency and Hartlepool Borough Council. This support includes:

- Arranging Partnership meetings
- Publishing agendas, papers and minutes of previous meetings
- Arranging guest speakers and reports from external bodies for the attention of the partnership members.
- Providing training, induction and other development events for the benefit of partnership members.
- Managing communication, consultation and performance management events on behalf of the partnership.
- All other general administrative support for the partnership.

### **9.11 Partnership sub groups**

Occasionally a sub group of the Partnership may be established which requires focussed activity or where a more specialist membership is required. These sub-groups would normally have a specific remit and period of operation to undertake a specific task and report directly back to the Partnership. Membership of sub-groups will not be restricted to members of the Skills Partnership.

### **9.12 Updating the Terms of Reference**

These Terms of Reference will reviewed every 2 years (or earlier if circumstances change) to ensure they continue to be fit for purpose. Proposed changes should be set out in a report as an agenda item for consideration by the Skills Partnership at one of its meetings. Any amendments to the Terms of Reference must be agreed by a two thirds majority agreement of the Skills Partnership.