

Chesterfield Skills & Employment Partnership

Terms of Reference

Aim

To improve the collaboration of organisations involved in the skills and employment landscape in Chesterfield to improve delivery and outcomes for local people.

Purpose and Objectives

- To formalise existing partner and stakeholder relationships to create a mechanism for stronger and better delivery of skills activity in Chesterfield.
- Provide advice and guidance on the strategic direction of skills and employment activity in Chesterfield.
- To support the delivery of the Chesterfield Skills Action plan (2023-27), ensuring that it achieves our ambition to **‘ensure that local people have the right skills to support progression in the labour market and benefit from future employment opportunities.’**
- To facilitate better co-ordination of skills and employability activity in Chesterfield with the objective of increasing awareness and accessibility to skills provision, employment and apprenticeship opportunities to both business and residents.
- Provide advice and direction to the design and delivery of projects that fall within the People & Skills priority area of UKSPF, to maximise outcomes from the investment plan.
- Recognise the role of existing Chesterfield strategic partnerships in supporting the delivery of the People & Skills elements of the UKSPF investment plan to ensure alignment across the wider UKSPF portfolio, including Multiply.
- To provide Chesterfield the ability to influence and align with activity delivered by D2N2 People and Skills Advisory Board and subsequent arrangements in respect of People and Skills under the shadow Combined Authority
- Receive reports and updates on project progress and achievements.
- The Board is not a legal entity, and its role is advisory. Its purpose is to work with Chesterfield Borough Council, to contribute to and support the delivery of the Chesterfield Skills Action Plan and specifically the People & Skills elements of the UKSPF investment Plan.

Key Roles

- Sign off terms of reference for the Chesterfield Skills and Employment Partnership
- Actively contribute to the development of and delivery of the skills action plan.
- Receive reports from partners and wider stakeholders operating in the skills and employment landscape.
- Receive regular monitoring reports on progress of activity contained within the Skills Action Plan, including the People and Skills priority area of the investment plan and provide advice and guidance to improve performance, if necessary.
- Provide Influence and direct current and future funding and policy development and priorities on issues related to skills, employment and social inclusion in Chesterfield, making sure regional and national policy is positively reflected at a local level.

Collaboration across Chesterfield Strategic Partnerships

A key aim of Chesterfield strategic partnerships is to support and promote community wellbeing, creating healthy, safer and stronger communities. Across the borough we have created a range of partnerships to coordinate our efforts to maximise outcomes. Key aspects that underpin the approach to how we work in partnership are:

- a) Understanding the Chesterfield system framework
- b) Commitment to partnership principles

Chesterfield system framework

The current broad Chesterfield system framework is shown in diagram 1 at the end of this document. To work as collaboratively as possible, it is important that all organisations understand how the Chesterfield system framework is set up and how different partnerships relate to each other. If we can gain a collective understanding of this framework, working out how to get things done should become easier; and this will help to improve outcomes for individuals and the borough.

It should be recognised that there are many sub-groups and independent task and finish groups that feed into these community voice and strategic partnership groupings that are not shown on the plan; the connectivity that these other groups and individual partners provide as they work within the partnerships is a key element of achieving successful delivery of overall outcomes.

It is also important to note that the framework is not fixed and other partnership groups may be established as the system evolves to support our overall aims; there are discussions being carried out with a view that a skills partnership group might be established.

Chesterfield strategic partnership principles

- Create strong communication channels and clear messages.
- Value joined-up working across partners and agencies, from private, voluntary and community sectors through to statutory bodies.
- Recognise the voluntary and community sector as an equal partner and promote and adopt policies that support this approach.
- Be data and insight led in developing solutions; listen to people and communities, as well as using technical data.
- Focus on supporting the most vulnerable in our communities with solutions to tackle increases in material insecurity, mental health difficulties and social isolation.
- Shift resources to ensure that all partners can support our community resilience.
- Be brave enough to stick to our principles of equity and partnership even when outside forces make it difficult.
- Ensure that our governance is proportional to the issue, to avoid barriers to involvement.
- Commit to working as part of a system, working towards overall outcomes, not just organisational goals.
- Empower employees to work for the system (the greater good), rather than just for their organisation.
- Individuals should feel empowered to really listen to people, the people with lived experiences, in order to make changes and provide person-centred support.

Board roles and responsibilities

The Chair

The role of the Chair is to lead the Board in defining vision and direction, and in delivering the desired outputs, whilst ensuring that appropriate procedures for governance and management of resources are in place.

The key responsibilities of the post are to:

- Provide strategic leadership and direction to ensure that the Board achieves its goals.
- Lead the efforts of the Board to support final project specifications delivered under the People and Skills priority area of the UKSPF Investment Plan.
- Lead the efforts of the board in supporting the delivery of the Chesterfield Skills Action Plan
- Effectively chair meetings of the Board, leading it towards decisions that ensure the strategic vision and key objectives of the Board are delivered.
- Be an effective influencer and “ambassador” for the Chesterfield Skills and employment activity, including that delivered through the UKSPF Programme at local, regional and national levels working with appropriate partner organisations and individuals.
- Be an effective advocate on behalf of the Board and Chesterfield Borough Council, in particular at conferences and events/meetings with Ministers, MPs and key civil servants.
- Reflect the agreed principles of the Board and its members in all discussions with partners, stakeholders, government and its agencies.
- Ensure that the Board adheres at all times to high standards of ethics and governance in public life and is an exemplar to other organisations.
- Ensure that all Board members participate actively in the work of the Board, encouraging their attendance and engagement and keeping regular contact with all members.
- Exert a casting vote in Board decisions if circumstances so require.

Board Members

Board members have a responsibility to uphold high standards of integrity and probity. They should support the Chair in instilling the appropriate culture, values and behaviours in the boardroom and beyond. Board members should take into account the views of other stakeholders because these views may provide different perspectives on the Board and its performance.

The duties and responsibilities of a Board member are to:

- Attend meetings of the Board and to nominate an appropriate named alternative where attendance is not possible, subject to the prior agreement of the Chair and Lead Councillor
- Reflect the agreed view of the Board and its members in all discussions with partners, stakeholders, government and its’ agencies.
- Support the Chair by leading on activities relevant to their knowledge and experience by representing the interests of the Board in meetings with partners, stakeholders, government and its’ agencies.
- Be effective influencers and “ambassadors” for the Chesterfield Skills and employment activity, including that delivered through the UKSPF Programme at local, regional and national levels working with appropriate partner organisations and individuals.
- Actively develop an effective partnership.
- Contribute knowledge and expertise to the development of skills activity in Chesterfield, including the People and Skills priority area of the UKSPF Investment Plan and business cases for funding.
- Formally represent the Board in meetings with other bodies and partner organisations as required.

Board Members Conduct

Board members are expected to adhere to the Seven Principles of Public Life, known as the Nolan Principles, as defined by the Committee for Standards in Public Life. They are:

- Selflessness: Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.
- Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- Leadership: Holders of public office should promote and support these principles by leadership and example.

Conflicts of Interest

CBC will maintain and publish on its website a Register of Board Member Interests. The following provisions shall apply to all Board members:

- In the event that there is a conflict of interest the person so conflicted shall immediately declare the nature of the conflict or potential conflict and withdraw from any business where the conflict would be relevant.
- Whenever a person has an interest in a matter to be discussed at a meeting the person concerned will not be:
 - o entitled to remain present at the meeting during discussion of that matter
 - o counted in the quorum for that part of the meeting
 - o entitled to vote on the matter

The Board may, at any time authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.

Board Members

Board Members	Representative
Chair, Director Water Ports & Power, North AECOM	Michael Timmins
Chesterfield Borough Council, Cabinet Member with responsibility for Skills and Employability (Vice Chair)	Cllr Tricia Gilby

Chesterfield Borough Council, Executive Director	Christine Durrant
East Midlands Chamber of Commerce, Education & Business Partnerships Manager	Pieter Eksteen
Chesterfield College CEO	Julie Richards
University of Derby	Peter Dewhurst
Independent Training Provider Representative	Kerry Bentley (CEO DBC Training)
DWP Partnership Manager	Angela Stansfield
Derbyshire County Council – Skills	Andrew Williams
D2N2 Local Enterprise Partnership – People & Skills	Fiona Baker
Chair of Chesterfield & Bolsover Learning Community Area Head Teachers Forum	Andy Knowles
SEND and ‘Youth Voice’ representative.	Clare Talati (DEBP)
Key Sector Business Representative x 3 (1 being Chair)	Health and Care - Maxine Simmons (Chesterfield Royal Hospital) Construction - Andrew Byrne (Devonshire Group)
Health & Wellbeing Partnership Representative	James Creaghan
Voluntary Community Sector Representatives x 2	James Lee, Links CVS
Destination Chesterfield	Jennifer Raschbaur, Community Chesterfield
Federation of small businesses	Dominic Stevens Natalie Gasson-McKinley

The Board will be advised by the following officers:

Neil Johnson, Director of Economic Growth

Lynda Sharp, Economic Development Manager

Emily Williams, Skills Delivery Officer

Anna Sharman, Senior Economic Development Officer

Will Rolls, Climate Change Officer

Wendy Blunt, Health & Wellbeing Officer

Relevant CBC officers who can offer advice in respect of finance, procurement, legal, or specific service area input or requirements as appropriate.

Meetings

Meetings to take place bi-monthly unless business dictates otherwise. The agenda will be circulated at least five days prior to the meeting. Minutes will be recorded and circulated within five days of the meeting for agreement.

Board reports will be a maximum of three sides and will be circulated with the agenda.

Diagram 1: Chesterfield Community Wellbeing System Framework

