

## Appendix 5



### TERMS OF REFERENCE

The remit and membership of the partnership. Members of the Partnership will work together to:

- Develop a clear set of priorities and actions to support the aims of the partnership which will contribute to an updated City Employment and Skills Plan post 2020.
- Act as governing body to the City Employment and Skills Plan.
- All partners work together to use their respective Adult Education budgets to provide a varied adult learning offer that includes pathways to progression, meets the needs of learners and is responsive to local demand for skills
- Provide IAG and employability support and training to enable residents, particularly the disadvantaged, to move into volunteering and / or employment. It will ensure that their requirements are recognised in local delivery plans such as Brighton and Hove Economic Strategy and C2C Skills Strategy.
- Actively seek and secure funding that informs research and / or develops services or delivery which supports local employability and skills priorities.
- Oversee and support national providers with contracts to deliver locally (such as the National Careers Service), ensuring fair allocations and delivery in Brighton & Hove.
- Work with the Local Authority, Local Enterprise Partnership C2C and Skills 360 Board to communicate strengths, challenges and opportunities in order to increase awareness, and inform and influence policy.
- Represent, promote and raise the profile of the partnership and networks across the city.
- Raise significant barriers and obstacles impacting on socio-economic prosperity across the city as appropriate and / or region and respond to consultation on behalf of the partnership as required.
- Report and lobby on significant barriers and obstacles impacting on socio-economic prosperity across the city and / or region and respond to consultation on behalf of the partnership as required.
- Engage with local employers to create opportunities to support the priorities of the Partnership and City Employment and Skills Plan.
- Reduce barriers to employment for residents, including people with mental health issues, learning disabilities or who are from Black and Minority Ethnic backgrounds.

The partnership includes the following stakeholders and networks:

- SEND Young People Network
- ESFA provider network (including English, Maths and family learning)
- BHCC: Family Children and Learning: Communities and Equalities
- Coast to Capital Skills Board
- Greater Brighton Metropolitan College
- National Careers Service
- ESOL Network
- Learning and Skills representative on behalf of Community Works
- Work and Learning Network
- Department for Work and Pensions
- Sussex Council of Training Providers
- Greater Brighton Economic Board
- The Trust for Developing Communities

Members of the Partnership commit to action and appropriate dissemination of information within their networks and to the partnership.

#### Administration of the Network

- The Chair of the Network is Vanessa Potter, Executive Director, Sussex Council of Training Providers
- Administration and meetings will be organised by the council
- Meetings will be held quarterly, based on the academic year
- Agendas will be based on the priorities identified by Network members
- Any decision-making will be made by consensus.