

APPENDIX 2

Southwark Skills Strategy Partnership Group

Terms of Reference

Introduction

These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the Skills Strategy Partnership Group. This has been established following agreement by Cabinet in June 2018.

Purpose

The Board is established to:

- Ensure ongoing cross partnership support for the Strategy
- Endorse and support the delivery of activity as set out in the delivery plan
- Oversee the progress of the delivery plan and review outcomes
- Advise on future skills activity and support effective prioritisation
- Influence and inform sub-regional, regional and national decision makers, ensuring that Southwark's voice is heard

Membership

The Group will include:

- Nadia Broccardo, Executive Director, Team London Bridge
- Jayne Couchman, Southwark Works Programme Manager, JCCS- Southwark Works
- Nina Dohel, Director of Education, Children's and Adults' Services, Southwark Council
- Nic Durston, Chief Executive, South Bank BID
- Stephen Gaskell, Head of Chief Executive's Office, Southwark Council
- Andrew Gower, Principal & Chief Executive, Morley College London
- Will Harwood , Borough Partnership Manager Southwark, Department for Work and Pensions
- Jon Howlin, Manager, Southwark Construction Skills Centre
- Elise John-Lewis, Social and Economic Development Manager, Elephant Park, Lendlease
- Matt Jones, Head teacher, Globe Academy
- Dave Keogh, Operations Manager, Department for Work and Pensions
- Tony Lewin, Executive Lead for Lewisham and Southwark College, Lewisham Southwark College
- Julie Screamton, Chief People Officer, Guy's and St Thomas' NHS Foundation Trust
- Michael Simmons, Director of Corporate Affairs, London South Bank University
- Eleanor Wright, Head of Community – Canada Water, British Land
- **Chair:** Councillor Stephanie Cryan, Cabinet Member for Jobs, Business and Skills

New members may be invited to the group as relevant.

Frequency of meetings

September 2018

To be determined by the Partnership Group, likely to be quarterly.

Agenda setting

Agenda setting will be informed by:

- Southwark's Skills Strategy and Delivery Plan
- The Partnership Group
- Work and requests from interested parties

Secretariat

The secretariat is to be provided by the Local Economy Team, Southwark Council

Role

The Partnership Group will have oversight of skills activity in the borough. The group will perform a supportive role in the delivery of Southwark's Skills Strategy. As such, decisions about individual member organisation skills activity will remain subject to the organisation's decision making processes. However, the group will be a useful mechanism to advise and inform decisions before formal decision making process takes place.

Task and Finish Groups

The Partnership Group will establish and manage task and finish groups which will focus on developing proposals to deliver specific areas of the Skills Strategy Delivery Plan.

As of September 2018, these groups will focus on the areas set out below but this may change over time as agreed by the group.

- All age careers and information and guidance
- Local skills analysis
- Sector specific offers
- Regeneration

The membership of the task and finish groups may be made up of members of the Partnership group, appropriate colleagues from their organisations and representatives of organisations external to the Partnership Group.

Task and finish groups will report to the Partnership Group at each meeting.

Milestones

Milestones will be set each year. For the first year of delivery milestones will include the below but additional milestones may be added.

- Proposals and delivery plans for projects delivering sector specific skills offers, local skills analysis, projects linked to regeneration and all age careers and IAG
- Update report to Cabinet in June 2019

Knowledge sharing

Drawing on the range of experience and expertise within the Partnership Group, members agree to share and build knowledge on a variety of subjects related to skills, education, business and the labour market.