

Draft Terms of Reference – Skills & Employment - Specialist Advisory Network

Purpose

The purpose of the Skills and Employment Specialist Advisory Network is to provide access to high-quality advice and networks in the areas of interest to the Skills and Employment Thematic Board (SEB). The network will be tasked with reviewing appropriate evidence to develop innovative and robust solutions to meet the challenges faced across the SCR labour market for presentation to the Skills and Employment Thematic Board members.

Ways of working

- The Skills and Employment Thematic Board will invite members to join the Specialist Advisory Network based on their identified specialisms.
- Members who are invited to represent a key regional stakeholder i.e. Further Education Colleges will be required to have a formal mechanism in which they can gather views of their representative organisations and feedback information
- Members will be provided with a clear objective and timeline for their activity to enable active participation.
- Members may be invited to contribute on an ad-hoc basis aligned to identified areas of specialism

Role

The role of members is to:

- bring a fresh perspective on strategy, economic trends and specific geographic issues
- “wise counsel” on issues raised by stakeholders
- alert the board to issues which may not be on their radar
- provide informed challenge to research and intelligence work
- suggest direction on big picture issues the Board wish to explore
- provide unbiased insights and ideas from a third-party point-of-view
- support and encourage the exploration of new ideas
- provide access to and engage key stakeholders in matters of interest to the Board
- challenge to the Board to drive improvements

Representation

Representatives will be drawn from stakeholder organisations performing one or more of the following roles in the City Region:

- **Anchor Institution** – an organisation that, alongside its main function, plays a significant and recognised role in a locality by making a strategic contribution to the local economy;
- **A Funder** – a commissioner of goods and services from the local area;
- **Regulator/auditor** – an organisation with oversight over an area of interest;
- **A service provider** - delivers a key service to local communities;
- **An employer** - with an interest in a strong productive current and future workforce;
- **A specialist in the field of interest** – has a specific specialism in the policy area for example, a Charity working with a specific community group or a small business with a strong specialism in a growing field of interest.

Commitments

Members should demonstrate they are:

- **Dedicated** to investing time and resources.
- **Committed** to working in collaboration with other Advisory Network members and Board members
- **Willing** to galvanise their business networks.

- **Acts** as an ambassador for the work of the network and board

Meeting Structure

In addition to a formal quarterly meeting chaired by a member of the Skills and Employment Thematic Board, members will be required to attend more informal ad hoc meeting as required in line with the forward plan to develop key priority areas of the Board.