

Future Skills Sussex - Local Skills Improvement Plan (LSIP) Board

Terms of Reference

1. Purpose

DfE guidance states that LSIPs will set out a clear articulation of employers' skills needs and the priority changes required in a local area to help ensure post-16 technical education and skills provision is more responsive and flexible in meeting local labour market skills needs and embed a stronger and more dynamic partnership between employers and further education (FE) providers. They are a key component of the wider reforms to post-16 technical education and training set out in the [Skills and Post-16 education Act 2022](#).

The purpose of the Sussex LSIP Board is to provide direction and oversight on the development and implementation of an effective LSIP for Sussex to ensure immediate, medium and longer skills needs are met.

2. Membership, decision making and Secretariat

The Future Skills Sussex Board will act as a sub committee of the Sussex Chamber of Commerce Board with delegate authority for decisions relating to the LSIP project.

The Future Skills Sussex Board will report into the Sussex Chamber of Commerce Board via the Chief Executive Officer and a nominated non-executive director of the Sussex Chamber of Commerce Board.

The Board will be formed of up to 14 members and consist of senior decision making representatives from the following organisations:

- 7 Employer Representative Organisations (Construction, Creative and Cultural, Engineering and Manufacturing, Health & Care ((including Bio Life Sciences & Pharmaceutical), Land-based (including Horticulture & Viticulture), Digital, Visitor and Hospitality)
- 1 Further education college, who will also represent the Local Skills Improvement Fund project(s)
- 1 Higher education organisation
- 1 Independent Training Provider
- 1 Communities representative
- 3 County Council/Unitary Authorities

The Board will be chaired by the nominated non-executive director of the Sussex Chamber of Commerce Board. At least 50% of Board members will need to be present to be quorate for decision making.

Other external experts may be invited to present and to report on specific agenda items on an ad hoc basis.

Decisions will be made by a majority of the number of members present if voting is required at meetings. In the event of a drawn vote, the Chair will make the casting vote. Where decisions are required outside meetings, these can be made via written procedure (email) with the agreement of the Chair.

The Board will be supported by a project team, who will provide the Secretariat for meetings, ensuring that papers and reports are completed and shared with members on time and actions and activities are completed in between meetings.

A Conflict of Interests Register will be maintained by the Secretariat and these will be published, alongside the edited minutes of the meetings on the [Future Skills Sussex](#) website.

Board membership will be reviewed on an annual basis.

3. Main Responsibilities

- provide oversight, support and challenge to the team developing and implementing the Sussex LSIP following the guidance set out by the Department for Education (DfE)
- be agile and focused on decisions and outcomes
- ensure that as many employers are able to feed in their current and future skills needs into the development and implementation of a Sussex LSIP
- ensure that as many education and skills providers are able to support the work of the project team and feed into the development and implementation of a Sussex LSIP
- support the project team in implementation of the LSIP's action plan – Future Skills Sussex Improvement Framework
- support the project team in the monitoring of progress against actions and impact across the Sussex area
- provide oversight and support for the annual progress reports to be submitted to Department for Education (DfE)

4. How often will the Board meet

The Board will meet on a quarterly basis in March, June, September and December of each year.

Board members are expected to attend all meetings. Where this is not possible, and by written agreement, members may send a previously nominated substitute. Requests should be made to the Secretariat at least three days before the meeting.

5. LSIP Board Sub-Groups

The LSIP Board will seek to work with partners and employers to undertake activities within the LSIP action plan - Future Skills Sussex Improvement Framework, through action working groups led by the LSIP project team, who will report into the Board.