



ESSEX Local Skills Improvement Plan Board

Terms of Reference

Authority

The establishment of this Board and its operating protocol as laid out in this document was **approved by the Essex Chambers of Commerce & Industry Board resolution passed at its Meeting on 24th November 2022**. It shall operate within the agreed Terms of Reference noted below, which can only be amended with the approval of the Essex Chambers of Commerce and Industry Board and will be periodically reviewed.

Purpose

- The Board will provide strategic oversight of the development and ongoing monitoring of the Essex Local Skills Improvement Plan (LSIP).
- The Board will provide a forum in which partners can develop collaborative thinking and action across the county in relation to development of the Essex LSIP.

Aims

- To advise on the development of the Essex LSIP and monitor its progress.
- To set and monitor key milestones within the project.
- To review the submission of relevant information, data and reports to the Department for Education (DfE), subject to Essex Chambers of Commerce & Industry Board approval.

Membership

- The Essex LSIP Board shall comprise relevant parties (as described within the DfE Guidance Documentation) from across the county of Essex who represent:
 - Named institutions
 - Relevant Organisations Involved in Skills Planning
 - 3 x Essex Councils
 - Employer representatives (from a range of sectors)

Meetings

- The Essex LSIP Board shall meet (either electronically or in person) 5 times throughout the duration of the development of the Essex LSIP.

Powers

- Advisory