

Heart of the South West Local Skills Improvement Plan (LSIP) Stage 2

ERB Steer Group Terms of Reference

Date of approval: 15th January 2024

1. NAME

The name of this group is the **HotSW LSIP ERB Steer Group**

2. MEMBERS

ERB	Representative
LSIP Project Executive (CHAIR)	Helen Hart
Somerset Chamber of Commerce	Emma Rawlings / Scott Jenkins
FSB Devon	Carmen Hanif
FSB Somerset	Ruth Lambert
Plymouth Manufacturing Group	Gemma Selley
Tech South West	Toby Parkins
Maritime UK SW	Paul Singer
Somerset Educational Business Partnership	Andrew Hanson
Green Construction Advisory Panel (GCAP)	AJ Eaton
Engineering UK	Karen Woodward

- The Chair may invite any other person to attend and speak or observe at a ERB Steer Group meeting. Such persons shall not be entitled to vote and may speak only at the invitation of the Chair;
- The current membership of the ERB Steer Group may be added to by agreement with the existing members only.

3. PURPOSE

The ERB Steer Group is established by the Devon and Plymouth Chamber of Commerce (**DPCC**), in collaboration with the Somerset Chamber of Commerce (**SCC**) as designated owners of the HotSW Local Skills Improvement Plan (LSIP).

The ERB Steer Group is established to support in the delivery of the LSIP in the Heart of the South West region, by:

- Representing the employer voice and being the official conduit for post-16 skills recommendations to providers of adult skills training;
- overseeing the implementation of the LSIP Roadmap to ensure employers' interest and engagement in the LSIP development process translates to a significant degree of influence as the Plan is taken forward;
- promoting and fostering meaningful input to the ongoing LSIP development process, including through stakeholder engagements;
- monitoring the LSIP Action Plan whilst also horizon scanning for new priorities, emerging skills gaps and key sectors in the region;
- supporting the LSIP team with the development of annual reports to Department of Education and to help determine content and focus for the next stage of LSIP after March 2025.

4. MEETINGS

- The ERB Steer Group shall meet bi-monthly during the term of the LSIP Stage 2
- Meetings will be chaired by the LSIP Project Executive
- Meetings shall be called on not less than five working days' notice
- Meetings may take place in person or virtually, which will be confirmed at the time of notice being circulated. Where a meeting is held in person, any person may nevertheless attend through electronic means
- The Chair sets the agenda for each meeting, in consultation with the LSIP Project team and any items for inclusion on the agenda should normally be provided to the Chair at least ten working days before the date of the meeting
- Minutes of the meetings of the ERB Steer Group will be produced by the LSIP Project Administrator. Minutes will be circulated to the members and will be agreed (subject to any required amendments) at the following meeting
- Any matter may be circulated to members in writing outside of a meeting for discussion or approval as required, where the circumstances are such that it is not reasonable to wait until the next meeting.

5. TERM AND REVIEW

These terms of reference are effective from 15.01.2024 and continue through to 31.03.2025 (unless varied or revoked earlier by DPCC).