



Leading learning and skills

Essex Skills Pledge Club

Draft Terms of Reference

1. Aim

To encourage all employers in Essex to make a public commitment to training and skills improvement

2. Duties and Responsibilities

- To raise the profile of the Skills Pledge and recognise its' importance
- To make the Skills Pledge aspirational to encourage more employers to sign up
- To form an umbrella group for raising standards and improving training
- To be a conduit for communication with the LSC National Office

3. Accountability

The group will be independent from the LSC but will, at least initially, be facilitated by the LSC.

4. Authority

The workings and decisions of the group will be reported to the LSC and any budgets will be authorised by the Essex Area Director of the LSC.

5. Composition/Membership

Founder Member group comprising, initially:

Victoria Dixon, Acting Manager Learning & Development, Fedex Express Europe

Gemma Quirke, Director of HR, Wilson James

Simon Harper, Port Relations Officer , Port of Tilbury

Dave Carey, Business Development Manager, Thurrock Council

Valda Edmunds, Community Relations Manager, BAA Ltd

Liam Slattery , Head of HROD, Southend University Hospital NHS Foundation Trust

David Plowman, HR Manager, Kent Blaxill

Janice Logie, Essex Area Director, Learning & Skills Council

6. Quorum (state number)

Minimum of 4 members?

7. Performance

The group will meet (4) times per year and aim for 75 percent of regular attendance of members

The group will aim to grow the Club to 35 members in year 1

The group will arrange 2 events in the first year



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8. Outputs

Annual report of achievements

9. Administrative support

Will be provided by the LSC through the Train to Gain team

10. TOR approval and review date

To be reviewed on 10th December 2008 and reviewed on the anniversary of that date

11. Frequency of meetings

The second Wednesday of each quarter month i.e. 10/12/2008; 11/03/09; 10/06/09; 09/09/09.

Date: 1st December 2008