

Hampshire IES Trial

Terms of Reference for the Hampshire Local Implementation Board (Preliminary Draft: 31 October 2008)

1. Make Up of the Board

The Local Implementation Board will be made up of nominated representatives from the following three agencies.

- LSC South East
- Job Centre Plus
- VT Careers Enterprise

The board will be chaired by the South East Regional Director of the LSC.

Each agency representative will take responsibility for obtaining the necessary decision and approvals from within their own organisation that may have a bearing on the set up of the trial.

2. Mission and Objectives

The Mission of the Local Implementation Board is to ensure that the trial is ready to start operation by 16th February 2009.

The objectives of the board are:

- i) To fully define the scope of the IES trial and the services that must be in place.
- ii) To plan and implement necessary arrangements to co-locating IAG and skills offer brokerage with JCP.
- iii) To ensure the necessary management information systems are in place for client information capture, cross-referral, tracking, accessing provision and performance monitoring.
- iv) To ensure that the necessary contractual provisions and flexibilities for integrated services are resolved and in place.
- v) To plan and implement an effective programme of training and communications for all staff involved in the trial.
- vi) To put in place any additional arrangements essential to commencement of the Hampshire trial by the specified date.

3. How the Local Implementation Board Will Operate

3.1 *Joint Action Plan*

An over-arching joint action plan will first be agreed between the three agencies represented on the board.

This plan will focus on specific activities on which the agencies will need to work together, highlighting the key outcomes to be delivered by the agencies within defined timescales, whether working individually or collaboratively.

The tasks and deliverables set out in this plan will cover such aspects as:

- Scoping and clarification of what is to be included in the trial
- The operating systems to be adopted and developed
- Which operating systems between agencies would need to be integrated
- Inter-agency protocols and contractual arrangements
- Arrangements to be put in place to deliver co-location; systems; staff training and communications
- Trial runs and launch arrangements

Specific tasks, deliverables and interdependencies will be set out in this plan, specifying what has to be delivered by whom and by when.

Underlying the joint action plan, each agency will share with other members of the Local Implementation Board the detailed action plan for their respective organisations.

3.2 Allocation of Responsibilities

Responsibility for each task will be allocated to a named lead individual who is represented on the Local Implementation Board. The joint action plan will specify the board member responsible for each task, also detailing those working in support.

This lead individual will coordinate respective tasks even where other individuals from their respective agencies are taking actions forward, or where multi-agency collaboration is involved.

If any lead individual is unable to attend board meetings and sends a colleague to deputise, the lead individual will continue with the responsibility for delivery.

3.3 Progress Reporting

Each lead individual will report back to the board on the progress and outcome of each specified task for which they are accountable.