



Leading learning and skills

Integrated Employment and Skills Regional Implementation Group: Terms of Reference.

Membership

The group will comprise representation from:

- LSC
- JCP
- SEEDA
- IAG provider for the region- Careers Enterprise

The aim will be to have a small, high level strategic group with representation from organisations with lead roles in moving unemployed and workless adults into work.

For the LSC, membership will comprise:

- Regional Skills Director, Peter Marsh
- One other senior LSC regional person
- LSC area representation from the trial sites
- LSC programme representation: Skills Accounts, Programmes for workless adults and IAG
- LSC Train to Gain brokerage

For JCP, membership will comprise:

- Regional External Relations Manager(s)
- Area representation from the trial sites
- Other representation as advised by JCP

For SEEDA, membership will comprise:

- Director of Employment and Skills
- Other representation as advised by SEEDA

Meetings

Meetings to be held monthly or as often as needed

Purpose

The remit of the group will be to:

1. Share information and develop a shared understanding of our organisations' joint agenda
2. Tackle the operational barriers to delivering an integrated service to the unemployed and workless adults
3. Maintain an overview of the area joint plans and produce a joint reg. plan
4. Develop and share intelligence on provision and identify and manage gaps and overlaps in provision
5. Ensure all procured provision for unemployed and workless adults meets the needs of the client group and contributes to a joined up service by co commissioning/planning provision
6. Steer the development of the region's IES trials in Hampshire and Slough (and any other trial sites that may be identified)
7. Promote the good practice that exists in the South East region and communicate lessons learned to senior policy makers.
8. Map and implement the customer journey.

All references to joint activity and planning refer primarily to the LSC and JCP as the main providers of services to the unemployed and workless adults. Other partners are included on the group to help those key partners develop an integrated service but where they are also responsible for aspects of provision they will also be expected to engage in joint planning in the provision that they commission and any work that they undertake. Task and finish groups may also be set up as needed to complete pieces of work and report back to the Implementation Group that exist between our organisations.

Relationship with other groups/ reporting structure

The IES trials have clear, nationally agreed, reporting lines. Reporting lines for regional IES groups are currently less clear. In the short term the group will maintain a dotted line to the RSPA with the aspiration of working closely with a future Employment and Skills Board.

Chairing arrangements

Peter Marsh, the LSC's regional Skills Director, will chair this group. He will meet regularly with senior colleagues in SEEDA and JCP. These meetings will include Regional Director for JCP, Paul Williams and SEEDA's Executive Director for Smart Growth, John Parsonage. That group will in turn decide the strategic direction of IES in the South East region.

These Terms of Reference for the group were agreed at the first meeting of this group on July 14th 2008 and they will be reviewed in March 2009.

Document drawn up by Fiona Willmot, LSC, and Mandy Clements, JCP.