

The Skills Group – King's Lynn and West Norfolk

Terms of Reference

Background

The King's Lynn Town Deal Board (KLTDDB) was established in 2020 to develop a Town Investment Plan to secure a 'Town Deal' of up to £25m from Government. Town Deals represent a locally agreed set of 'interventions' that will result in economic productivity through urban regeneration, planning and land use, skills and enterprise infrastructure and connectivity. The KLTDDB agreed set of priorities set out in the Town Investment Plan to;

- Create a town where people want to come to live and stay
- Developing a local skills pipeline for local opportunities responding to Covid-19
- Improving digital and sustainable connectivity
- Repurposing the town centre and historic assets for visitors and residents

The KLTDDB will oversee the delivery of any funding package agreed with central government as part of the Town Fund process. The KLTDDB's consultation and engagement strategy includes the establishment of thematic sub-groups to engage a wider range of people and organisations outside of the Board to support the development and delivery of the Investment Plan.

Purpose

The Skills Group has evolved from the Skills Forum. This has been established to increase the youth participation, transition to employment and raise workforce skills across the KLWN locality, with a specific focus on those who live, work or study in King's Lynn. The group provides a mechanism to:

- thematic review of all skills' aspects in all TDB projects
- bring key partners together
- develop and provide oversight on related towns fund approved projects
- identify localised skills challenges
- strategically support the development of future projects and priorities
- ensure wider community and stakeholder engagement

The Skills Group will hold the following responsibilities:

- To maintain oversight of related town investment plan projects that support skills development and create awareness of emerging activity.
- To maximise the impact of current and emerging projects, promoting collaboration and service alignment wherever possible.
- To support the capacity of related projects and ensure they serve the purposes of individuals and businesses in King's Lynn & West Norfolk.

- To provide advice and support for employment and skills projects and services delivered within the locality.
- Support the collaboration amongst stakeholders and delivery agents across King's Lynn.
- To effectively align resources and delivery across stakeholder groups including, but not exclusively, participants, employers, schools, colleges, independent training providers, DWP, VCSEs and lead councils.

What role do members of the Kings Lynn & West Norfolk Skills Group perform?

- Understand the aim, purpose, and aspirations of the group.
- Provide appropriate specialist expertise and offer best practice information, advice, and guidance.
- Support the alignment of organisations to create a local culture of collaboration for skills
- Support the delivery of skills interventions in the locality and provide insight into strategic alignment. For example – supporting current and emerging projects in their contribution to the Norfolk Investment Framework, King's Lynn Town Investment Plan, the Norfolk and Suffolk Local Skills Improvement Plan (LSIP), the Norfolk and Suffolk Economic Strategy, Skills Advisory Panel objectives.
- Review progress of related projects, providing steer and recommendations for delivery areas and performance.
- Be an advocate for relevant projects by promoting their outputs.

Membership

Chair - Principal, College of West Anglia (David Pomfret)

Secretariat – Skills Policy Officer, Norfolk County Council (Louisa Kiddell)

BCKLWN Town Deal Programme Members

- Regeneration Programmes Manager, (Jemma Curtis)
- Assistant Director Housing, Regeneration and Place (Duncan Hall)

Town Deal Project Representatives

- Boost - Employment and Skills Project Manager, Norfolk County Council (Ruth Royle)
- Boost - Skills Partnership Project Manager, Norfolk County Council (Lisa Taylor)
- MUCH - Programme Manager, Norfolk County Council (Hannah Edge)
- Guildhall - Creative Director, Guildhall and Creative Hub (Tim FitzHigham)

Education Representatives

- Assistant Head of Service – Planning and Quality, Adult Learning (Carl Fiander)
- HE Community Outreach, UEA (TBC)
- Adult Community Education Manager, CWA (Andy Houghton)

Employment Member

- Senior Partnership Manager, DWP (Gill Mason)

Housing Association Member

- Chief Executive, Freebridge Housing (Anita Jones)

The group's membership has been designed with reference to:

- the associated function of the representative organisations and their ability to influence outcomes in the local area from a skills' perspective
- specified job roles and their knowledge and understanding of the local area and/or skills

Steering group members may nominate a 'deputy' for attendance if they are from the same organisation and it does not impact the function of the group.

Operating Arrangements

- The Group have **no decision-making authority** but acts as mechanism for making recommendations to the KLTDB.
- The Group does not have the authority to commit other partners' action or expenditure.
- It is intended that the Group should meet on a quarterly basis, with provision to call additional meetings if required.
- The Group will be chaired by a representative nominated by the KLTDB
- Minutes of meetings will be circulated to members of the Group and progress reported to the Town Deal Board
- Secretariat will be provided by the County Council Officer team
- An agenda for Skills Group meetings will be circulated to all members in advance of the meeting.
- Meeting will be held virtually and on occasions face to face at a King's Lynn venue when deemed appropriate and worthwhile in doing so by the chair.
- Meetings to be held weekdays
- The individual expertise and interests of individual members may be sought at any stage where this is relevant.
- The Group may request particular individuals to attend meetings in order to provide specific advice or to facilitate informed discussion.

- It is expected that members will consult within their particular interest groups or communities on non-confidential matters so that the widest possible range of views are represented.
- The Group will operate for as long as deemed appropriate by the KLTDB

Code of Conduct

All sub groups of the King's Lynn Town Deal Board are expected to respect the following core values of engagement.

- Act with integrity and in best interests of the group
- A non-judgemental approach that respects the views and opinions of other members
- Promote diversity and inclusivity in a non-discriminatory way
- Truthfully represent the interests of the group/organisation/cohort they represent within the town
- Hold a genuine interest in the work and purpose of the groups
- Be committed to, and be actively involved in, pursuing the outcomes sought by the sub group within its work
- Where specifically requested by the Chair, all members are expected to retain confidentiality in the context of the matters being considered.
- Any conflicts of interest which they have in any matter to be considered at the meeting should be declared to the Chair. A conflict of interest arises where a Board Member, a close associate, immediate family, business, organisation or employer has an interest in a matter which is the same as, connected to or may be affected by the matter under discussion.

Members of sub groups should also acknowledge the 'Seven Principle of Public Life' the King's Lynn Town Deal Board abide by in its own Code of Conduct.

1. **Selflessness** Board Members should act solely in terms of the public interest.
2. **Integrity** Board Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity** Board Members must act and take decisions impartially, fairly and on merit, using the best evidence and without any form of discrimination or bias.
4. **Accountability** Board Members are accountable to the best interests of BCWKLN and the principal objectives of the Board.
5. **Openness** The Board must act and take decisions in an open and transparent manner.
6. **Honesty** Board Members should act with honesty, objectivity and integrity.
7. **Leadership** Board Members should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.