

AGENDA MANAGEMENT SHEET

Name of Committee Regulatory Committee

Date of Committee 24th July 2007

Report Title Representation by Warwickshire County Council on the Board of Warwickshire Education Business Partnership

Summary The Committee is asked to decide on the Council's representatives to the Board of the Warwickshire Education Business Partnership.

For further information please contact David S Williams County Economic Development Officer Tel. 01926 412401 davidswilliams@warwickshire.gov.uk John Scouller Head of Skills, Tourism & Economy Tel: 01926 412842 johnscouller@warwickshire.gov.uk

Would the recommended decision be contrary to the Budget and Policy Framework? Yes/No

Background Papers None

CONSULTATION ALREADY UNDERTAKEN:- Details to be specified

- Other Committees Cabinet 7th June 2007.
- Local Member(s)
(With brief comments, if appropriate)
- Other Elected Members
- Cabinet Member Councillor C Saint – for information.
(Reports to The Cabinet, to be cleared with appropriate Cabinet Member)
- Chief Executive
- Legal The revised Terms of Reference incorporate changes recommended by I Marriott – report agreed.
- Finance

- Other Chief Officers
- District Councils
- Health Authority
- Police
- Other Bodies/Individuals

FINAL DECISION **YES/NO** *(If 'No' complete Suggested Next Steps)*

SUGGESTED NEXT STEPS :

Details to be specified

- Further consideration by this Committee
- To Council
- To Cabinet
- To an O & S Committee
- To an Area Committee
- Further Consultation

Regulatory Committee - 24th July 2007

Representation by Warwickshire County Council on the Board of Warwickshire Education Business Partnership

Report of the Strategic Director for Environment and Economy

Recommendation

That the Regulatory Committee nominates the Council's representatives, and their alternates, to:-

- (i) Reflect all of the three main political parties, and
- (ii) Balance the nominations in such a way as to ensure that the Council's Portfolio Holders and Chairs of Overview and Scrutiny Committees dealing with Economic Development and Children, Young People and Families are represented.

1. Terms of Reference for Warwickshire Education Business Partnership

- 1.1 On 7th June Cabinet considered a report from the Strategic Director for Environment and Economy asking it to approve new terms of reference for Warwickshire Education Business Partnership (WEBP). Cabinet endorsed the draft Terms of Reference for the Partnership (**Appendix A**) and agreed that the Council's representation on the Advisory Board of the partnership should be three Members, with representation from the three main political parties.

2. Council Representation on the Board of Warwickshire Education Business Partnership

- 2.1 Cabinet also agreed that the Regulatory Committee should appoint the Council's representatives on the Board.
- 2.2 The suggestion put forward to Cabinet was that the Council's representatives could consist of a combination of Portfolio Holders and Chairs of Overview and Scrutiny Committees (OSC) with representation from the three main parties as follows:-

- (i) One Warwickshire County Council Portfolio Holder - Economic Development or his nominated alternate.
 - (ii) One Chair of Overview and Scrutiny Committee - Economic Development.
 - (iii) One further Warwickshire County Council Member, to maintain political balance.
- 2.3 Under the previous Terms of Reference the Council's representation was four Members, namely Councillors Grant, Jones, Morris-Jones and Whitehouse as well as officers. The reduction in Council representation to three Members is intended to help make the Board more manageable and was agreed by Cabinet. Cabinet referred the appointment of Portfolio Holder, Chair of Overview and Scrutiny and third Member to Regulatory Committee to appoint the Council's representatives. During discussion, the following points were raised:-
- (i) There was a need for continuity in the membership.
 - (ii) There should be named substitutes.
 - (iii) The Council's representatives and any named substitutes should reflect the involvement of the two Overview and Scrutiny Committees and Directorates involved in WEBP.
- 2.4 Under the new arrangements, the Council's funding for WEBP comes from the Economic Development budget although it is well recognised that the work of WEBP is also strongly geared to education and training. The connection between skills development and the economy is very much in keeping with the approach being adopted by Government. Successive reports have emphasised the importance of work readiness skills to the development of the economy. Under present representation Councillors Whitehouse, Jones and Morris-Jones all have involvement in the Council's Economic Development Portfolio, but only Councillor Grant is currently involved in the Children, Young People and Families Portfolio.
- 2.5 Members may wish to base the selection of their representatives (or their named alternates) on a need to reflect the interests of the Children, Young People and Families, with those of the Council's Economic Development Portfolio.

JOHN DEEGAN
Strategic Director for Environment and Economy
Shire Hall
Warwick

10th July 2007

Regulatory Committee - 24th July 2007

Representation by Warwickshire County Council on the Board of Warwickshire Education Business Partnership

Warwickshire Education Business Partnership: Terms of Reference



Warwickshire Education Business Partnership: Draft Terms of Reference

1. The Partnership

- 1.1 The Warwickshire Education Business Partnership (WEBP) is a partnership between Warwickshire County Council, the Coventry and Warwickshire Learning and Skills Council, Warwickshire Schools, and businesses and business organisations in Warwickshire.
- 1.2 The Warwickshire Education Business Partnership works with schools, colleges and businesses to prepare young people for adult and working life and, by doing so, contributes to the economy and society of Warwickshire.
- 1.3 It provides:-
 - Programmes to develop work-readiness in young people e.g. through quality assurance of work experience, Practice Interviews and Work Readiness Modules;
 - Programmes to promote enterprise capability, key economic concepts and an understanding of business;
 - Programmes to support the teaching of Science, Technology Engineering and Maths;
 - Programmes to improve further school based work-related learning and the performance of young people; and
 - Brokerage to build business engagement with education.
- 1.4 The Partnership's activities contribute to a series of WCC and other strategic objectives for Coventry and Warwickshire. These include: "increasing employment opportunities and the employment potential of Warwickshire residents".

2. The Partnership and the Council

- 2.1 The County Council employs and manages staff to achieve the objectives of the Partnership. The managers report to and are advised by a Partnership Board with membership drawn from stakeholders and funding bodies. Because the Partnership Board is not a legal entity, the County Council enters into legal commitments in furtherance of the objectives of the Partnership as set out in its service plans and the policies agreed by the Board.

3. Terms of Reference of the Partnership Board

- 3.1 To monitor and develop the strategic direction of the Warwickshire Education Business Partnership.
- 3.2 To ensure that service provision reflects the needs of the County's schools, businesses and employment preparedness of the young people of Warwickshire.
- 3.3 To ensure value for money principles are followed and that quality services are delivered, maintained and developed.
- 3.4 To ensure compliance with relevant Warwickshire County Council's Policies, processes and procedures.
- 3.5 To ensure that EBP funding is managed effectively and efficiently, and is appropriately deployed.
- 3.6 To ensure that the EBP contributes to the achievement of WCC corporate strategic objectives.

4. Board Membership

- 4.1 Membership of the Board will comprise a minimum of eight and a maximum of 12 members which should include at least the following:-
- 3 WCC members nominated by the Council.
 - 1 Head Teacher from Secondary or Primary Strategy Group (to alternate annually).
 - 2 WCC Officers - 1 representative each from E&E Directorate and CYP&F Directorate.
 - 3 Business representatives – 1 each from Primary/Service Sector, Manufacturing Sector and Public Sector.
 - A representative of any funding partner.
- 4.2 Further nominations will be at the Board's discretion and appointment will be by election at a Board meeting at a general meeting to be held at or around the beginning of the Warwickshire County Council financial year.
- 4.3 The Board may agree to appoint sub groups. Such groups would operate to remits, terms of reference and membership defined by the Board and agreed at an ordinary meeting. Membership of groups may include staff of the WEBP and

any other person with skills appropriate to the remit of the group and must include at least two Board members. The outcomes of Sub group activities will be reported to the Board and their recommendations will be subject to board ratification.

4.4 The Chair of the Board should not be a Councillor or WCC Officer.

4.5 The Chair will be elected annually.

5. Key Board Objectives

5.1 To provide a leadership framework that supports the EBP management team in the development of the service.

5.2 To be responsible for ensuring that funding conditions are adhered to and that a robust budget management system is in place.

5.3 To ensure that financial and compliance decisions made by the Board are compatible with the WCC regulations and governance framework.

5.4 To ensure that the work of the Education Business Partnership is delivered in line with the objectives and priorities in supporting the 14 to 19 vocational diploma programme and WCC's strategies for developing the local economy.

5.5 To ensure that high quality, value for money services are provided that are focused on outcomes for students and local businesses.

5.6 To ensure that partner -organisations and stakeholders are consulted as part of the annual service planning process.

5.7 To assist the Partnership generate funding from sponsorship or other external sources.

6. Reporting

6.1 The Board will be responsible for approving the EBP annual service plan and subsequently producing an annual report on the performance of the service.

6.2 The EBP annual report will be submitted to the Council's Economic Development Overview and Scrutiny Committee for consideration and will, subsequently, be distributed to partner organisations and stakeholders.

6.3 The Board will be responsible for approving all EBP reports that contain major decisions, prior to submission of the reports to elected members.

6.4 The Board will receive quarterly performance reports from EBP management.

7. Members Roles and Responsibilities

7.1 Board Members will be expected to:-

- Attend meetings (or to send a substitute).
- Take individual and collective ownership of the work of EBP.
- Promote the work of EBP within their own organisations and more widely where appropriate.
- Keep the Board informed of developments within their own business sectors, which may impact upon EBP's business.
- Share information, best practice and knowledge with Board members where this is not commercially sensitive.

7.2 Individual Board members will be responsible for themes and areas of EBP business, as agreed by the Board.

8. Frequency of Meetings

8.1 The Board will meet at least once in each academic term.

9. Decision Making

9.1 The Board will have only an advisory role in relation to the exercise of the functions and the use of the resources of the County Council.

9.2 In all other matters presented to the Board for a decision, the power will sit with the Board.

9.3 The Board will aim for consensus decision making. However, where this is not possible, decisions will be made on the basis of the majority of those present and voting. All members of the Group have equal voting rights.

10. Conflict of Interest

10.1 A member attending a meeting of the Board must declare any personal interest in an item of business being or to be considered by the Board as soon as they become aware of its existence. If the interest is prejudicial, the member must withdraw from the meeting during consideration of that item and must not seek improperly to influence any other member in relation to that item. The Code of Conduct for County Councillors shall be used as guidance as to the circumstances in which a personal and prejudicial interest arise.

10.2 The Chair may suspend consideration of an item or require a member to leave a meeting if he or she considers that the member would otherwise breach these rules.

Warwickshire Education Business Partnership

22 Northgate Street
Warwick

May 2007