

# SITES

Developing local labour through the Urban Renaissance

## **SITES BOARD TERMS OF REFERENCE May 2007**

### **1. Introduction**

- 1.1 The structure and terms of reference indicated below were agreed by the SITES Board at its meeting on 9<sup>th</sup> May 2007 as the new format for managing SITES delivery.
- 1.2 It was also agreed that SITES would remain within the operational framework of Southampton City Council for the foreseeable future.

### **2. SITES Board Purpose and Accountability**

The SITES Management Board has the purpose of overseeing the implementation of the SITES Business Plan and Action Programme.

The SITES Board is accountable to the Skills and Employability Board of Southampton Partnership. The Skills and Employability Board will take the strategic overview of needs within the city and will inform the delivery of SITES activity. The Board will also keep the Communities and Renewal Partnership of Southampton Partnership, with its interest in the implementation of the Local Neighbourhood Renewal Strategy, informed of its work and progress against the Business Plan.

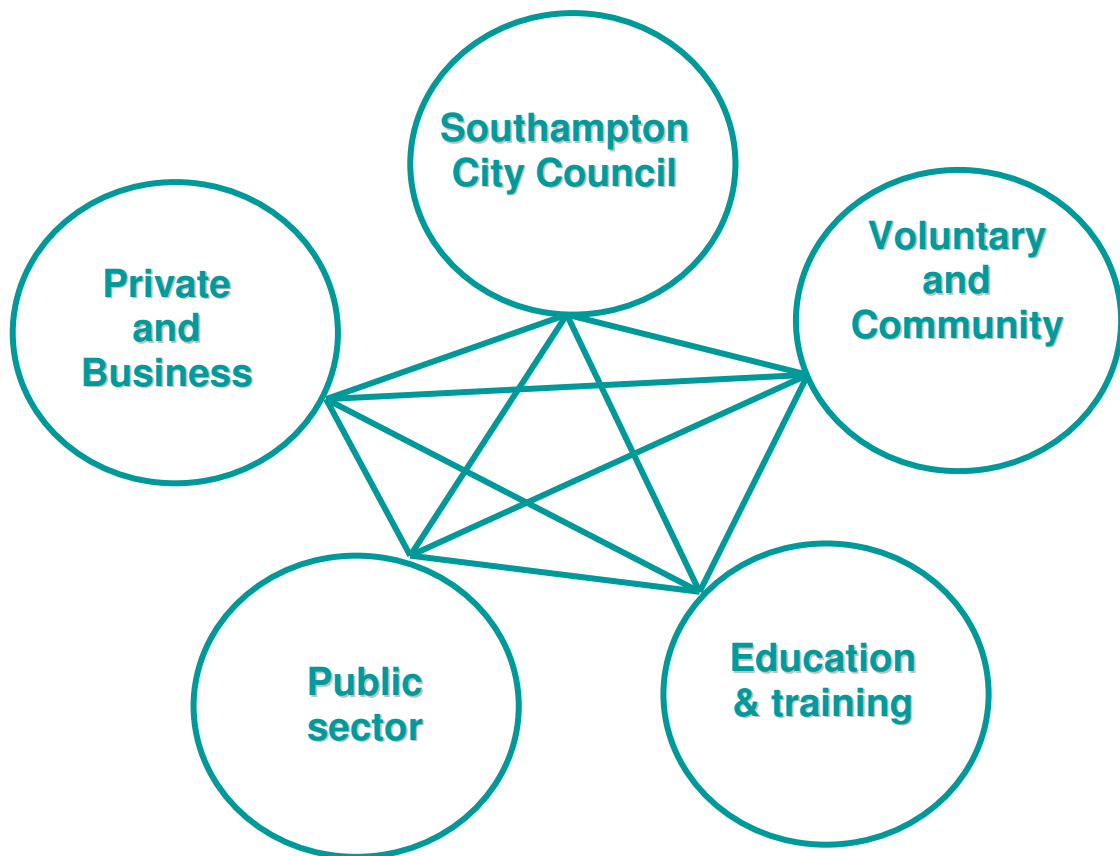
### **3. Membership of the Board**

- 3.1 The Board will consist of up to 20 members, made up of a range of public sector agencies, business sector representatives or training providers, as outlined below.
  - City Council representatives at Senior Officer or Director level.
  - Private Sector Business or agency representatives. For SITES it would be relevant to focus on key employment sectors within the city; construction, retail, leisure and hospitality, marine sector, health and social care, and public service. Additional Members may be co-opted to support particular developments or initiatives on a temporary basis as they arise.

- Education and training provider representatives.
- Community and voluntary sector providers of training or employment support.
- Other public bodies relevant to training and employment support.

3.2 Any remaining members for the Board shall be appointed by the Head of Communities and Regeneration, in consultation with the Board, to represent other interests, expertise and skills that will contribute to the Board's work.

3.3 The diagram below proposes the likely Communities of Interest for the SITES Board.



3.4 In addition, the Board may co-opt additional members, (whether as individuals or representatives of other organisations or bodies) who it thinks can usefully further its work. Co-opted members may be voting or non-voting members as the board decides. The Board can also invite individuals or representatives to attend their meetings as (non-voting) observers.

- 3.5 From time –to- time the Board may delegate responsibility to take action or decision to a committee, sub-committee or task group it agrees to establish.
- 3.6 The organisations below were invited and agreed to join the Board from April 2007.

| <b>Interest group</b>            | <b>Organisation</b>                 | <b>Proposed Member or Office</b>                   |
|----------------------------------|-------------------------------------|--|
| Southampton City Council         | Communities and Regeneration        | Suki Sitaram, Head of Communities and Regeneration |
|                                  | City Development and Economy        | Tim Levenson, Head of City Economy and Development |
|                                  | Training and Employment Initiatives | Tony Bates, Team Leader                            |
| Private and Business Sector      | Chamber of Commerce and Industry    | Stephen Fry  |
|                                  | LEADER group                        | Lena Samuels                                       |
|                                  | Federation of Small Business        | Alan Chatfield                                     |
|                                  | Business Southampton                | Angela Wright                                      |
| Education and Training Providers | Southampton Solent University       | Anne Carty, Community and Enterprise Office        |
|                                  | Southampton City College            | Lindsey Noble, Principal                           |
|                                  | Connexions                          | Kevin Allan  |
| Voluntary and Community Sector   | Building Bridges Forum/IBEX         | David Wrighton                                     |
|                                  | RSL – Hyde Housing                  | Bill Lucas   |
|                                  | Wheatsheaf Trust                    | Jonathan Cheshire                                  |
|                                  | SAFE                                | Nigel Hughes                                       |
| Public Sector                    | Job Centre Plus                     | Emlyn Marshall                                     |
|                                  | SEEDA                               | Julia Pearson                                      |
|                                  | Learning and Skills Council         | Trevor Knight                                      |
|                                  | Southampton City Primary Care Trust | Representative to be advised                       |

3.7 The Board can select a Chair and Vice Chair from within the Board members.

3.8 The Board may appoint or nominate one of its members as the SITES Manager to co-ordinate and lead SITES activities identified within the Business Plan and Action Programme.

#### **4. SITES Board Terms of Reference**

- a) To monitor the changing needs of Southampton residents, workers in terms of employment, skills and support in order to inform and advise partners and providers about the needs to be met or addressed.
- b) In tandem, to engage with local employers to better understand their changing needs in terms of staff and skills as well as to encourage their use of local labour.
- c) To provide intelligence on the needs of existing and prospective local employers, business and the city economy in order to inform partners and providers of future needs and opportunities.
- d) To work in partnership with stakeholders across the city to develop local labour and training in the city, particularly in disadvantaged communities.
- e) To build the capacity of employment support and training delivery agents within the city so that they can deliver effective and sustainable support within the labour market.
- f) To facilitate the development of new initiatives with partners and providers where these needs require action.
- g) To monitor and respond to Government and European policies concerning employment and training.
- h) To lobby for and facilitate sustainable funding streams which delivery agents can access to deliver services over the long term.
- i) To monitor funding initiatives and financial support for employment and training in order to maximise the benefit for Southampton residents and providers.
- j) To prepare and agree a three year rolling SITES Business Plan and Action Programme and to monitor progress on its implementation in terms of spend and outcomes.
- k) To receive, comment upon and endorse an Annual Report of SITES activities prepared by the SITES Manager (or so identified officer).

#### **5. Meetings**

The Sites Board will meet on a bi-monthly basis, and a quorum will be necessary for the meetings to take place. A quorum is agreed where the meeting has five attendees and there is a minimum of one representative from four of the five interest groups within the Board.

Administrative support will be provided through Southampton City Council's Neighbourhood Renewal Team.