

## **Oldham Economic Partnership and Oldham Local Learning Partnership**

### **Draft Project Brief for Skills and Workforce development Subgroup**

#### **1 Aim**

To improve the skills attainment and employment opportunities for local people

#### **2 Objectives**

- To improve the skills levels of young people
- To improve workforce and management skills
- To increase economic activity and raise incomes and reduce inequality
- To engage with the sub-regional labour market

#### **3 Membership**

The Economic Partnership and then the Local Learning Partnership will nominate the Chair of the Skills and workforce development group alternately. The Vice Chair will be elected from among the normal membership of the subgroup. The Vice Chair will support the Chair and substitute in the Chair's absence. A private sector member of the Economic Partnership will Champion the group, overseeing its strategic direction.

The group will consist of representatives from partners organisations who take a strategic lead on skills and workforce development together with members representing the business sector and community. Organisational representatives will be in a position to take responsibility for the delivery of component parts of the action plan.

Additional members may be invited to attend at the discretion of the Chair or Business Champion at a given point in time

Job Centre Plus	Marie Gillott (Chair)
Positive Steps Oldham	Tim Mitchell (Vice Chair)
Chamber of Commerce	Carol Hopkins
Employer Coalition	Vicki Godfrey
Groundwork/ Voluntary Sector	Rob Glenn
Job Centre Plus	Ann Ryan
Lifelong Learning Service	Ann Rae
LSC	Michelle Ford
ME	John Steward
NWDA	Julia Maykels
Oldham College	Anne Falloon
OMBC	Michele Carr
OMBC	June Smith
OTC	Roy McHugh
Rochdale Council	Maura Carey
UCO	Debbie Bridge
Economic Partnership	Ken Rose
Learning Partnership	Jon Bloor

#### **4 Remit**

- To take a strategic lead on skills and workforce development on behalf of the Economic and Local Learning Partnerships and produce an action plan based on the Economic Strategy and economic assessment .
- To take responsibility for delivery of component parts of the action plan and ensure that they are integrated into the business plans of their organisation ( in accordance with the local Area agreement where appropriate)
- To identify and influence the development of initiatives/services and additional funding opportunities.
- To act as a 'Think Tank' for new initiatives and new and better ways of working.
- To undertake regular monitoring and review of the action plan periodically as agreed with the Economic and Local Learning Partnerships taking into account local economic data and the wider sub-regional and regional economic agenda.
- To collate and analyse local economic data
- To report at regular intervals to the Economic and Local Learning Partnerships
- To contribute as appropriate to the work of other sub-groups within the Oldham partnership.

#### **5 Meetings**

Meetings will initially be held a minimum of six times a year and an annual calendar of meetings will be developed, agreed and circulated to all members. All meetings will be formally minuted. Agendas and papers will normally be circulated 5 working days prior to the meeting monthly, usually by email. Agenda items to be submitted to both the Economic Partnership Coordinator and the Local learning Coordinator Regular project management liaison meetings will be at the mutual discretion of the Business Champion and the Chair.

#### **6 Responsibilities of the Group**

The Business Champion and the Chair will report on progress of the action plan at Economic Partnership meetings.

Whilst the chair will take responsibility for the project management of the action plan, members of the subgroup will be identified who are able to take responsibility for the delivery of component parts.

Group members must 'declare interest' on issues, projects or organisations where they may directly or indirectly benefit professionally or personally from their position on the group.

