



Terms of Reference Cheshire & Warrington in to Work Board

Purpose

To lead on the sub regional co-ordination of both existing programmes and delivery routes which help people in Cheshire and Warrington get into jobs and employment (aged 18+) focusing both on those furthest away from the workplace and matching the relevant skill needs of businesses and employers with local people. The Board will work to establish a better coordinated, integrated approach to supporting unemployed adults to become work ready and gain sustainable, good quality employment. The Board will provide a much-needed connection and dialogue between the LEP, the Public Sector and key stakeholders as we design support programmes to enable inclusive growth and avoid vulnerable communities being left out of opportunities to be part of the economy.

Aims and Objectives

- To reduce and prevent long term unemployment through strong collaboration of key stakeholders
- To improve coordination of existing employment and skills programmes
- Where possible, align projects which promote good quality employment and efficient ways of working
- Offer labour market intelligence to identify current employment challenges and priorities
- Influence and shape future collaborative investment opportunities with Central Government, Social Investors and the Public and Private sector

Background

The impact of Covid-19 is creating an economic crisis that this country has not seen for many years and Cheshire and Warrington have developed a rapid response Workforce Recovery Group to respond to the expected redundancy spike across the sub region.

During the pandemic there have been significant rises in barriers such as mental health and debt, domestic abuse, loneliness and social isolation and it is envisaged that as we come out of the pandemic our hardest to reach individuals, complex adults and vulnerable young people will become even more marginalised as a result. It is therefore imperative that we continue to ensure we have a range of co-ordinated offers that are responsive to their needs and clear pathways to support over the next few years.

Current data and labour market analysis will be provided as part of the intelligence sharing to the group and additional data will be shared from providers as required to support the achievement of the objectives of the group.

Getting the right information in a timely manner is essential, as is effectively and efficiently deploying partner agency resource.

The Group will be informed by data and intelligence from a range of sources including:

- Cheshire and Warrington Local Authorities
- The LEP's Cell Economic Dashboard that is monitoring labour supply issues

- The Local Industrial Strategy which has been informed by a wealth of information about the underlying strengths and weaknesses of the local economy - both sectors and places. This longer-term direction remains intact.
- The Cheshire and Warrington Data and Labour Market Steering Group that has commissioned a series of reports including on the adult workforce, young people the way employers' demand for skills has changed in response to Covid-19 and the supply of skills training.
- Partner data, intelligence and sector trends

The Group will not include those at risk of being made redundant or those who have recently been made redundant. This will be the remit of the newly established Workforce Recovery Group. However it is imperative that the Into Work Board remains intrinsically linked with both the Workforce Recovery Group, the Cheshire and Warrington Data and Labour Market Steering Group, the Economic Recovery Cell and SCG Recovery Cell Group established as part of the emergency response to Covid-19, to ensure dovetailing of opportunities and flow of support to those who may become long term unemployed and face complex barriers as a result.

Responsibilities

This Board will provide oversight and direction for the network of Partners delivering work support programmes across Cheshire & Warrington.

The Board will be committed to working together to ensure a joined-up pathway for customers to make the most of learning and support opportunities within a positive health framework, so that unemployed resident's get back into employment as quickly as possible. The group will also look to identify ways of promoting good quality employment, supporting residents experiencing in-work poverty and developing pay progression models with employers and businesses.

- Utilise current data and intelligence to ensure rapid and co-ordinated responses to provision within existing and new programmes to meet new and emerging demands of vulnerable young people, complex adults and long term unemployed.
- Drive the practical implementation of multi-agency Employment and Skills models based in communities which promote the integration of services and the sharing of good practice between organisations and contribute to overall reductions in long term unemployment.
- Coordinate the deployment of resources to maximise integration and co-ordination of partner services, including Early Help, Young Peoples Service, Complex/Troubled Families delivery and work with vulnerable adults.
- Work together on creating improved pathways and solutions to support the most vulnerable individuals, including those with complex problems, health conditions or disabilities. This will include collaboration with employer/business facing teams and structures to ensure all residents are considered as part of expansion/inward investment discussions.
- Promote "Fair Employment" across the sub-region in line with priority groups identified through local needs analysis and evidence from the Public Sector Transformation cohort.

Areas that the Board will focus on improving are;

- Employment of local unemployed people who have the capacity to work
- Employment of young people, with a focus on apprenticeships
- The use of apprenticeships to support adults to return to work
- Employment of adults with disabilities and/or learning difficulties

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- Employment of adults and support to young people who have diagnosed and self-reported mental health conditions
 - Supporting Offenders in to work
 - Supporting victims of abuse and trauma in to work
 - Progression from low pay
 - Armed Forces Covenant
- Collaborate on dovetailing funding streams to ensure the best experience for the customer and maximising impact, including identification of ESF and other external funds
 - Facilitate the sharing of information about individuals where possible to promote intelligence-led delivery and promote a better service to the customer, utilising the skills and expertise of the voluntary sector in creating solutions
 - Work closely with housing provider partners to maximise the impact of the contributory services element of their housing management contracts with regards to skills development and employment of tenants.
 - Deliver appropriate actions as set out in Public Sector Reform strategy for Cheshire & Warrington
 - Be involved in considering and supporting the wider devolution opportunities in the sub region, including the proposed sub-regional commissioning of the Adult Education Budget (AEB)
 - Explore opportunities for cross-border working, for example support for offenders leaving HMP Berwyn

Decision Making

This Board should have the ability to commit resources, to lobby, to support and steer the objectives of the local agencies and associated programmes, creating a more joined up multi agency approach to supporting out of work residents, those in work on low pay and to implement change.

Governance

The Into Work Board will;

- 1) Report on progress and performance to the C&W Management & Leaders Board against activities outlined in the inclusive growth portfolio for the sub region
- 2) Report on progress and performance to the LEP Employment and Skills Board
- 3) Work closely with the Health and Wellbeing Boards to support priorities across Health integration
- 4) Work closely with the Public Service Reform Board for C&W but also link into local inclusive employment/welfare to work groups in each place.

Membership

The Cheshire & Warrington Into Work Board will be bring together senior managers from key strategic agencies across Cheshire & Warrington that have a remit to; support unemployed individuals, particularly those facing multiple barriers and support those individuals in low quality employment.

The Board will be chaired by Sonia Basseby MBE, Director of Public Sector Transformation. The work of the Board will be accountable to the Workforce Recovery Group and Cheshire & Warrington Management Board and Leaders Board

Core membership will comprise of senior officers from the following organisations:

- Cheshire and Warrington Public Sector Transformation Team
- Department for Work and Pensions (DWP) – Operations Manager, Employer Engagement Manager
- DWP / European Social Fund (ESF) – Prime Contractors
- Cheshire West and Cheshire Council – Senior Manager, Economic Growth, Skills and Employment Manager and Young Peoples Service Representative
- Warrington Borough Council – Senior Manager, Economic Growth, Skills and Employment Manager and Young Peoples Service Representative
- Cheshire East Council – Senior Manager, Economic Growth, Skills and Employment Manager and Young Peoples Service Representative
- Special Educational Needs and Disability (SEND) – Adult Employment Agency Representative
- Skills / Education Providers
- Cheshire and Warrington Local Enterprise Partnership (LEP) – Director Skills and Education, Growth Hub Enquiry and Engagement Manager, Marketing Cheshire
- New Leaf Board Representative
- Active Cheshire Representative
- Community Voluntary Sector (CVS) Representative

Guest Membership – by invitation

- Information Sharing / Data Protection Officers
- Registered Housing Providers
- Skills Funding Agency
- Chamber of Commerce
- Troubled Families Representative
- Housing Forum Representative
- National Careers Service
- Public Health Representative

Substitute Members

In the event of a member being unable to attend, they may nominate a substitute for that meeting. Guest representatives will be sought based on requests from the Board.

Scheduling

- Meetings will be held monthly for approx. 2 hours
- A minimum of 4 representatives will be considered quorate
- Membership will be reviewed annually
- The Chair may call extraordinary meetings to consider issues that require discussion or action outside of the normal cycle of meetings
- All members will be invited to contribute to the agenda

Review

These terms of reference will be reviewed after 12 months to ensure they reflect the needs of the partners.