



Gosport Employment & Skills Partnership Board

Terms of Reference

Vision

“Gosport’s local economy will be thriving and diverse with increased investment. There will be a good choice of jobs on the peninsula and people will have the opportunity to work close to home. The economy will build on its strengths in the tourism and marine sectors whilst maximising its high-tech manufacturing base. Business start-ups will have increased and released Ministry of Defence land will provide opportunity for maximising business development and growth.

Local people will have improved skills and qualifications. There will be more educational opportunities, including vocational courses (especially for those aged 16-19 years old) and greater participation in tutored life-long learning. Literacy skills and numeracy skills amongst adults will be improved.”

2026 Vision, Gosport’s Sustainable Community Strategy (2006)

Purpose

- 1) To provide strategic leadership in the planning, delivery and monitoring of community, family and work-based adult Employment and Skills provision in the Borough of Gosport.
- 2) To work with employers, organisations and partnerships (including the Children’s & Young People’s Partnership and the Fareham & Gosport Consortium) to develop and enhance work-related learning and progression opportunities for young people aged 14-19 years.
- 3) To represent the employment and skills interests of the Gosport community at County, sub-regional and regional levels.
- 4) To facilitate partnership working between public, private, community and voluntary organisations in support of the development and delivery of improved employment and skills outcomes for local residents and employees.

Responsibilities

The Employment and Skills Partnership Board will:

- 1) Prepare an Employment & Skills Action Plan that addresses the following priorities:

Priority A - improve access, support and opportunities for unemployed adults of working age and lifelong learning opportunities for all adults;

Priority B - encourage knowledge transfer and workforce development, particularly amongst firms in emerging and/or priority sectors known to be important to the local or sub-regional economy;

Priority C – develop and enhance progression routes and work-related learning opportunities for young people aged 14-19 years.
- 2) Develop, agree and monitor performance indicators to assist in the identification of trends and inform the planning and delivery of targeted interventions;
- 3) Work with existing partnerships and groups to deliver improved employment and skills opportunities in the Borough;
- 4) Establish task and finish groups and/or new networks as appropriate to deliver the aims of the Employment & Skills Partnership Board;
- 5) Influence and respond to sub-regional employment and skills initiatives and policy documents;
- 6) Identify and secure funding to support the delivery of the Employment & Skills Action Plan, as appropriate;
- 7) Facilitate an annual meeting of Employment & Skills Partnership, to include a review of progress and refresh of the Employment & Skills Action Plan;
- 8) Make recommendations and report to the Gosport Partnership Board and/or Coordinating Group – informing, influencing and directing as appropriate.

Membership and Structure

The Employment & Skills Partnership Board is a sub-group of The Gosport Partnership.

Membership of the Employment & Skills Partnership Board will comprise representatives drawn from the business community and wider network of groups and organisations that are part of the Gosport Employment & Skills Partnership.

Election of the Chair and Vice-Chair of the Employment & Skills Partnership Board will take place annually. The Chair will be (or become) a member of the Gosport Partnership Board; and/or be willing to develop close links with the Gosport Partnership Board.

Meetings and Reporting

The Employment & Skills Partnership Board will meet at least quarterly and be responsible for preparing an annual report on progress, actions and future plans for presentation by the Chair at a meeting of the Gosport Partnership Board.

The Employment & Skills Partnership Board will be responsible for organising an annual meeting of the Employment & Skills Partnership. This will provide an opportunity for all members of the Partnership to contribute to the review of the Employment & Skills Action Plan and make nominations to the Employment & Skills Partnership Board for the forthcoming year.

Agendas and papers for meetings will be circulated, subject to availability, at least five working days before each meeting.

Gosport Borough Council will provide administrative support to meetings of the Employment & Skills Partnership Board and the annual meeting of Employment & Skills Partnership.

Minutes of meetings will be circulated to all members of the Employment & Skills Partnership and be copied to the Gosport Partnership Coordinator for wider dissemination and publication on the Gosport Partnership website.