

## **Terms of Reference for Strategic Partnerships**

### **Richmond Business Employment and Skills Partnership (Richmond BESP)**

#### **Purpose**

To be accountable to Richmond Local Strategic Partnership for business, tourism employment and skills activities in the borough, in support of the Community Plan and Local Area Agreement

#### **Objectives**

1. To be accountable to Richmond Local Strategic Partnership for business, tourism, employment and skills activities in the borough, in support of the Community Plan and Local Area Agreement.
2. To oversee the achievement of Community Plan and LAA targets for business, tourism, skills and employment.
3. To support, promote and encourage a local environment which enables small and medium enterprises to start up, sustain and grow, by maximising suitable opportunities.
4. To maximise, align and attract funding in the borough in support of business, skills and employment, ensuring that funding strategies meet borough priorities and needs.
5. To promote the benefits to employers of workforce skills development, linking into appropriate provision and the Skills Pledge
6. To provide a platform for local business to contribute to local strategies and initiatives.
7. To promote pathways into employment, particularly for residents of the five priority areas of Richmond.
8. To analyse and review data to inform decision making process and tackle identified areas of disadvantage with Richmond.

#### **Membership**

<b>Organisation</b>	<b>Officer(s)</b>
London Borough of Richmond upon Thames	<ul style="list-style-type: none"><li>• Cabinet Member</li><li>• Tourism Manager</li><li>• Town Centre Manager</li><li>• Economic and Environment representative</li></ul>

Organisation	Officer(s)
	<ul style="list-style-type: none"> <li>Community Development Co-ordinator</li> </ul>
LDF Partnership	<ul style="list-style-type: none"> <li>Nominated member</li> </ul>
Job Centre Plus	<ul style="list-style-type: none"> <li>Local Manager</li> </ul>
Richmond Chamber of Commerce	<ul style="list-style-type: none"> <li>Manager</li> </ul>
Richmond CVS	<ul style="list-style-type: none"> <li>Chief Executive</li> </ul>
Richmond Adult and Community College	<ul style="list-style-type: none"> <li>Nominated individual</li> </ul>
Richmond upon Thames College	<ul style="list-style-type: none"> <li>Nominated individual</li> </ul>
Hawk Training	<ul style="list-style-type: none"> <li>Director</li> </ul>
Learning and Skills Council	<ul style="list-style-type: none"> <li>Partnership Director</li> </ul>
St Mary's College	<ul style="list-style-type: none"> <li>Vice-Principal</li> </ul>
Public Sector Employer (e.g. PCT)	<ul style="list-style-type: none"> <li>TBC</li> </ul>
Large local employer	<ul style="list-style-type: none"> <li>TBC</li> </ul>
Local employer (tourism)	<ul style="list-style-type: none"> <li>TBC</li> </ul>
Local SME	<ul style="list-style-type: none"> <li>TBC</li> </ul>

### **Chair and Secretariat**

An annually rotating chair and secretariat function, to be elected.

### **Roles and responsibilities of members**

- Members are expected to have decision making capacity on behalf of their organisation.
- Members are expected to report against agreed targets on the Partnership's plan and within pre-determined timescales.

### **Accountability**

- RBESP will report directly into the RLSP. Agreement will be reached on how the RBESP, Richmond Learning Partnership and Olympics working group will feed into one another and report to the LSP.
- Meetings will be by invitation only, but minutes and papers will be available to the public.

### **Decision Making**

- Decisions will be arrived at by consensus.
- Where a vote is required, each attending organisation will have one vote.
- All decisions will be recorded and monitored by the secretariat organisation.

### **Frequency of meetings**

- 3 times annually

### **Secretariat**

- Annually rotating – Year 1 to be confirmed

### **Work plan and performance management**

To be confirmed, but will cover:

- Partnership Plan with objectives & targets (to cover LAA and Community Plan)
- Responsible organisations for each objective/target

- Reporting procedures and timescales

**Reporting Timetable**

To be confirmed

**Financial Arrangements**

- None anticipated at present
- Any financial arrangements will be subject to the Partnership's decision making processes

**Communication**

- Communication strategy to be agreed by the Partnership
- Complaints Procedure to be agreed by the Partnership

**Conflicts of interest**

- None anticipated, however this will be reviewed if the Partnership attracts funding in the future

**Diversity**

- Diversity statement to be agreed by the Partnership

**Exit Clause**

- Exit strategy to be agreed by the Partnership