

Decision Maker:	Hampshire Prosperity Partnership Board
Date:	6 January 2025
Title:	Agenda Item 5 – Hampshire Skills Partnership Terms of Reference
From:	Strategic Skills Lead
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1. **The Purpose**

To agree proposed changes to the Terms of Reference for the Hampshire Skills Partnership (HSP).

2. **Background**

On Thursday 5 December, the Hampshire Skills Partnership had their first meeting. During the meeting, the group talked through the Terms of Reference and have asked to make the changes summarised in 3 below. Please see also Appendix A, which shows the proposed amendments as tracked changes to the Terms of Reference.

HPPB members, Sarah Greer and Mike Gaston, are on hand to answer any questions colleagues might have about these changes.

3. **Proposed changes**

- a. Adapt the '**Purpose and scope**' to simplify to one group (*Hampshire Skills Partnership*) with the intention to hold one or two wider stakeholder engagement events each year.
- b. Reword any references to '*Steering Group*' to '*Hampshire Skills Partnership*'.
- c. '**Purpose and scope**': as well as advising the HPPB on skills and employment challenges and priorities, the HSP will also advise on key policy developments and encourage a two-way dialogue with HPPB, on skills-related matters.
- d. '**Outputs and Actions**': 3.1 and 3.10 have been merged (with the latter deleted) to avoid duplication.
- e. '**Values**': an additional line has been inserted to reflect transparency on funding opportunities and decision making.

- f. **'Behaviours'**: an additional line has been inserted, focusing on being '*Ambitious*' in line with sector strengths and future direction of the economy.
- g. **'Structure'**: updated to name and identify the Chair and, newly inserted, Vice Chair, plus the names of the further and higher education organisations and the ITP network.
- h. **'Structure'**: expectation for members to attend all meetings; substitutions are not permitted. A quorate target set.
- i. **'Attendee roles and responsibilities'**: inserted section for 'Vice Chair' role. Expectation for the membership to remain for a two-year period. Meetings to be in-person with the option to create additional meetings, in between, via Teams.

4. Next Steps

The HPPB is asked to agree to do one of the following:

- a. Agree to the proposed changes.
- b. Provisionally agree changes with feedback to the Hampshire Skills Partnership on one or more of the above points.
- c. Reject the changes with feedback to the Hampshire Skills Partnership.