

## **Adult Skills and Community Learning Service Improvement and Governing Board Terms of Reference**

### **Purpose**

The Board's main function is to secure a sound basis for continuous improvement for the Adult Skills and Community Learning (ASCL) Service. It will provide a forum in which members can develop co-ordinated, collaborative thinking and action to strengthen the quality of provision and outcomes for learners delivered by Barnsley Adult Skills and Community Learning Service (ASCL). It will scrutinise ASCL provision to assess its success in meeting the needs of individuals, communities, businesses and the future prosperity and wellbeing of the Borough.

The Board provides a formal structure for stakeholders to undertake a joint role, operating within the existing Council governance structure, to oversee the work of the ASCL Service and provide collaborative leadership in shaping its direction in order to secure and improve outcomes for learners.

The Board will be responsible for taking the lead in establishing a borough-wide vision, with strong underpinning values and firmly driven by the needs of the borough and the wider Sheffield City Region, in which all partners have a commitment to a broad scope of governance arrangements.

The Board will act as the governing body of ASCL and fulfil the expectations and duties outlined in respect of appropriate governance for Adult Skills and Community Learning. It will take on the responsibilities of a normally constituted governing body

### **Objectives**

The Board will:

- Maintain an overview of priorities for adult education and post-16 provision; delivery and service transformation within the national and regional context
- Make recommendations regarding the service's strategic aims and objectives based on national priorities and those of key stakeholders such as the Skills Funding Agency, Ofsted, the Sheffield City Region and Local Authority corporate strategic priorities
- Provide independence of judgment and scrutiny of service provision to ensure the best possible quality of provision and outcomes for learners
- Assess current levels of performance, and agree actions and targets to develop further improvements.
- Ensure effective pace and progress of the actions in the Service Improvement Plan through performance management arrangements.
- Provide support and robust challenge on all activity and plans
- Ensure identified actions are carried out in the timely manner in line with timescales set out in the Service Improvement Plan.
- Provide support and guidance to the service to secure additional income generation to ensure sustainability and growth
- Raise the profile of the Service with internal departments and external organisations with a view to generating new business opportunities
- Support the Service to meet its statutory duty to provide equality of opportunity for learners, to safeguard learners and to meet the Prevent agenda

- Be accountable to the Corporate Senior Management Team and Cabinet reporting progress and providing updates at agreed frequency

### **Governing Body Membership**

TBC: Initial suggestions:

Members (Lead Member/Cabinet Spokesperson for Employment and Skills plus a number other with relevant interest/skills)

BMBC Officers both strategic and operational (Executive Director for Place, Service Director Economic Regeneration, Service Director Organisation and Workforce Improvement, Head of Employment and Skills, Service Manager Adult Skills and Community Learning, Relevant Business Partners)

Further Education Sector Representatives (Vice Principal Barnsley College, Service Manager from a similar local authority service within Yorkshire and the Humber Region)

Voluntary and Community Sector Representative

### **Principles**

The Advisory Board will:

Operate in strict confidence

Adopt the Principles of Public Life in the way the board behaves and works together (i.e. selflessness, integrity, objectivity, accountability, openness, honesty, leadership)

- Declare any conflicts of interest with the Adult Skills and Community Learning Service
- Take account of equality and diversity, promote inclusion and take responsibility for serving the best interest of adult learners in the borough
- Operate in a collaborative, open and effective way that views each member as an equal partner and values the contribution of the partner organisations
- Conduct all business in a climate that seeks to find effective and realistic solutions, reaching consensus rather than determining the action of others
- Commit to undertake regular formal self-assessment in order to evaluate and improve partnership and collaborative working

### **Governance Arrangements**

The Board will meet six times yearly on a half termly basis with the dates being identified in advance. Extra meetings may be called where 50% of the members identify the need

The Chair of the Improvement and Governing Board will hold regular meetings with the Service Manager for ASCL to set and agree agenda items, including agreeing a format for the presentation of reports and the frequency that data and other reports will need to be produced to enable the Board to carry out its full spectrum of duties.

The Board will develop working groups as required and make arrangements for them to provide regular feedback on progress

Members of the Improvement and Governing Board will have agreed specific roles which will link into the Quality Improvement Plan and other service and Corporate/District Wide priorities.

The Improvement and Governing Board may recommend to the local authority certain courses of action which the Local Authority will give due consideration to, particularly where the Board is able to evidence that this will support the rapid improvements required.

The Local Authority will ensure that all Improvement and Governing Board meetings are clerked by a suitably qualified and skilled clerk who will ensure that the Improvement and Governing Board works within the Corporate Governance framework.

Committee meetings will not be open to the public but minutes will be available upon request.

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Improvement and Governing Board and will be presented at that meeting by the Chair (or in his/her absence another member of the committee).

Date reviewed and adopted:.....

Date of next review:.....

Signature of Chair of Board:.....

Signatures of Board Members:

DRAFT