

EMPLOYER ADVISORY GROUP

Terms of Reference

Background

The Thames Skills Academy (TSA) is established as a Group Training Association (GTA) to provide a comprehensive solution to the marine skills and training needs of commercial operators on the tidal River Thames. GTAs are learning partnerships where employers subscribe to off-the-job training in order to provide efficient, expertly-delivered skills that meet shared needs across an industry or sector.

As a GTA, the TSA operates an Employer Advisory Group that will act as the 'industry voice' and provide employer input to the TSA Board on topics it considers essential and desirable to meet employers' current and future skills and training needs. Addressing these matters will normally require the establishment of dedicated Working Groups with a limited and specific membership, based on the particular activity and focus of member employers (e.g. passenger, freight or other marine services activities).

These Working Groups are established by the Employer Advisory Group, which will determine their Terms of Reference, and to which the Working Groups will report.

Terms of Reference

The TSA Board has agreed the following Terms of Reference for the Employer Advisory Group. The TSA Employer Advisory Group will:

1. Act as the industry and membership 'voice' and provide employer input to the TSA Board on matters it considers necessary to meet employers' current and future skills and training needs;
2. Establish any sector or subject-specific Working Group it deems necessary and/or appropriate to meet the TSA's Vision and Mission statements;
3. Determine and approve the respective Terms of Reference for any such Working Groups it establishes;
4. Promote equal opportunities and diversity in all aspects of its work and that of any Working Groups, in particular promoting and encouraging the widest possible involvement in training and employment in terms of gender, ethnicity, colour, nationality, religious, sexual orientation – or any other grounds;
5. Assist the Chief Executive Officer in the development and maintenance of a (rolling) annual TSA Training & Development Plan, and keep that Plan under regular review;
6. Receive periodic reports on the activities and output of the various Working Groups; and
7. Provide a report on its own activities and those of the associated Working Groups and any associated recommendations, to the TSA Board twice a year in July and January.

Membership & Administration

1. The Employer Advisory Group will:
 - a) meet on at least two occasions each calendar year;
 - b) include employer representation across the broad range of current TSA membership, including freight, passenger and other marine services. The number of individual sector representatives on the Employer Advisory Group will be determined by the Group, but will reflect, as closely as possible, the relative proportion of sector employer members in the TSA.
2. The TSA will provide the secretariat support for the Group. The TSA Chief Executive Officer will chair the Group and the TSA Group Training Officer will act as Secretary.
3. Employer representatives may serve a maximum of three consecutive years on the Group, following which, subject to the agreement of the members of the Group, they will be eligible for re-election by the relevant employer sector membership for one further three-year period.

APPROVED BY THE THAMES SKILLS ACADEMY BOARD
05.10.16

REVIEW DATE
01.10.17