

## DRAFT - ESOL Local Planning Partnership Terms of Reference

### Terms of Reference Version Control:

Version	Date	Author	Change Description
0.5	06.09.21	Amos Akinwale	First draft
1.0	03.12.21	Amos Akinwale	Amendments to draft made by Parminder S. Garcha and Gill Searle

1	<b>Purpose and Rationale</b>	<p>The purpose of the ESOL Local Planning Partnership is to provide whole-system leadership in Cambridgeshire and Peterborough ("the sub-region"), working towards co-production, to:</p> <ul style="list-style-type: none"> <li>• provide a collaborative approach to Local ESOL coordination at sub-regional, city-wide and district council level</li> <li>• to improve the effectiveness in providing ESOL support to all CPCA residents and to maximize opportunities and outcomes for citizens and our regional businesses.</li> </ul> <p>to provide an impartial and proactive networking group which includes providers, both large and small, and other third sector organisations offering support and meeting the needs of a range of client groups including new residents, migrants, established communities, asylum seekers and refugees.</p>
2	<b>Responsibilities and functions</b>	<p>2.1 Provide a forum for effective co-ordination and networking for organisations supporting people with English Language needs.</p> <ul style="list-style-type: none"> <li>• To organise regular meetings and information sharing events</li> <li>• To facilitate shared training event</li> </ul>

- To actively engage and include a range of diverse organisations to bring expertise and unlock opportunities through better collaboration.

To share communications and information via a range of accessible methods.

- To identify and learn from good practice

## **2.2 Improve the quality of ESOL provision in CPCA**

- To share ideas, resources and best practice to improve the quality of ESOL provision and practice across the formal and informal ESOL providers in the sub-region.
- To support and capacity-build newer or smaller ESOL providers in the region, through networking, training and development opportunities.
- To explore funding streams to expand the training and development opportunities made available.

## **2.3 Improve access to ESOL provision for people with English Language needs**

- To collate and share information from providers on ESOL provision for referral purposes.
- To promote referrals between providers in The network, where suitable provision is not immediately accessible to learners at their own organisation.
- To track positive outcomes by which to assess the effectiveness of the group's activities.
- To develop links and referral partnerships with organisations which offer provision and services relevant and accessible to people with English Language needs.

		<p>To explore, promote and where appropriate, jointly apply for funding which improves the availability and suitability of ESOL provision in in the region</p> <p><b>2.4 Improve the planning of ESOL provision</b></p> <ul style="list-style-type: none"> <li>• To maintain an accurate picture of the current ESOL landscape in the sub-region, to reduce duplication of provision and increase progression pathways.</li> <li>• To identify demand for ESOL in the region.</li> <li>• To share relevant data which improves the evidence-base for planning provision.</li> <li>• To identify areas of unmet need and work collaboratively to fill these gaps in provision through commissioning</li> <li>• To identify and develop suitable progression pathways for ESOL learners into further or higher education, volunteering, or employment as appropriate.</li> </ul> <p><b>2.5 Support policy development on ESOL</b></p> <ul style="list-style-type: none"> <li>• To provide a forum for the dissemination of relevant research and reports.</li> <li>• To provide a forum for discussion on issues and policies affecting people with English Language needs, and organisations supporting them.</li> <li>• To promote and enhance the profile of ESOL in the region.</li> <li>• To inform ESOL policy at a local, sub-regional, regional and national level.</li> </ul>
3	<b>Meeting</b>	<ul style="list-style-type: none"> <li>• The ESOL working group will meet quarterly, and</li> <li>• Meetings will be chaired by an independent person who is not a provider or a commissioner of ESOL. This will ensure we have impartial decision making and the appropriate challenge and support to drive system improvement.</li> <li>• Agenda items will be led primarily by the membership.</li> </ul>

		<ul style="list-style-type: none"> <li>Members can refer other potential attendees to the chair who will send out invitations along with Terms of Reference.</li> </ul> <p>An agenda and papers will be issued by the Secretariate one week in advance of meetings.</p>
4	<b>Duration</b>	Each meeting will be set for 1 hour. This can be reviewed as required
5	<b>Events</b>	The group may decide to organise specific events such as seminars, training, and conferences.
6	<b>Conflict of Interest</b>	Relating to specific agenda items must be declared at the beginning of the meeting.
7	<b>Collaboration and Trust</b>	In line with Mayoral Mission which is to ensure that the shared values of compassion, collaboration, and community are at the heart of policy and decision-making
8	<b>Dissemination</b>	Members are expected to cascade information from the ELPP as required to appropriate colleagues unless instructed not to.
9	<b>Chair</b>	There will be an election of an Independent Chair of the ELPP every two-years.
10	<b>Vice Chair</b>	There will be an election for an Independent Vice Chair of the ELPP every two years.
11	<b>Membership Eligibility</b>	<p>ESOL Local Partnership meetings are open to all organisations which cater for people with English Language needs in the CPCA geography.</p> <p>At appropriate intervals guest speakers will be invited to present at meetings, where the information is likely to enhance and improve practice and collaboration.</p>
12	<b>Membership North</b>	<ul style="list-style-type: none"> <li>❖ Cambridgeshire and Peterborough CA</li> <li>❖ City College Peterborough</li> <li>❖ Strategic Migration Partnership</li> <li>❖ Natecla</li> <li>❖ Cambridgeshire County Council</li> <li>❖ Inspire Education Group</li> <li>❖ JobSmart</li> <li>❖ Gladca</li> </ul>

		<ul style="list-style-type: none"> <li>❖ Fenland District Council</li> <li>❖ PARCA</li> <li>❖ Near Neighbours</li> <li>❖ DWP</li> <li>❖ Job Centre Plus</li> </ul>
13	<b>Privacy Statement &amp; Agreement</b>	<p>Information on the membership of CPCA ESOL Local Partnership will be recorded on meeting minutes and within the Terms of Reference. Meeting minutes will record information shared, while refraining from identifying individuals and/or organisations where possible. Minutes will be shared with members only. Where sharing specific information on individual or organisations is considered beneficial, express permission will be sought from the member/s.</p> <p>Contact information provided by members will be used by CPCA for purposes related to administrating meetings. Occasionally, this may include research activities which will seek to collect feedback and suggestions on the activities of Group. Information on membership and/or contact information will not be shared without the express permission of members being sought first.</p> <p>All Meeting Group members will be asked to abide by the group's Privacy Agreement</p>
14	<b>Memorandum of Understanding</b>	All members of ELPP are expected to sign our Memorandum of Understanding that sets out our ways of working.
15	<b>Budget</b>	CPCA will allocate a modest development budget to the ELPP to underpin the work of the partnership. A plan for the allocation of the budget will be agreed by the membership. Funding from the CPCA is subject to availability each academic year.
16	<b>Secretariate</b>	Will be provided by CPCA officers.