

## **Leadership & Management Advisory Group**

### **Links to SEBSAB**

#### **The Leadership & Management Advisory Service**

The Leadership & Management Advisory Service (LMAS) is a National initiative delivered by the LSC. In the South East this is being managed by SEEDA and delivered by Skills South East in alignment with the existing Business Link and Train to Gain services.

The Advisory Service will enhance the Leadership & Management capacity of businesses across the South East through providing both a detailed diagnostic and a grant. The diagnostic element works with businesses through a range of tools to identify specific development needs in Leadership & Management. The Service then brokers a development solution for their client and contributes a grant of up to £1000 toward this cost.

#### **The Role of the Leadership & Management Advisory Group**

The Leadership & Management Advisory Group (LMAG) has been established to support the LMAS, providing strategic direction, advocacy and high level support. This will be achieved through the representation of the LMAS offer across the array of intermediaries and partners with whom the Advisory Group members are involved along with a more general role advocating and influencing on the importance of improving the Leadership & Management potential of the region's business pool to achieve economic growth ambitions.

The role of the LMAG is formally agreed in a Terms of Reference, currently in Draft form (see Appendix 1)

#### **Membership**

The Leadership & Management Advisory Group will comprise a collection of key stakeholders from delivery and strategic partners and business representation organisations. This will consist of:

- Business Link
- Institute of Directors
- Learning & Skills Council
- Sector Skills Councils
- SEEDA
- Skills South East

The Advisory Group will be chaired by Rodger Broad, Institute of Directors and member of SEBSAB.

## Relationship to SEBSAB

The LMAG will sit as a sub-group of SEBSAB, reporting to the Board bi-annually. In this role the LMAG will seek to represent Leadership & Management interests to the Board and advise on emerging successes, needs, gaps and best practice in Leadership & Management development identified through the activities of the LMAS.

The LMAG will also seek to make recommendations to the Board on how improvement in the region's Leadership & Management capabilities can be supported through the BSSP.

## Appendix 1

### South East England Development Agency LSC Leadership and Management Advisory Service - Advisory Group

#### Terms of Reference (Draft)

#### 1. Purpose

The purpose of the Advisory Group is to give strategic direction, advise on and provide advocacy and high level support for the LSC funded Leadership and Management Advisory Service project.

This project aims to develop and enhance the leadership skills within businesses in the region, particularly SMEs, in order to enable owners and managers to become more innovative and entrepreneurial. The mechanism for achieving this is the offer of up to £1000 grant funding that can be used for Leadership and Management development activity such as coaching, mentoring and training.

This service will add considerable value to the numerous Business Support services that are available to the region's businesses through a comprehensive brokerage and referral service.

The project contract with the LSC runs from December 2008 to March 2011, and comprises four strands of activity:

- Leadership and Management Diagnostic
- Co-creation of a Personal Development Plan (PDP)
- Identification of suitable learning opportunities to support the PDP
- Follow up activity

Payment of funding is based on successful achievement of profiled outputs.

The LMAG will sit as a sub-group of the South East Business Support Advisory Board (SEBSAB) offering advice on Leadership & Management issues arising through the LMAS.

#### 2. Membership

The Advisory Group comprises 8-9 members, being a mix of business representatives, lead project participants and other key external and internal stakeholders. The Chair of the Group will be determined at the inaugural meeting of the Group.

### 3. Meetings

The Advisory Group will meet at 6 month intervals to fit in with the programme of SEBSAB meetings. Each meeting of the LMASAG will precede the SEBSAB meeting by at most one month. Precise dates are to be confirmed:

April 2009 (Inaugural Meeting)

November 2009

April 2010

November 2010

April 2011

The SEEDA Leadership and Management Advisory Service project team will be responsible for convening meetings and will also prepare agendas and circulate minutes. Minutes of each meeting will be taken and agreed by the Chair before distribution to the other Advisory Group members.

### 4. Responsibilities of the Advisory Group

- (a) To provide strategic direction to the project.
- (b) To provide advice to the project.
- (c) To act as advocates for the project and leadership development more broadly, both within and outside SEEDA.
- (d) To ensure alignment with regional priorities and articulation with other national leadership and management initiatives.
- (e) (Through the Chair) to report group activities and provide Leadership & Management advice to SEBSAB

The Advisory Group has no formal contractual or management role in the delivery of the Leadership and Management Advisory Service project.