



Warwickshire LSIP Operational Board – Terms of Reference

Period: 2026–2028

Issued by: Coventry & Warwickshire Chamber of Commerce (ERB Lead Body)

Statutory framework: Skills and Post-16 Education Act 2022 and LSIP Statutory Guidance (November 2025)

1. Purpose

The Warwickshire LSIP Operational Board (“the Board”) provides place-based oversight, coordination and assurance for the development, refresh and implementation of LSIP activity within Warwickshire.

The Board ensures that Warwickshire intelligence, employer voice, system insight and delivery capability are properly represented within the Warwickshire LSIP and translated into local action.

The Board acts as the Warwickshire system forum connecting employers, providers, Warwickshire County Council, DWP, careers, health, HE and FE partners to support delivery of LSIP priorities at place level.

2. Objectives

The Board will:

- Oversee delivery of the Warwickshire LSIP research plan
- Validate evidence on Warwickshire employer skills needs
- Ensure Warwickshire priorities are reflected in the Warwickshire LSIP
- Support alignment between LSIP priorities and:
 - ASF
 - LSIF
 - Bootcamps



- Provider curriculum planning
- Careers activity
- Economic & growth priorities
- Identify barriers to delivery in Warwickshire and propose solutions
- Provide assurance to the ERB that Warwickshire employer voice is robust and evidenced

3. Statutory Context and Compliance

In line with LSIP Statutory Guidance (Nov 2025), the Board ensures:

- Employer voice in Warwickshire is meaningful and evidenced
- Evidence is triangulated (research, employer input, provider and labour market data)
- Providers and partners inform but do not lead LSIP priorities
- Clear records exist to support LSIP annual reporting and refresh

The Board is advisory. Final LSIP accountability sits with the ERB and Employer Steering Group.

4. Scope and Responsibilities

4.1 Research & Evidence (Warwickshire)

The Board will oversee:

- Employer engagement activity
- Sector deep dives and workshops
- Provider engagement
- Use of EIU labour market intelligence
- Validation of findings before submission into Warwickshire LSIP evidence base



4.2 System Insight

Members will contribute:

- Provider intelligence
- Careers intelligence
- DWP customer and vacancy insight
- Health and care workforce intelligence (ICB)
- Economic growth intelligence from WCC

4.3 Implementation & Alignment

The Board will:

- Support translation of LSIP priorities into delivery locally
- Align LSIP with Warwickshire economic strategy and sector priorities
- Identify misalignment between provision and employer need

4.4 Risk and Escalation

The Board will:

- Identify risks to LSIP delivery in Warwickshire
- Escalate issues to the Warwickshire Employer Steering Group Representative and ERB where required

5. Governance and Reporting

Relationship to Warwickshire LSIP Governance

- This Board feeds directly into the Warwickshire LSIP structure
- The Employer Representative from this Board sits on the Warwickshire Employer Steering Group
- Evidence and outputs form part of statutory LSIP reporting

6. Membership

Name	Organisation	Function
Corin Crane	C&W Chamber	Chair
David Ayton-Hill	Warwickshire County Council	Deputy Chair
Emily Stubbs	Greater Birmingham Chambers	Policy Partner
Vicki Haslam	Warwickshire Skills Hub	Strategy and Commissioning Delivery Lead
Mahfia Watkinson	WMCA	WM LSIP Interface
Vicki Ensor	Coventry University	HE
Alison Torrens / Professor David Mba	Universities WM	HE
TBC	EIU	Labour Market Research & Evidence
Charlie Lloyd	DWP	Employment & Careers Interface



Name	Organisation	Function
Nancy Buckley	Stratford and Solihull College	FE
Sally Lucas	Warwickshire Provider Network	ITPs
Chloe Millage / Emma Carty	Careers & Enterprise Company	Careers
Employer Rep TBC	Employer Assurance & Voice	Employer
Matthew Epps	Warwickshire CC	Economy & Growth
Nigel Driffield	University of Warwick	HE
Suzie Branch -Haddow	Skills WMW	Skills WMW
TBC	REDI	Labour Market Research & Evidence
TBC	DoES Group	Rep of LAS

7. Meetings

- Quarterly meetings
- Additional meetings during research and refresh phases
- Papers circulated 5 working days in advance



8. Chairing and Secretariat

- Chaired by Corin Crane
- Secretariat provided by LSIP Project Team

9. Conflicts, Confidentiality and Review

As per Warwickshire LSIP governance and conflict policy.

10. Review

These Terms of Reference and membership will be reviewed annually or in response to:

- Updated statutory guidance
- Changes to LSIP scope or governance
- Direction from the LSIP Employer Steering Group or Skills England.

Status: Draft – for circulation to identified Board members for confirmation and onboarding

Appendix A – Statutory Alignment (Skills England LSIP Guidance, November 2025)

This Board supports compliance with statutory LSIP requirements by:

- Evidencing employer leadership through an employer-chaired structure and employer-only Steering Group
- Ensuring engagement activity is meaningful, proportionate and evidenced
- Separating advisory system input from employer decision-making
- Maintaining transparent records to support annual reporting and DfE assurance



SKILLS SHAPED BY BUSINESS



Funded by
UK Government



LSIP

Local Skills
Improvement Plan
Warwickshire



Coventry & Warwickshire
Chamber of
Commerce



Timeline: October 2025 – March 2026

ANALYSIS OF
EXISTING
RESEARCH

SOLUTIONS
WORKSHOPS

RAPID RESPONSE
PUBLICATIONS

EMPLOYER SURVEYING

MEANINGFUL ENGAGEMENT CONVERSATIONS

LSIP
Report
Published
Summer
2026

Progress
Report
Published
Summer
2027

Progress
Report
Published
Summer
2028



LSIP

Local Skills
Improvement Plan
Warwickshire

OFFICIAL



Future LSIP Warwickshire Operational Board Dates

Please note all meetings will be online via MS Teams – Links will be emailed by LSIP

Secretarial

lsip@cw-chamber.co.uk

Progress Meeting 17/06/2026 2pm till 3pm

Progress Meeting 16/09/2026 2pm till 3pm

Progress Meeting 09/12/2025 2pm till 3pm

