

ECITB Regional Governance Model

The vision is that the ECITB regions are empowered and operate as “business units” charged with supporting the achievement of the agreed strategic goals by the development and delivery of regional operating plans.

In broad terms, the Regional Chair will lead the region on behalf of the Main Board, ensuring effective governance and the creation of a regional operating plan (targets and outcomes) and budget (financial resources). He/she will also provide support and guidance to the staff of the ECITB. In turn, the staff will be accountable for delivery of the agreed regional operating plan.

Further details on the framework and processes are set out below.

Regional Plan and Budget

- Each region, through its Regional Forum and Chair, has the authority and responsibility to devise its own objectives and plan within the overall ECITB strategic framework in terms of training outcomes on an annual basis. The regional plan will include training targets, mix and methods required to meet its needs together with leveraged funding arrangements. Such targets and objectives may vary between regions. Furthermore, each regional plan will determine the training providers and partners engaged to deliver regional outcomes, subject to satisfying relevant procurement requirements.
- A regional financial budget matched to the regional plan will be prepared, and will include discretionary elements under the control of the region.
- The annual regional plan and budget will be submitted to the Main Board (via the Management Board) for approval. The Main Board will decide on competing priorities if the overall budget is stretched.
- Once approved, ECITB staff (and in particular the Regional Account Manager), will be responsible for the delivery of the regional plan within the agreed budget, and the operational manner in which this occurs. In effect, the regional plan will form the Regional Account Manager’s “project brief” or plan for the “business unit,” which comprises the region. He/she will be accountable for its achievement against the operational and budgetary milestones or measures set out within the plan. The Regional Account Manager will report directly to his/her ECITB line manager (Director of Customer Services).

Main Roles of the Regional Chair

- To act as the Main Board’s regional delegate and facilitator in the promotion and achievement of ECITB’s strategic objectives, and in particular the successful implementation of the regional plan and governance model.
- To organise the regular occurrence of the Regional Forum (at least twice a year).
- To encourage and ensure the active participation in the Regional Forum of a broad and representative cross section of all stakeholder groups based in the region.
- To agree with ECITB senior and Regional Account Managers on how regional objectives are to be implemented.
- To liaise with, advise and support regional ECITB staff in the achievement and implementation of the ECITB’s agreed national and regional strategic objectives.
- To meet and consult with other Regional Chairs in order to discuss matters of common interest and concern for reference to the Management Board for resolution.

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Relationship between Regional Chairs and ECITB Staff

- The Main Board has delegated overall responsibility to the Chief Executive to implement and achieve the ECITB's strategic goals at both the national and regional levels. All ECITB employees and contractors are accountable to the Chief Executive, via the ECITB's organisation and management structure. The Regional Account Manager will be accountable for the achievement of regional objectives. He/she will be managerially responsible to the Director of Customer Services.
- The Regional Account Manager will consult with the Regional Chair concerning regional matters generally, and specifically concerning the achievement of the regional plan. The Regional Chair will be involved in plan and budget monitoring and variation, if necessary.
- In the event of issues arising in the delivery of regional objectives, which cannot be resolved directly between the Regional Account Manager and the Regional Chair, they should be referred to the Director of Customer Services or the Chief Executive (as appropriate) for resolution.

Regional and Management and Financial Information

- ECITB will produce regular management and financial information and reports (including KPIs) upon a regional basis, to enable Regional Chairs and Regional Account Managers to assess progress against objectives and budgets.