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Leeds City Region – Draft Employment and Skills Terms of Reference

Overall Statement of Purpose

To bring together employers of key sectors, along with Local Authorities and commissioners of employment and skills provision, to give collective local leadership to setting the strategic priorities for public sector investment in adult skills and employability programmes that drives the economic growth of the City Region and raises the demand for skills.

The Employment and Skills Board will seek to act as the designated body to set strategy for skills in Leeds City Region as per Section 24 (A) of the Learning and Skills Act 2000, with the addition of devolved commissioning responsibilities as set out in "Raising Expectations and Increasing Support: Reforming Welfare for the Future" (White Paper, Department for Work and Pensions, 2008). It will seek to influence and ensure coherence with 14-19 strategies and policies.

Remit and Responsibilities

The Employment and Skills Board will:

- Promote a shared understanding of skills and employment demand in the City Region economy, now and in the future, the related challenges and opportunities, and share this with partners as appropriate.
- Formulate, publish and programme manage an overarching Plan for employment and adult skills in the City Region, which is co-produced by employers, adds value to local work and skills plans and Employment and Skills Boards and is aligned with the proposed Regional Skills Strategy and Integrated Regional Strategy.
- Set priorities for employment and skills provision which respond to existing and future needs of the Leeds City Region economy and City Region work streams.
- Inform the development of priorities for other work streams of the City Region, including Transport, Innovation and Housing.
- Provide challenge and transparency to the commissioning of skills and employability programmes in the City Region.
- Seek to influence and ensure coherence with 14-19 strategies and policies for the future workforce needs of the City Region.

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- Review the Employment and Skills Plan and publish an Annual Report setting out distance travelled and the future challenges and opportunities for the Board.
- ensure the widest possible consultation with employers across the City Region and promote best practice in recruitment, retention and staff development.
- Make recommendations to the City Region Leaders Board, the Regional Minister, the appropriate Secretaries of State, Yorkshire Forward the Regional Development Agency, the Skills Funding Agency, JobCentre Plus and other relevant bodies and organisations on issues related to its responsibilities.

Key deliverables

- Improved employment, skills, progression and productivity outcomes for the City Region.
- Long range (5 year) work and skills plan
- An Annual Report setting out progress on implementation

Performance framework

The ESB will consider appropriate measures for Performance Management, with any proposed framework having due regard to:

- Multi Area Agreement indicators
- Local Area Agreement indicators
- Regional targetry (such as RES/Regional Skills Strategy)

Membership

Membership of the ESB shall have tripartite representation by (i) private sector employers, (ii) place leaders/public sector employers and (iii) commissioners, to consist of:

1. **6-10 private sector employers** to ensure coverage of the key economic sectors driving growth in the City Region.
2. **5 Local Authority Representatives** – as representatives of 'Place' and as key City Region employers, and **1 non-LA public sector employer** representative, eg NHS, LCR Universities, or FE.
3. **1 representative each from the Skills Funding Agency, Jobcentre Plus, Yorkshire Forward.** Other, non-executive, partners (such as the

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National Apprenticeship Service and Young People's Learning Agency) will be co-opted to attend Board meetings when the agenda is relevant.

Membership will be of senior level (Chief Executive, Leader or Senior Management level) to fully represent the views of their geographic area and/or sector and have executive decision making responsibility.

Members of the ESB will be asked to co-produce and endorse the Employment and Skills Plan and associated activities and be proactive as Champions in promoting and delivering them within their own organisations, localities, sectors and networks.

The tripartite membership will enable co-production, and thereby maximise alignment with local and regional priorities, adding value to those articulated by the City Region Employment and Skills Board.

The ESB may identify the need for the development of relevant task and finish groups to pursue specific issues as relevant. These task groups will report directly to the ESB.

Provision will be made for named alternates with appropriate executive decision making authority.

Chair/Deputy Chair

The Employment and Skills Board will be chaired by an appropriately appointed (ie, applying the seven Nolan principles of standards in public life) employer. The Chair will be appointed by the City Region Leaders Board in consultation with the Secretary of State.

The Deputy Chair will be selected by the ESB.

Local accountability Lines

The ESB will hold any devolved "Section 4" powers. The Leaders Board will endorse the Employment and Skills Plan. The ESB will develop and maintain strong links to local and regional arrangements to ensure there is alignment and value added.

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Quorum and Voting Rights

The quorum for meetings should be at least comprised of 50% of the public sector and 50% of private sector Members (or their named alternates).

Members of the Employment and Skills Board who declare an interest and/or leave a meeting shall not form part of the quorum.

Collegiate decision making will be encouraged as the norm. Where a specific issue require a vote, the Chair shall not be entitled to a second or casting vote and any tied resolution will therefore, be deemed to be defeated. The resolution however, may be deferred for further discussion at another meeting.

Frequency of Meetings

The Employment and Skills Board shall meet quarterly. A schedule of meetings will be issued yearly.

Additional meetings may be called at the discretion of the Chair.

Support and Secretariat Arrangements

Arrangements will be put in place within the LCR secretariat to support the Employment and Skills Board and the overall City Region Employment and Skills agenda and to ensure linkages to City Region Governance Arrangements, including: Leaders Board; Chief Executives; Business Leadership Group; and the Thematic Panels.

A support group of city region officers will provide policy support to the Board, briefings and promote links with local and regional arrangements.

Any task and finish groups which are established in order to progress individual technical work streams, such as potentially performance management and funding, to support the strategic focus of the ESB, will be supported by the Secretariat.