

Appendix B

Draft proposals for the establishment of Shadow Leeds City Region Employment and Skills Board (ESB)

1. Shadow ESB Membership

1.1 The forerunner agreement has committed to establishing arrangements for a Shadow ESB for the city region by the end of 2009. By building on existing arrangements, including the Skills and Labour Market Panel, Business Leadership Group and Steering Group, it is proposed that the following are invited to join this Shadow Board:

- Chair of Skills and Labour Market Panel
- Chief Executive Lead on Skills
- Chair of Business Leadership Group
- An additional Member of Business Leadership Group
- Yorkshire Forward
- Skills Funding Agency

1.2 Secretariat/consultants would act in a support/advisory role. The Shadow Board would provide input from all three perspectives of the tripartite balance of the proposed ESB membership.

2. Interim Chair

2.1 It is proposed that the Chair of the Business Leadership Group is approached regarding the appointment of the Interim Chair of the Shadow Board, until the recruitment and selection process for the full ESB and its permanent Chair is duly completed (subject to Leaders' approval, expected by February 2010).

3. Shadow Board Agenda

3.1 The Shadow ESB will include discussion and agreement on the recommended actions needed to set up the full ESB including the following items:

- Terms of reference
- The engagement process for connecting with local ESBs throughout the city region, and regional engagement and alignment.
- Process for seeking nomination of Local Authority representatives with an appropriate mix of expertise, roles (eg Chief Executives and Leaders), political and geographic balance, and also senior representatives for skills commissioning organisations (eg Yorkshire Forward and the Learning and Skills Council/Skills Funding Agency);

Appendix B

- Open and transparent recruitment process for other ESB Board Members, including private sector and other public sector employer representatives;
- Appointment process for selecting a Chair and Deputy Chair;
- Agreement of the work programme to commission and develop the Employment and Skills Plan;
- Agreement of the outline work programme to prepare for UK Commission for Employment & Skills (UKCES) assessment