

APPENDIX 7

TERMS OF REFERENCE FOR THE SKILLS AND EMPLOYMENT BOARDS

Skills and Employment Board

Terms of Reference

1. Purpose and Role

1.1 The purpose of the Skills and Employment Board is to drive the development and delivery of the SCR's thematic programme and activity on this theme.

1.2 The role of the Skills and Employment Board is to:

- Shape future policy development and priorities on issues related to skills and employment;
- Develop new skills and employment programmes;
- Make investment decisions up to £2 million within the agreed budget and policy on skills and employment, as delegated by the Mayoral Combined Authority (MCA);
- Accept grants with a value of less than £2 million; and
- Monitor programme delivery and performance on skills and employment.

2. Responsibilities

2.1 The Skills and Employment Board is responsible for:

Funding

- Approving, deferring or rejecting applications for skills and employment projects in the SCR's pipeline that fall within the financial limit of delegated authority, and which are within the skills and employment budget agreed by the MCA and Local Enterprise Partnership (LEP);
- Making recommendations to the MCA to approve, defer or reject applications for skills and employment projects in the SCR's pipeline that exceed the financial limit of delegated authority, and which are within the skills and employment budget; and
- Making recommendations to the LEP to approve, defer or reject applications for business growth projects to form part of the SCR's pipeline.

Strategy and Policy

- Ensuring that skills and employment policy agreed by the MCA and LEP is enacted effectively through appropriate investments;
- Reviewing economic intelligence and evidence of SCR economic performance on skills and employment (e.g. qualification levels, attainment, unemployment) and identifying propositions to accelerate growth; and

- Developing and managing relationships with key stakeholders and partners.

Programme Delivery

- Commissioning of activity to deliver and implement the SCR's priorities on skills and employment; and
- Monitoring skills and employment programme and project delivery.

Performance and Risk Management

- Reviewing project performance, outputs and outcomes;
- Identifying and recommending mitigations for any programme risks or poor performance; and
- Escalating any strategic, policy or programme risks to the MCA and LEP Boards.

2.2 The Skills and Employment Board will provide leadership on the following thematic issues:

- Skills development and attainment
- Skills Bank
- Employment
- Unemployment and supporting individuals into the labour market
- Working Win
- Education and curriculum development
- Careers advice

3. Delegated Authority

3.1 In order to enact its responsibilities, the Skills and Employment Board will have delegated authority from the MCA to approve investment decisions for agreed pipeline projects up to £2 million.

3.2 The Skills and Employment Board will have delegated authority to accept grants with a value of less than £2 million.

3.3 The Skills and Employment Board will have delegated authority to accept a tender or quotation for the supply of good, materials or services for which financial provision has been made in the Authority's Revenue Budget up to a limit of £200,000.00 in value for any one transaction.

3.4 The Skills and Employment Board may refer a matter or decision within their delegated authority to the MCA or LEP.

4. Membership

4.1 The Skills and Employment Board will be co-chaired by a member of the MCA and a private sector LEP Board member.

4.2 Membership of the Skills and Employment Board will comprise of:

- Two Leaders from the MCA (one from a constituent Local Authority and one from Chesterfield Borough Council);
- A nominated representative for each of the remaining 3 constituent Local Authorities;
- A lead Chief Executive from a constituent Local Authority
- Two private sector LEP Board members; and
- The SCR MCA Head of Paid Service (or their nominated representative).

4.3 Board members can nominate a deputy to attend meetings of the Board in their absence. All deputies must be named and must complete a Register of Interests Form.

4.4 Except for Chesterfield who are represented as a Member, a representative from each of the non-constituent Local Authorities can attend and participate in the meetings but not vote.

5. Frequency

5.1 The Skills and Employment Board will meet on an eight-weekly cycle.

6. Secretariat

6.1 The Sheffield City Region Executive Team will provide the secretariat for the Skills and Employment Board.

6.2 Papers and presentations for Board meetings will be circulated to Board members five clear working days in advance of the meeting.

7. Attendance

7.1 Consistent attendance at the Skills and Employment Board meetings is essential and attendance will be recorded.

8. Quorum

- 8.1 Meetings of the Skills and Employment Board will be quorate when five members are present and provided that there are at least 2 constituent Local Authority elected member representatives and one LEP member present. A member who is obliged to withdraw under the Code of Conduct for Members shall not be counted towards the quorum.
- 8.2 A Board member may be counted in the quorum if they are able to participate in the meeting by remote means e.g. telephone, video or electronic link and remain available for the discussion and decision items on the agenda.

9. Decision Making

- 9.1 Board decisions are legally taken by the Head of Paid Service (or their nominated representative) in consultation with the Chair of the Board. By protocol, decisions will not be taken unless there is Board consensus for the decision. Where consensus cannot be reached the issue will be escalated to the MCA and/or the LEP as appropriate for final decision.
- 9.2 Decisions made by the Skills and Employment Board will be presented to the MCA Board in a written Delegated Decisions Report at the next meeting. As the delegating body, the MCA will have the right to review or amend decisions made by the Skills and Employment Board where such decision has not been acted upon subject to giving due reason for doing so.

10. Conflicts of Interest

Register of Interests

- 10.1 All Board Members must complete a Register of Interests Form within 28 days of being appointed to the Skills and Employment Board. This must disclose any disclosable pecuniary interests (as defined in the The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) for the Member, their spouse, their civil partner or partner. Completed Register of Interests Forms for all Board Members are published on the SCR website.
- 10.2 It is the responsibility of every Skills and Employment Board Member to ensure that their Register of Interests Form is up-to-date and declare any new interests within 28 days of this being known.
- 10.3 Interests declared by Skills and Employment Board Members will be listed on the SCR's Register of Members' Interests.

Declarations of Interest at Board Meetings

- 10.4 It is the responsibility of Board members to declare any disclosable pecuniary interests (as defined in the The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) and any other personal interests whether financial or non-financial in specific agenda items at the start of each Skills and Employment Board meeting.

11. Decisions between meetings

- 11.1 This procedure is to be used only by exception.
- 11.2 When a matter or decision falls outside the parameters of the meeting cycle, the Skills and Employment Board will be permitted to make decisions through this procedure. If the matter is a Key Decision the procedure in Part 5B (Access to Information Procedure Rules) of the Constitution also needs to be complied with.
- 11.3 The Head of Paid Service (or their nominated representative), in consultation with the Chairs of the Skills and Employment Board, will contact Board Members by email to notify them of the following:
- Details of the matter requiring comment and/or decision;
 - The name of the person or persons making or putting forward the proposal/decision
 - The reason why the matter cannot wait until the next Board; and
 - The date responses are required by.

Two working days after the close of responses, the following will be circulated to all Board Members:

- The outcome of the decision taken noting that for a decision to be agreed the unanimous agreement of all those Board Members that respond by the date set for responses is needed;
 - The date when any decision comes into effect; and
 - Any mitigating action taken to address stated views or concerns.
- 11.4 Decisions and actions taken will be retrospectively reported to the next meeting of the Skills and Employment Board and MCA in accordance with paragraph 9.2 above.

12. Advisory Groups

- 12.1 The Skills and Employment Board will be supported in making investment decisions by the SCR's independent Appraisal Panel. The Appraisal Panel will assess all applications for funding and will present their findings and recommendations to the Board on whether the application should be approved, deferred or rejected.
- 12.2 The Skills and Employment Board is permitted to form Task and Finish groups of key stakeholders and advisors to assist in the management and monitoring of individual programmes or projects. Any such groups are purely advisory and must submit reports to the Skills and Employment Board.

13. Transparency

Key Decisions

- 13.1 Decisions to be taken by the Skills and Employment Board will be published in the SCR Forward Plan of Key Decisions on the SCR website 28 days in advance of the decision being made.
- 13.2 Questions and comments submitted by the public on the pending decisions will be notified to the Skills and Employment Board and will be responded to in writing.

Meeting Papers

- 13.3 Agendas and papers for the Skills and Employment Board will be published on the SCR website at least five clear working days before the meeting date.

Exemptions

- 13.4 Where reports or information for Board meetings is exempt from disclosure under Section 12A of the Local Government Act 1972 or the Freedom of Information Act 2000, these papers will either be reserved or specific information in the paper will be redacted.
- 13.5 Reserved papers and reports can still be requested under the Freedom of Information Act. Requests will be considered on a case by case basis (taking into consideration such factors as timing, any applicable exemptions and the public interest test).

Meeting Record

- 13.6 Draft minutes will be published on the SCR website within ten days of the Skills and Employment Board meeting taking place. The meeting record (approved minutes) will be published on the SCR website within ten clear working days of the subsequent Skills and Employment Board meeting.

14. Amendments to Terms of Reference

- 14.1 These Terms of Reference will be reviewed annually. Any changes will be approved by the MCA and LEP.