



Business,
Growth and
Skills Hub



Hull
City Council



EAST RIDING
OF YORKSHIRE COUNCIL

Draft Hull and East Yorkshire Skills Board Terms of Reference

Board Aims and Introduction

To facilitate an efficient and fair local labour market where business can access a suitably skilled workforce, all local people can secure good quality, well paid employment regardless of their background and achieve their full potential.

To provide input and advice to the Hull and East Yorkshire Unitary Leaders Board and proposed Combined Authority in terms of skills and employment opportunities, options and issues.

Objectives

The aim will be achieved by:

1. Providing a strong, multi-stakeholder (public, private and third sector) strategic leadership role on skills in the Hull and East Yorkshire (HEY) area.
2. Facilitate a place-based approach to skills planning pooling labour market supply and demand intelligence from across the employment and skills system.
3. Oversee the readiness requirements and the development of associated strategies and commissioning processes for the devolution of the Adult Skills Fund.
4. Oversee the development and delivery of the HEY Combined Authority's Skills Strategy (pending approval of the Mayor), ensuring that local people have the skills to compete for jobs by supporting skills development in key sectors that are critical to the growth of the economy.
5. Where needed, convene and oversee the activity of task & finish groups and/or partnerships needed to address specific issues within the employment and skills system.



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Roles and Responsibilities

1. To take an all-age, whole systems approach to education, employment and skills in the HEY area including wider dependencies such as health, transport, deprivation and other barriers to successful engagement in, and progress towards, engaging positively in the labour market and our communities.
2. To develop an ambitious Skills Strategy for the HEY CA area, including the plans for delivery, review, reporting and monitoring of the strategy's outcomes.
3. To work closely with business leaders and employers to understand local skills and labour market needs/drivers and to:
 - a. share this with local education, learning and skills providers to support curriculum planning
 - b. use the skills supply and demand intelligence to agree local skills needs priorities in the short, medium and long term
4. To increase collaboration between employers and training providers to ensure that the skills offer meets the current and future needs of employers in HEY's key sectors and that local training providers can develop their curriculum offer and estate.
5. Raise the profile of apprenticeships and technical education across the HEY area.
6. The Board will ensure that all statutory responsibilities are met and reflected in any recommendations for action.
7. To ensure that there is a co-ordinated approach in response to the Government's policy and legislation regarding employment and skills across the HEY area and use this to inform funding and investment decisions for local skills and employment provision.
8. To ensure that there is suitable access, effective pathways and progression that meets sectoral needs and ensures that people experiencing disadvantage are able to participate in the labour market.
9. To work with employers and organisations to develop labour market information and to ensure this is reflected in better information and careers guidance and curriculum delivery.



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10. Through the Board's membership, ensure links are in place to other partnerships active in the employment and skills system and support pan-Humber skills activity where appropriate.

Membership

Membership of the Board is governed by the requirements of the future proposed Mayoral Combined Authority and various statutory authorities at national and local level. Representation is likely to consist of:

- Chair of the HEY Skills Board - to be elected from the board itself
- Ex-officio and co-opted members (DWP, DfE, NCS etc.)
- Representation from each of the HEY local authorities
- Representation from HEY employers (varied sizes and sectors relevant to Hull and East Yorkshire)
- Community and Voluntary Sector representation
- The University of Hull
- Representation from the Humber Principal's Group (will also represent the Institute of Technology)
- School/Academy or UTC representation at senior level
- Independent training provider representation
- NHS Humber and North Yorkshire Health and Care Partnership
- Cities and Local Growth Unit representation (or most appropriate central government department) – observer status only

All members will be expected to attend meetings. If a member fails to attend for three consecutive meetings without reasonable justification, they will be asked to consider whether their place may be taken by someone who is able to commit fully. The final decision rests with the Chair.

Membership will be reviewed by the proposed Mayor once elected in 2025. After that on a bi-annual basis and in addition when any major factors or government directives indicate a necessary change such as changes to the



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main MCA Board. Requests for additional membership will be considered by the Chair and agreed with the Hull and East Riding Unitary Leaders and eventually main MCA Board.

Frequency of meetings

1. The Board will meet bi-monthly, initially in October 2024. Frequency will be reviewed after the first year.
2. The meetings may take place physically or virtually as circumstances determine.

Quorum for meetings

A quorum for meetings will be at least 50% of the current membership but must include the Chair. If the Chair is unable to attend the meeting a deputy will be appointed from the existing members for that meeting.

Note - These will be revisited at the first Board meeting and as the Mayoral Combined Authority evolves.