

3.5B. Skills & Employment Committee

Terms of Reference

This is an advisory committee to the Combined County Authority and the Mayor; it seeks to provide strategy advice and guidance on Skills and Employment matters in support of the exercise of Combined County Authority and Mayoral functions.

The Skills & Employment Advisory Committee will engage and seek advice from a range of key stakeholders including Combined County Authority area Local Authorities, Learning organisations (Independent Training Providers, Colleges and Local Authority delivery arms), key Government Agencies such as the Department for Work and Pensions as well as employers in relation to developing the emerging Adult Skills Fund (ASF) priorities that will meet the local need for year one, as well as advising on future ASF funding priorities.

All Combined County Authority Committees will:

- Support the development of the Inclusive Growth Strategy, including the Local Growth Plan and Place Based Strategy
- Support the delivery of the Inclusive Growth Outcomes Framework, which will cover social, health inequalities, economic and environment outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes
- Support the delivery of Farming and Rural Communities outcomes, working across Thematic Committees and Portfolios to ensure maximum impact of these outcomes

The committee will seek to act in a regional capacity to support the development of the skills and employment vision for the Combined County Authority area.

The Committee may appoint one or more sub-committees for the purpose of discharging any of the Committee's functions.

Membership

The membership of the Committee shall consist of:

Voting Membership:

- Combined County Authority Portfolio Lead for Skills & Employment (Chair)
- Mayor (or representative)
- Relevant Lead Member from each Constituent Authority (x4)
- Additional representative from each Constituent Authority (Where the Portfolio Lead and/or Deputy is a constituent member they will take a position appointed by their constituent council)

Non-Voting Membership

- Combined County Authority Deputy Portfolio Lead for Skills & Employment (Vice-Chair)
- District & Borough representative appointed by the D2 Senior Leadership Board x 2
- District & Borough representative appointed by N2 Economic Prosperity Committee x 2
- Business Advisory Board representative
- Federation of Small Businesses
- Higher Education Sector Representative
- Further Education Sector Representative
- Job Centre Plus Regional Manager Derbyshire
- Job Centre Plus Regional Manager Nottinghamshire

To note: Where the Portfolio Lead and/or Deputy Portfolio Lead are constituent representatives, they will be part of the voting membership of the Committee. The Monitoring Officer will make this change to terms of reference to reflect Board appointments to portfolio and deputy portfolio positions.

In appointing members to the Committee there is no requirement for political balance.

The Committee may appoint additional Non-Voting Membership from partner and stakeholder bodies relevant to the remit of the Committee, with the approval of the Combined County Authority Board.

Chairing the Committee

The Committee shall be chaired by the Combined County Authority Portfolio Lead for Skills & Employment

The Committee Vice-Chair will be the Combined County Authority Deputy Portfolio Lead for Skills & Employment

The Mayor is a voting member of the Committee in order to allow them to act in their capacity as the mayor, they may wish to discharge any relevant mayoral functions via the committee in order to benefit from appropriate advice.

Quorum

The quorum will be 5 voting members including the Chair (or Deputy Chair)

Voting

Any matters that are to be decided by the Committee are to be decided by consensus of the Committee where possible.

When a vote is required, only voting members of the Committee will be entitled to vote at meetings, the Chair does not exercise a casting vote.

Frequency

There will be a minimum of four Committee meetings each municipal year.

Committee meetings shall be held in public with provision for Public Forum.

Functions

The Committee has the following Key Functions:

- a) To provide the forum for facilitating strategic conversations and co-ordination between the constituent authorities, key partners and EMCCA on skills and employment matters
 - b) To develop a collective understanding of the key skills and employment needs of the region and develop a pipeline of skills, careers and employment projects, programmes, and investments.
 - c) Develop for Board consideration strategy, policy, and investment proposals
 - d) To ensure alignment between EMCCA led strategies
 - e) To recommend bids for government funding in alignment with appropriate frameworks.
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- f) To approve the operation of the Adult Skills Fund, this includes the annual agreement of 'draft' and 'final' ASF Funding Rules and Rates, as well as approval and operational oversight of the Adult Skills Fund and Skills Boot Camp programme plans.
 - g) Recommendation the level of 'top slice' from the Adult Skills Fund allocation to cover costs associated with the implementation, management, administration, systems, and process for the Combined County Authority to effectively deliver Adult Education locally.
 - h) The continuous review of the 'top slice' to ensure that it is fit for purpose and does not take more than is required and review of performance and meeting the needs of our residents and agreed EMCCA priorities
 - i) To collaborate with external organisations that also have responsibility for skills and employment delivery and policy.
 - j) On behalf of the EMCCA, to lead dialogue with the Government on the skills and employment agenda, and as part of devolution negotiations with Government, to lead on developing propositions and asks that relate to skills and employment delivery, in consultation with the Mayor
 - k) Provide input into the skills, careers and employment elements of the Inclusive Growth Strategy and any standalone plans and strategies on skills, careers, and employment.
 - l) To commission and publish research on skills and employment to inform decisions made by the EMCCA Board.
 - m) Oversight of the Adult Skills Fund, Skills Bootcamps, Careers Hub and any other skills and employment programmes managed by EMCCA.
 - n) Approval and operational oversight of the ASF and Skills Bootcamps programme plans
 - o) Approval and review of the ASF assurance framework requirements, as set out in the EMCCA Single Assurance Framework for Inclusive Growth
 - p) Seek to work with the Federation of Small Business to input into the development the Local Skills Improvement Plan (LSIP with the Federation of Small Businesses)
 - q) Approval of the ASF annual budget, including the main budget categories, including Grant, procured provision and admin costs, but also other key budget headings (such as an innovation pot).
 - r) Development and implementation of ASF Strategic Skills Plan
 - s) Recommending appropriate delegations to EMCCA officers to make in-year budget changes where funding is transferred between the main budget categories
 - t) To follow DFE's ASF Funding Rules and Rates for 25/26 academic year onwards.
 - u) Substantive in-year changes to ASF Funding Rules and Rates to improve provider management or to implement new EMCCA policies.
 - v) Termination of an ASF and SBC contract for services/grant agreement.
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w) Consideration of any novel, contentious or repercussive decisions, and any decisions referred by the Combined County Authority Board and/or the Mayor.

Lead Member Functions

Committees have a key role to play in supporting the Combined County Authority Portfolio Lead and Deputy Portfolio Lead by

- Providing critical friend challenge to Combined County Authority activity
- Providing advice and support to Combined County Authority activity
- Helping engage with wider stakeholder networks and activity
- Identify and scale up existing good practice within the Combined County Authority region, including cross portfolio working, improvements and initiatives
- Identify and secure resources to deliver new opportunities

Review

The terms of reference are to be reviewed on an annual basis by the Committee

The role and arrangements of the Committee will be reviewed on an annual basis by the Combined County Authority

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