

Agenda Item 6	Appendix
Combined Authority Governance Arrangements	1

Skills & Employment Committee Terms of Reference	
Purpose	<p>Implement and deliver Priority Area – Ambitious Skills & Employment Opportunities as set out in the Corporate Plan</p> <p>Development of thematic strategy and key policy, engaging key stakeholders and partners to develop proposals to assist delivery of the CAs strategic objectives</p> <p>Oversee implementation of thematic strategy and key policy, taking decisions within the strategic and budgetary framework agreed by the Board to deliver strategy and key policy.</p> <p>Drive delivery of key strategic performance measures (as set out in corporate plan and key supporting strategy)</p> <p>Oversight and management of the development and delivery of thematic business cases, programmes and projects, ensuring that they are contributing to the delivery of CA Strategic Objectives and the Annual Business Plan.</p> <p>Ensure all programmes and projects comply with the Assurance Framework and are monitored and evaluated in line with the Monitoring and Evaluation Framework.</p>
Accountable to:	Cambridgeshire & Peterborough Combined Authority Board
Accountable for:	<p>Development, management and implementation of key strategy and policy relevant to remit of Committee, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employment and Skills Strategy <input type="checkbox"/> Work, Health and Wellbeing Strategy <p>Oversight and management of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Devolved Adult Education Budget <input type="checkbox"/> Other Government funded programmes (Multiply, Skills Bootcamps) <p>Performance management of key performance measures from Corporate Plan within remit of the Committee, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Closing the skills gap with the national average for: a) Peterborough b) Fenland c) pockets within wider Cambridgeshire <input type="checkbox"/> An increase in % of the population qualified to Levels 2, 3 and 4, and high qualifications <input type="checkbox"/> Reduced difference in household income between most deprived and least deprived areas <input type="checkbox"/> Increase in percentage of population in well-paid employment <input type="checkbox"/> Improved health and wellbeing as measured by ONS Health Index
Membership:	<ul style="list-style-type: none"> <input type="checkbox"/> Mayor (or their nominee) <input type="checkbox"/> CPCA Lead Member for Skills & Employment <input type="checkbox"/> Representative from each Constituent Authority (not represented on Committee through CPCA Lead Member position(s)) <input type="checkbox"/> Business Board Thematic Representative <p>Co-opted Members of the Combined Authority Board should receive an open invite to all thematic committees to enable them to attend for items of interest. If a co-opted member wishes to attend and speak at the meeting, they should notify the relevant Chair prior to the meeting. The rights and responsibilities of co-opted members as set out in the relevant paragraphs in the constitution that apply to committees.</p>

Chair:	The Committee will be chaired by CPCA Lead Member for Skills & Employment
Vice Chair:	A vice-chair will be appointed by the Skills & Employment Committee.
Voting:	<p>Only the members of the Committee will be entitled to vote at meetings (not co-opted Members), the Chair does not exercise a casting vote.</p> <p>Any matters that are to be decided by the Committee are to be decided by consensus of the Committee where possible. Where consensus is not possible the provisions of the Constitution shall apply as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Each Member of the Committee is to have one vote and no Member including the Chair is to have a casting vote <input type="checkbox"/> Co-opted Members cannot vote <input type="checkbox"/> Any matter put to a vote will be decided on a show of hands. A decision will require a minimum of four voting members present and voting
Quorum:	No business shall be transacted unless representatives of four Constituent Authorities or more are present at a meeting
Servicing:	The Committee will be serviced by CPCAs Governance Team
Frequency:	Minimum of 6 meetings per year
Supported by:	<p>The Committee is supported by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employment & Skills Board <input type="checkbox"/> Education Advisory Group
Functions: (key areas of focus under Corporate Plan)	<p>Enhancing Careers Education, Information, Advice and Guidance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cambridgeshire & Peterborough Careers Hub <input type="checkbox"/> Influencing national providers of Careers <input type="checkbox"/> Lobbying Government for an all age careers service <p>Delivery of Lifelong learning and workforce skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue to target the delivery of the Skills Fund (AEB and Free Courses for Jobs) <input type="checkbox"/> Skills Bootcamps to better meet local need <input type="checkbox"/> Improve numeracy and number-confidence among our citizens through delivery of Multiply <p>Employer engagement and access to talent</p> <ul style="list-style-type: none"> <input type="checkbox"/> Implementing a Health & Work Strategy to address economic inactivity and productivity <input type="checkbox"/> Delivering Growth Works with Skills <p>Lobbying for a second Skills Devo Deal that strengthens our current programme and delivers greater impact. Our asks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A simplified Single devolved revenue budget for all skills programmes <input type="checkbox"/> A Single devolved capital budget for all skills infrastructure funding streams <input type="checkbox"/> A Single devolved Careers budget <p>Building Skills Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> FE Cold Spots <input type="checkbox"/> ARU Peterborough Phase 3 <input type="checkbox"/> Centre for Green Technology at Peterborough College <input type="checkbox"/> Net Zero Centre at Wisbech <input type="checkbox"/> North Cambridgeshire Training Centre

	<p>Generic</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide leadership in developing an approach to future devolution of powers from Government to the region on matters of Skills and Employment <input type="checkbox"/> To consider and advise upon major policy change <p>The Committee can approve budgets and projects detailed in the Medium-Term Financial Plan marked subject to approval including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approval of employment projects detailed in approved MTFP <input type="checkbox"/> Approval of AEB Budget as detailed in MTFP <input type="checkbox"/> Approval of commissioning of delivery partners where this is required and authorise the staged release of budget for education and skills projects detailed in and funded from the MTFP
<p>Lead Member Functions:</p>	<p>Support the Lead Member for Skills and Employment by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Providing advice and support to CPCA activity <input type="checkbox"/> Helping engage with wider stakeholder networks and activity <input type="checkbox"/> Identify and scale up existing good practice within the CPCA region, including cross portfolio working, improvements and initiatives <input type="checkbox"/> Identify and secure resources to deliver new opportunities
<p>Review:</p>	<p>Reviewed annually and/or following adoption of new Corporate Plan</p> <p>The review process will include consideration of co-opted membership that will support the Committees remit</p>