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Combined Authority Governance Arrangements	2

Draft Education Advisory Group Terms of Reference

Background

The CPCA Board has agreed to work with its Constituent Councils and key partners across the region and nationally to create Advisory Groups that will support its governance framework and help shape collaborative working across organisations for regional benefit.

This Advisory Group will work to support the Skills & Employment Committee and will be Chaired by the CPCA Assistant Director - Skills

Purpose

The Advisory Group will work collaboratively to support strategic direction on education across the Combined Authority area.

The Advisory Group will work in support of the Skills & Employment Committee, focusing on system leadership over statutory education (early years to 16-19) and transition to post 16 and post 19 education.

The Advisory Group will advise on strategic matters that straddle the whole of the education landscape – bringing together, where appropriate, the siloed work of early years settings, schools, post-16 and post-19 education and skills system, to drive improvements through better connectivity.

The Skills & Employment Committee is primarily concerned with post-19 education, training and employment with governance responsibility and oversight for the Skills Fund (Adult Education Budget, Free Courses for Jobs, Community Learning), Skills Bootcamps, Careers Hub, UK Shared Prosperity Fund (People and Skills), employer skills brokerage and higher education. The Education Advisory Group will bring together partners with an ability to focus on statutory education where appropriate.

The purpose of the group should be reviewed every 12 months.

Membership

- Assistant Director- Skills, CPCA
- Director for Education, Cambridgeshire County Council
- Director for Education, Peterborough City Council
- Regional Schools Commissioner
- Ofsted representative
- Education Investment Zone representative
- Senior officers from CCC, PCC and CPCA with responsibility for Early Years provision, Post 16 transition, Education workforce planning and Post 16 SEND.

Themes

The Education Advisory Group is responsible for advising the Skills & Employment Committee who will agree the education and skills programmes and projects within their delegation.

The Advisory Group will consider matters as guided by its membership and the Skills & Employment Committee, this is likely to consider developing collaborative and supportive approaches to matters of responsibility that sit across all organisations that could include:

- Early years
- School education
- Post-16 education
- Post-19 education
- Regional skills support

Matters initiated by the Advisory Group can be referred up to the Skills & Employment Committee and the Board for decision, and/or Cambridgeshire County Council and Peterborough City Council Education Committees and/or Directors of Education as appropriate.

The Education Advisory Group is advisory and cannot be used as a proxy for seeking formal views/consulting between the CPCA, partners and constituent authorities. CPCA officers will not assume that the informal discussions in these groups represent official consultation. Constituent Council officers may present their professional views, but their views may not chime with their authority – which would consider a range of factors, including political direction.

Advice to CPCA Committees must come from CPCA Officers

Supporting Functions

- Consideration of matters referred to the Advisory Group by the CPCA Board and/or the Skills & Employment Committee.
- Oversee coordination with (a) Regional Schools Commissioner (b) Department for Education on the Opportunity Area programme (c) Careers and Enterprise Company (d) Ofsted
- To support the work programme of Skills & Employment Committee
- To coordinate and monitoring delivery of Skills & Employment Committee specific action plans relevant to Education
- To ensure appropriate links and communication channels are developed and maintained between constituent authorities, CPCA, key partners and government agencies sharing information and good practice to ensure effective, joined up, cross-boundary working and improved performance
- Forward planning effectively to ensure the timely consideration of issues within the Skills & Employment Committee remit and to allow for analysis of emerging opportunities and risks, and consideration of steps to either exploit or minimise their impact
- To formulate advice to Members of the Skills & Employment Committees on areas within their remit