



EMPLOYMENT AND SKILLS BOARD	AGENDA ITEM No: 1.2
30 APRIL 2020	PUBLIC REPORT

EMPLOYMENT & SKILLS BOARD TERMS OF REFERENCE

1.0 PURPOSE

- 1.1 To give an update to the Employment & Skills Board (ESB) on the progress made to adopt the Terms of Reference (TORs) originally circulated and agreed by both the Skills Committee on 3 April 2019 and the Combined Authority Board on 29 May 2019. The CPCA Board originally signed off the ESB ToR and they are adopted in the 2019 CPCA Constitution on page 65-69 section 9.
- 1.2 It was agreed at the last ESB meeting on 27 February 2020 that we would circulate the Terms of Reference and seek feedback/comments from the Board as well as ensuring that the process for electing the Chair is aligned to both the agreed TORs and the CPCA's Constitution.
- 1.3 Officers considered feedback from members on the TOR and noted that there was no suggestion to substantially amend the TOR. For this reason, it is proposed that no amendment is made to the TOR and that the current TOR is retained, particularly as they are within the parameters of national guidelines. With this in mind, we would therefore ask the Board to:

1.	Recommend that the ESB agree to retain the Terms of Reference previously agreed by the Skills Committee.
2.	Recommend that the process for electing a Chair of the ESB is a private sector member of the Cambridgeshire and Peterborough Combined Authority Business Board or a member of the Skills Committee

2.0 BACKGROUND

- 2.1 The Combined Authority has appointed an Employment and Skills Board. The Board is an **advisory board** to the Skills Committee. Reporting back to the Skills Committee on a bi-monthly basis via reports and updates presented by Fiona McGonigle (ESB Lead for the CPCA). The ESB oversees the Skills Advisory Panel work and for the purposes of the governance arrangements covers the devolution of the Adult Education Budget. This reflects the requirement to provide an inclusive, advisory role for the Combined Authority, Employers, Providers and Customers.

- 2.2 As Fiona chaired the inaugural meeting, it is our intention for her to continue to chair on-going meetings until a permanent chair is appointed. If recommendations are accepted, the Chair appointment process will commence and members will be updated on progress by email.

<u>Source Documents</u>	<u>Location</u>
None	The Incubator 2, First Floor, Alconbury Weald Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4WX