

York Skills & Employment Board – Draft Terms of Reference

1. The York Skills and Employment Board (“the Board”) is a partnership body, bringing together education providers, employer representatives, private skills providers and CoYC
2. It was established in summer 2020 as part of York’s response to the economic impacts of the Covid-19 pandemic
3. The Board is responsible for developing and implementing the city’s Adult Education and Skills plan within the framework set by York’s 10 year and 1 year recovery strategies and the York Economic Strategy.
4. The Board forms part of the city’s Economic Response structure, with the City Leaders Group providing overall direction and setting the 10 year and 1 year strategies.
5. Through its work, the Board will seek to facilitate a deep and long lasting partnership between skills providers and employers to support the development of key sectors in the York economy and enable York residents to get well-paid and rewarding work
6. The Board will comprise representatives from:
 - City of York Council
 - York College
 - University of York
 - York St John University
 - Askham Bryan College
 - York Secondary Heads
 - York Chamber of Commerce
 - Federation of Small Businesses
 - Institute of Directors
 - York Professionals
 - YNY LEP
 - TUC
 - JobCentre Plus and DWP
 - Vocational training providers
 - Private sector training and skills providers
 - Relevant sector skills bodies
7. Membership will be reviewed annually, and may be temporarily extended to include additional expertise as agreed by the Board.

8. Organisations joining the Board will commit to contributing to city-wide objectives rather than promoting their own commercial interests.
9. CoYC and the FE/HE partners will jointly fund a secretariat for the Board, which will be based with one of those organisations. The secretariat will work with the Board Chair to develop agendas and will circulate papers for meetings at least 1 week in advance of meetings
10. The Board will meet every 2 months in its first year, with frequency of meetings to be reviewed annually, and may establish sub-groups to undertake projects on a task-and-finish basis.
11. Beyond agreeing its own business, the Board is not a decision making body but will advise and make recommendations to the Council, LEP and combined authority, and to the City Leaders Board.