

## York Skills & Employment Board – Draft Terms of Reference

1. The York Skills and Employment Board - initially formed out of Higher York in response to the emerging impact of the pandemic on the city's economy - is a partnership made up of representatives from Further and Higher Education providers, independent training providers, York employers, employee and business representatives, the Department for Work and Pensions, the Local Enterprise Partnership and Local Authority
2. Formed in September 2020, the Board has developed and is responsible for implementing and overseeing the delivery of the One-year plan: Skills for Employment in York and *Skills for Employment: York's 10-year Strategy*.
3. The Board is aligned with the city's emerging Economic Growth partnership.
4. 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
5. The Board comprises representatives from:
  - City of York Council
  - York College
  - University of York
  - York St John University
  - Askham Bryan College
  - West and North Yorkshire Chamber of Commerce
  - Federation of Small Businesses
  - YNY LEP
  - TUC
  - JobCentre Plus and DWP
  - Independent training providers
  - Small, medium and large employers in the city
6. Through ongoing and tailored engagement, the range of voices will be broadened, for example to include secondary education partners, relevant sector skills bodies and industry representatives.
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 Project Manager who will also provide secretariat for the Board and 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 6-8 weeks, with frequency of meetings to be reviewed by the end of 2022 and then annually.
11. The Board may establish sub-groups, with members committing their own organisation's support/resources to undertake projects on a task-and-finish basis.
12. 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 Economic Partnership.