

SKILLS & EMPLOYMENT EXECUTIVE BOARD

6th August 2019

Terms of Reference & Meeting Arrangements

Purpose of Report

This report summarises for Skills and Employment Board Members the approved governance arrangements for the Skills and Employment Executive Board, approved by the Mayoral Combined Authority and the Local Enterprise Partnership. The paper also proposes dates for future meetings.

Freedom of Information

Thematic Board Papers and any appendices will be made available under the Combined Authority Publication Scheme. This scheme commits the Authority to make information about how decisions are made available to the public as part of its normal business activities.

Recommendations

Board members are asked to:

1. note the approved governance arrangements and clarify any issues,
2. note the proposed future scheduling of Skills and Employment Board meetings,
3. consider the responsibilities of the Board and agree items for the draft forward plan.

1. Introduction

- 1.1** Following consultation with partners and a review of the models in other mayoral combined authorities, the MCA and LEP at their meetings 17th December 2018 and 14th January respectively approved strengthen governance arrangements. These arrangements have been designed to create more efficient, effective and transparent decision-making processes. The MCA Constitution has been amended to reflect these new arrangements. From the 1st April 2019 five thematic boards, with appropriate delegations to complement their role in implementing policy and programmes more transparently, came into effect.

2. Proposal and justification

2.1 Governance Model

Appendix 1 to this report attaches the approved governance paper for Board Members to review and discuss.

2.2 Terms of Reference

Appendix 2 of this report includes the terms of reference for the Skills and Employment Executive Board to review and discuss.

2.3 Meeting Schedule

This paper proposes that the Skills and Employment Executive Board meets during week 4 of the MCA 8 week cycle. This will allow any decisions requiring escalation to the MCA, due to the value exceeding the delegation, to progress through the decision-making process in a timely manner. The proposed dates are suggested below

| Proposed Skills & Employment Exec Board dates (week 4 of the 8 week cycle) | MCA Date (week 8 of the 8 week cycle) |
|--|---------------------------------------|
| 26/08/19 – 30/08/19 | 23/09/19 |
| 21/10/19 – 25/10/19 | 18/11/19 |
| *30/12/19 - 03/01/20 | 27/01/20 |
| 24/02/20 – 28/02/20 | 23/03/20 |
| 04/05/20 – 08/05/20 | 01/06/20 |
| 29/06/20 – 03/07/20 | 27/07/20 |
| 24/08/20 – 28/08/20 | 21/09/20 |
| 19/10/20 – 23/10/20 | 16/11/20 |

*potentially move to week 2 or to week 5 to avoid the Christmas and new year period.

2.4 Advisory Membership

The decision-making Board Members are detailed in Appendix 1, section 2.3. The membership of these Boards will comprise two leaders, with one from the constituent councils and one from the non-constituent councils, a member of each of the remaining councils (to be nominated by the respective authority) and two private sector LEP Board members, as well as a lead chief executive from a different authority to the leader.

There is the potential for Board Members to develop a broader advisory network through the engagement of businesses or business membership organisations, Universities, or Colleges for example. This advisory network does not necessarily require attendance at the Thematic Board but could be through other mechanisms including a business advisor panel or a business engagement programme. Board Members are asked to consider this as Agenda Item 6.

2.5 Draft Forward Plan

Appendix 3 to this report outlines an outline suggested forward plan / work programme for the Thematic Board to consider and further populate. This considers the core elements within the remit of the Thematic Board.

3. Consideration of alternative approaches

- 3.1 There is no discretion to change governance arrangements, as these have been approved by both the MCA and the LEP but to note it is planned that there will be a review of arrangements after 6 months of meetings.

4. Implications

4.1 Financial

Thematic Boards have the authority to approve projects and schemes with a value of less than £2m. The Thematic Boards are also able to accept tenders and quotations for the supply of goods, materials and services up to a limit of £200,000.

4.2 Legal

The changes have been captured in the MCAs Constitution and elements of the LEPs governance framework and came into force on 1st April 2019.

4.3 Risk Management

Strong governance arrangements in the Sheffield City Region are an important mechanism in managing a number of corporate risks. This reflects the commitment of both the MCA and LEP to transparency, and the clear delineation of responsibilities between different elements of the decision-making system.

4.4 Equality, Diversity and Social Inclusion

In line with the LEP's Diversity Policy equality and diversity has been taken into consideration in the composition of the Thematic Boards.

5. Communications

5.1 The roles and responsibilities of the new Thematic Boards are explained in the SCR Assurance Framework and the MCA Constitution which is published on the SCR website. All meeting papers, minutes and membership of the Thematic Boards will be published on the SCR website. In addition, members of the public can submit questions to the Thematic Board and receive a written response.

6. Appendices/Annexes

6.1 Appendix 1 – MCA paper on revised governance arrangements
Appendix 2 - Terms of Reference
Appendix 3 – Outline Forward Work Plan

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Background papers used in the preparation of this report are available for inspection at: 11 Broad Street West, Sheffield S1 2BQ

Other sources and references:

- MCA Meeting December 2018
- LEP Board Meeting January 2019