

## **London Occupational Skills Board Constitution**

### **1 Purpose**

- 1.1 The London Occupational Skills Board is an advisory body to the Mayor, and will work closely with the Mayor's Skills for Londoners Board, Business Advisory Board and LEAP – London's local enterprise partnership.
- 1.2 The London Occupational Skills Board is responsible for advising the Mayor on how to improve and better align skills provision, including specialist, industry-relevant and higher-level skills provision (considering progression routes to higher education), to meet skills needs in London.
- 1.3 The London Occupational Skills Board's aims are to:
  - improve London's skills system to better meet the needs of employers, businesses and the London economy (Skills for Londoners Strategy, Priority 2);
  - increase skills investment and workforce development in London's industries to meet the demands of the global economy; and
  - improve information and data on occupational skills needs from employers, and ensure the most accurate/reliable data is used to inform skills provision in London. This would include working with the Smart London Board to feed into the development of the London Skills and Employment Knowledge Hub.

### **2 Authority**

- 2.1 The Board is authorised to consider any activity within its terms of reference.
- 2.2 In conducting its business, the London Occupational Skills Board must consider any resource implications and have regard to GLA processes and any guidance or legislation issued by HM Government where relevant.

### **3 Terms of reference**

- 3.1 The London Occupational Skills Board will be responsible for:
  - a) advising the Mayor and the Skills for Londoners Board on meeting occupational skills requirements through City Hall's skills and employment programmes including, but not limited to, the Adult Education Budget (AEB), European Social Fund (ESF) and Skills for Londoners Capital Fund);
  - b) reviewing, contextualising and endorsing skills data prior to publication (for example, through the Skills and Employment Knowledge Hub) to help inform skills provision and support learner decisions, including considering changing employer demand due to technology/automation and Brexit;

- c) reviewing the success of sector or occupationally-specific skills projects led by City Hall in meeting identified needs and considering new priority sectors and occupations that would benefit from direct interventions to address skills challenges;
- d) defining and promoting the development of core employability skills with providers, including reviewing evidence of what works to develop these much-needed skills through embedded or stand-alone approaches;
- e) encouraging innovation and transfer of learning in the skills system;
- f) providing advice to the Mayor on the implementation of the Apprenticeship Levy, standards and new 'Technical Levels' in London; and
- g) helping to identify and promote business benefits arising from skills development and investment.

3.2 In order to achieve its aims and undertake these responsibilities, the London Occupational Skills Board will need to work with:

- other Mayoral advisory bodies including, but not limited to, LEAP (London's local enterprise partnership), the Mayor's Business Advisory Board, Homes for Londoners Board and Mayor's Construction Skills Advisory Group to align strategic skills policy;
- affiliated or partnership bodies such as the Healthy London Partnership and the London Workforce Board; and
- sectoral and local business groups as appropriate, including London's sub-regional skills and employment boards.

## **4 Membership**

4.1 The Mayor will appoint all Members of the London Occupational Skills Board who will be recruited and selected in accordance with the GLA's Protocol on Mayoral Appointments.

4.2 The Mayor will appoint the Chair (or Co-Chairs) of the Board.

4.3 The Board shall comprise up to 15 members from London's business, employers and representative bodies encompassing such categories as the Mayor considers will best further the Board's purpose. A Member of the London Occupational Skills Board, as nominated by the Board, will also be a member of the Skills for Londoners Board with a role in ensuring collaborative working across the Mayor's skills agenda.

4.4 The Mayor may vary the categories and number of members of the Board at any time subject to prior consultation with the Chair (or Co-Chairs) and Deputy Mayor for Planning, Regeneration and Skills.

4.5 Whilst Membership is restricted to Board Members, the capacity is retained to invite outside specialist input either on a standing basis or, where appropriate, on a specific topic or initiative.

- 4.6 The Co-Chairs of the Skills for Londoners (SfL) shall have a standing invitation to attend any meeting of the Board.

## **5 Lead Officer**

- 5.1 The Lead Officer will be the GLA's Executive Director of Development, Enterprise and Environment (or nominee).

## **6 Terms of appointment**

- 6.1 When undertaking work in connection with the Board, Members are required to agree and comply with the standards and processes relating to conduct as detailed in letters of appointment and any relevant applicable provisions of the GLA Group's Corporate Governance Framework Agreement (as approved and amended from time to time).
- 6.2 The Mayor shall set the length of tenure for all Board Members in their letter of appointment. The Mayor may re-appoint a person to be a Board Member at the end of their tenure (under which circumstance the conditions set out in paragraph 4.1 will already have been considered met).
- 6.3 The letter of appointment will also include provisions in relation to adhering to the seven principles of public life ('the Nolan principles') and the potential disclosure and registration of interests where they are affected by the work of the Board.
- 6.4 A Board Member may resign at any time by giving notice to the Board Secretary, in writing, having immediate effect.
- 6.5 The Mayor, following consultation with the Chair, may terminate a Member's appointment to the Board before the expiry of his/her period of appointment.
- 6.6 Without prejudice to 6.5 above, an appointment may be terminated by the Mayor in consultation with the Chair if the Member persistently fails to attend meetings without reasonable justification.

## **7 Meetings and Reporting Procedures**

- 7.1 Meetings shall be held quarterly or at such other intervals as the London Occupational Skills Board may agree. The Chair of the Board may decide to cancel meetings or call additional meetings as required.
- 7.2 Recommendations to the Board shall be by way of report to the relevant meeting and will normally be issued to members a minimum of five clear working days before the meeting.
- 7.3 The Board's Secretary, or a person nominated by the Secretary, will attend to provide secretarial and logistical support, take the minutes of the meeting and provide advice on governance and procedural matters.

## **8 Quorum and decision-making**

- 8.1 Meetings of the Board will be quorate when half of its Members are present. A Member who is obliged to withdraw due to a conflict of interest shall not be counted towards the quorum.
- 8.2 It is envisaged that Board decisions shall be made by consensus. In the event of a consensus not being reached, the matter will be presented to the Mayor through the most appropriate channel. For the AEB, this will be the AEB Mayoral Board.

## **9 Subordinate bodies**

- 9.1 The Board may establish or dissolve a subordinate body which assists in meeting its objectives. Any such subordinate body set up by the Board shall include one or more Board Members, as nominated by the Board. Any such group may also co-opt onto it any independent person with the relevant expertise on the issues within the remit of the body.
- 9.2 The Chair of a subordinate body will be agreed by and may be drawn from the Membership of the Board or an independent person co-opted to the subordinate body.
- 9.3 The Chair of the Board has the right to attend any subordinate body meeting. Other Board Members, who are not members of the subordinate body, may at the invitation or with the consent of the Chair of the subordinate body, attend a subordinate body meeting.
- 9.4 The remit and terms of reference for any such subordinate body shall be approved by the Board.
- 9.5 All such co-opted persons appointed as members of such subordinate body are expected to comply with the body's terms of reference and any code of conduct for Members of the Board in the same way as if they were Board Members.
- 9.6 The agenda and reports for any subordinate body will be published and circulated five clear working days in advance of the meeting. The minutes of the meeting shall be published and circulated in draft within 10 clear working days of the meeting. Minutes shall be submitted for approval as to their accuracy to the next meeting.

## **10 Openness and Transparency**

- 10.1 The Mayor of London is committed to openness and transparency in his administration. Agendas and reports for the London Occupational Skills Board will be published on the GLA's website at least five clear working days before the meeting to which they relate.
- 10.2 All reports will be released with the agenda except in those cases where officers reasonably consider that information may be exempt from disclosure

under an applicable exemption under the Freedom of Information Act 2000 (FOIA). These reports will be classed as 'reserved from publication'.

10.3 The main exemptions that are likely to make information reserved relate to the following (although others may be applicable under the FOIA):

- commercial sensitivity
- information provided in confidence
- personal data
- legal professional privilege
- information intended for publication at a future date

10.4 Meetings will not be held in public, reflecting the advisory nature of the Board and accountability arrangements Parliament has put in place for the GLA, in that the Mayor is answerable to the London Assembly through Mayor's Question Time only after he has taken decisions.

10.5 Summary minutes of the meetings of the Board will be posted on the GLA's website within two weeks of the meeting to which they relate, with a final version published within ten clear working days of approval, which would normally take place at the following meeting.

## **11 Amendments to this Constitution**

11.1 The Constitution will be reviewed at the first meeting of the London Occupational Skills Board and every two years thereafter.

11.2 The Mayor may amend this Constitution at any time following consultation with the Board or, if urgent, in consultation with the Chair (or Co-Chairs) and the Deputy Mayor for Planning, Regeneration and Skills. Any changes will be reported at the next meeting of the Board.