

AGENDA

Meeting Skills for Londoners Recovery Task and Finish Group

Date Wednesday, 9 December 2020

Time 9.30 am

Place Remote Meeting

Agendas and summary minutes of the meetings of the Skills for Londoners Recovery Task and Finish Group will be published at www.London.gov.uk/Skills-for-Londoners (except in those cases where information in the papers may be exempt from disclosure under the Freedom of Information Act). Meetings will not be held in public and are only open to those invited to attend by the co-Chairs.

The Membership of the Skills for Londoners Recovery Task and Finish Group is currently being finalised. A finalised membership list will be published at www.London.gov.uk/Skills-for-Londoners and included on the agenda for future Skills for Londoners Recovery Task and Finish Group meetings.

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1 Welcome and Apologies

2 Declarations of Interest

Members to declare any disposable pecuniary interests which they have in any of the items set out on the agenda and, where applicable, consider if they should withdraw from the discussion or the meeting.

3 Skills for Londoners Recovery Task and Finish Group Terms of Reference and governance arrangements (Pages 3 – 14)

To be presented by Laura Marshall, Senior Board Officer, Skills & Employment.

4 Overview of Recovery Programme and Indicative Forward Plan (Presentation)

To be presented by Michelle Cuomo Boorer, Assistant Director – Skills & Employment, Forogh Rahmani, Senior Manager – Strategy, Policy & Relationships, Skills & Employment and Dianna Neal, Strategic Lead – Enterprise, Economy and Skills, London Councils.

5 Sector Academies (Presentation)

To be presented by Julia Harrowsmith, Senior Manager – AEB Delivery, Skills & Employment and James Lee, Principal Policy Officer, Skills & Employment.

6 Date of next meeting

7 Any other business the Chair considers urgent

Skills for Londoners Recovery Task and Finish Group

Date of meeting: **9 December 2020**

Title of report: **Skills for Londoners Recovery Task and Finish Group
Terms of Reference and governance arrangements**

To be presented by: **Laura Marshall, Senior Board Officer, Skills &
Employment**

Cleared by: **Michelle Cuomo Boorer, Assistant Director – Skills &
Employment**

Classification **Public**

1 Executive Summary

- 1.1 This report sets out the terms of reference for the Skills for Londoners (SfL) Recovery Task and Finish Group and provides an overview of the Skills for Londoners governance arrangements. It also provides background information on the London Recovery Programme.

2 Recommendations

- 2.1 The Skills for Londoners Recovery Task and Finish Group is asked to:
- **Note** its terms of reference as set out at Appendix A to this report; and
 - **Note** that Anna Devlet, Member of the Skills for Londoners (SfL) Business Partnership and Jamie Mitchell, Founder, All Together, have been appointed as co-Chairs of the Group.

3 Introduction & background

- 3.1 The SfL Board and SfL Business Partnership were formally established by the Mayor in July 2018 under Mayoral Decision ([MD](#)) [2328](#). The SfL Board is responsible for advising on actions to support the Mayor's [Skills for Londoners Strategy](#) and his skills and employment programmes including, but not limited to, the Adult Education Budget. The SfL Business Partnership 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.
- 3.2 At the SfL Board and Business Partnership meeting on 7 October 2020,¹ it was agreed that a new subordinate body would be created to help steer, challenge and oversee the SfL Board and Business Partnership's strategy and programme of activities of the London Recovery Board's (LRB) *Helping*

¹ The SfL Board and SfL Business Partnership are holding joint meetings for the remainder of this Mayoral term to enable them to have a joint focus on feeding into the COVID-19 recovery work in London.

Londoners into Good Work and parts of the *Digital Access for All* missions (see further detail below).

- 3.3 The SfL Recovery Task and Finish Group will fulfil this purpose. The Group will formally sit as a subordinate body to the SfL Board, with support from the SfL Business Partnership, and members of both sit on the SfL Recovery Task and Finish Group. The SfL Board will be asked to formally approve the terms of reference for this group at its next meeting on 26 January 2021.
- 3.4 The London Recovery Programme, overseen by the [London Recovery Board](#) (LRB), has identified a grand challenge to restore confidence in the city, minimise the impact on communities and build back better the city's economy and society.
- 3.5 The Board finalised definitions for nine missions for the London Recovery Programme at its 15 September 2020 meeting:
 - Good work for all
 - A green new deal
 - Digital access for all
 - High streets for all
 - Mental health and wellbeing
 - A robust safety net
 - A new deal for young people
 - Healthy food, healthy weight
 - Building Strong Communities
- 3.6 More information on the [LRB's recovery programme](#) and the Missions will be presented at Agenda Item 4.

4 Issues for Consideration

Terms of Reference

- 4.1 The terms of reference for the SfL Task and Finish Group are attached at Appendix A to this report. The terms of reference set out the purpose and responsibilities of the Group as well as its reporting procedures and commitment to openness and transparency.

Membership

- 4.2 The Group will include at least one member of the SfL Board with the rest of its membership principally being drawn from different expert groups and anchor institutions who are able to support the delivery of these missions.
- 4.3 Appointments will be subject to confirmation by the co-Chairs of the SfL Board.

SfL Governance arrangements

- 4.4 As indicated above, the SfL Recovery Task and Finish Group will be a subordinate body of the SfL Board, with support from the SfL Business Partnership. The SfL governance structure is included for information at

Appendix B. The actions taken by the SfL Recovery Task and Finish Group will feed into and support the delivery of the Recovery Board's priorities.

5 Equality Comments

- 5.1 In carrying out any functions in respect of his skills and employment programmes, the Mayor will comply with the public sector equality duty under section 149 of the Equality Act 2010.
- 5.2 Section 149(1) of the Equality Act 2010 provides that, in the exercise of their functions, public authorities – of whom the Mayor is one – must have due regard to the need to:
- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 5.3 Relevant protected characteristics are age, disability, gender re-assignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 5.4 The SfL Recovery Task and Finish Group will support and advise on activity that will contribute to the outcomes agreed by the LRB, in accordance with key principles, which include a strong focus on tackling inequalities. The relevant outcomes and principles agreed by the LRB are provided below:
- Narrow social, economic and health inequalities; and
 - Recognising and addressing structural inequalities, promoting a fairer, more inclusive London and focusing on supporting the most vulnerable.

6 Risks arising / mitigation

- 6.1 Not applicable.

7 Legal comments

- 7.1 Not applicable.

8 Financial Comments of the Executive Director Resources

- 8.1 There are no direct financial implications to the GLA arising from the considerations set out in this report.

9 Next Steps

- 9.1 The SfL Board will be asked to formally approve the terms of reference for this group at its meeting in January 2021.
- 9.2 It is initially expected that this group will continue to meet until the Mayor of London and London Assembly elections in May 2021, at which point the SfL

governance arrangements will be reviewed ahead of the new Mayoral term as is usual practice.

Appendices:

- **Appendix A** – Skills for Londoners Recovery Task and Finish Group Terms of Reference
- **Appendix B** – Skills for Londoners governance structure

Terms of Reference for the Skills for Londoners' Recovery Task and Finish Group

1 Purpose

- 1.1 The Skills for Londoners' Recovery Task and Finish Group (the Group) is a subordinate body of the Skills for Londoners (SfL) Board with the support of the Skills for Londoners Business Partnership. It will act to help steer, challenge and oversee the Board and Partnership's strategy and programme of activities of the London Recovery Board's (LRB) *Helping Londoners into Good Work* and parts of the *Digital Access for All* (the Missions).¹
- 1.2 Members will be active partners in the process, providing advice and challenge as well as shaping activities, informing decision-making and promoting engagement with the Missions through their networks.
- 1.3 Officers from the Greater London Authority (GLA) and London Councils will form the core Missions project team and secretariat, working closely with the Group.

2 Authority

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

3 Terms of Reference

- 3.1 The Group will:
 - co-design the overall vision and strategy for delivering the Missions, including building partnerships, involving Londoners in the process and informing our approach to implementation;
 - guide the development of detailed Mission action plans, including the key intervention areas, activities and deliverables, and advising on the delivery of the plan;
 - advise on key recommendations or proposals that are made to the Skills for Londoners Board, LRB, Adult Education Budget (AEB) Mayoral Board;
 - provide advice and guidance to the core project team in ensuring that the Cross-Cutting Principles (CCP) (set out in Appendix A) identified by the LRB are effectively embedded into the Mission work;
 - provide advice and guidance on creating practical links with other relevant Mission areas of the LRB, including possible areas of joint working,

¹ Relevant parts of the *Digital Access for All Mission* are: training adults, including jobseekers, in basic digital skills; targeting the most vulnerable – such as schoolchildren, learners and those shielding – with the devices or data allowance they need to lift them out of digital exclusion, while ensuring they stay safe online.

shared measurement and opportunities to coordinate stakeholder engagement;

- act as Mission ‘sponsors’ by championing and promoting the work of the Missions across London. Where possible members will tap into their own networks to share knowledge, capacity, and opportunities for engagement; and
- nominate members to lead on discrete areas of activity, working closely with the project team.

4 Principles of Working

4.1 The Group will work in a way that reflects the intention of the LRB to create a genuinely co-designed process for supporting London’s recovery. This means:

- Members will be active partners. The intention is for members to provide valuable insight and guidance but also to work collaboratively with us.
- Membership will be diverse. It will be a small group representing a diverse, cross-section of London. Some will be London residents that are ‘experts by experience’; some will be leaders in their sector or field; and others will be experts of ‘open’ policy development.
- Members will be champions. Where possible members will be expected to act as Mission ‘sponsors’, promoting engagement with the process across London, aligning with other activity in the capital and reaching into their own networks for capacity and expertise.

5 Membership

5.1 The Group will include at least one member of the SfL Board with the rest of its membership principally being drawn from different expert groups and anchor institutions who are able to support the delivery of these missions.

5.2 Appointments will be subject to confirmation by the co-Chairs of the SfL Board.

5.3 In consultation with the co-Chairs of the SfL Board, the Chair of the Task and Finish Group has the power to co-opt people with relevant expertise or experience, including non-Members of the SfL Board.

5.4 Members of the subordinate body are expected to comply with the body’s terms of reference and any code of conduct for Members of the SfL Board in the same way as if they were Board Members.

6 Meetings and reporting procedures

6.1 Meetings shall be held bi-monthly or at such other intervals as may be required to consider and advise on matters within the group’s terms of reference. The Chair (or co-Chairs) of the Group may decide to cancel meetings or call additional meetings as required.

- 6.2 The Sfl Board 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.
- 6.3 Recommendations to the Group shall be by way of a report to the relevant meeting.

7 Openness and transparency

- 7.1 The Mayor of London is committed to openness and transparency in his administration and will make sure the work of the Sfl Board and its subordinate bodies are in line with Mayoral policy and stakeholder expectations wherever possible.
- 7.2 Wherever possible, agendas and reports for the Group will be published on the GLA's website at least five clear working days before the meeting to which they relate.
- 7.3 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'.
- 7.4 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
- 7.5 The Group meetings will not be held in public, reflecting the 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.
- 7.6 Summary minutes of the meetings of the Group will normally 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.


8 Amendments

- 8.1 These terms of reference may be altered and amended from time to time by decision of the Sfl Board.


Terms of Reference – Appendix A

The London Recovery Board, co-chaired by the Mayor of London, Sadiq Khan and the Chair of London Councils, Cllr Georgia Gould, oversees the London Recovery Programme. This has identified a grand challenge to restore confidence in the city, minimise the impact on communities and build back better the city's economy and society. To meet this challenge, the Board has agreed 9 Missions and six Cross-Cutting Principles which run through the different Missions.

The Helping Londoners into Good Work Mission

	<h2>Helping Londoners into Good Work</h2>
<p><i>Support Londoners into good jobs with a focus on sectors key to London's recovery</i></p>	<p>Examples of how this mission could be delivered:</p> <ol style="list-style-type: none">1. By supporting Londoners hardest hit by the pandemic including young people, newly unemployed, people with caring responsibilities and people at risk of redundancy into good work, while ensuring that Londoners with the most complex needs are not left behind2. By coordinating skills, careers and employment support so there is 'no wrong door approach' for Londoners; and ensuring that employment and enterprise provide a secure route out of poverty.3. By establishing sector specific London 'Academies' to support Londoners to gain relevant skills and move into good work in (not exhaustive) digital; health; social care; green economy, and creative and cultural industries.4. By close working with employers and job creation initiatives such as green recovery to promote good work.

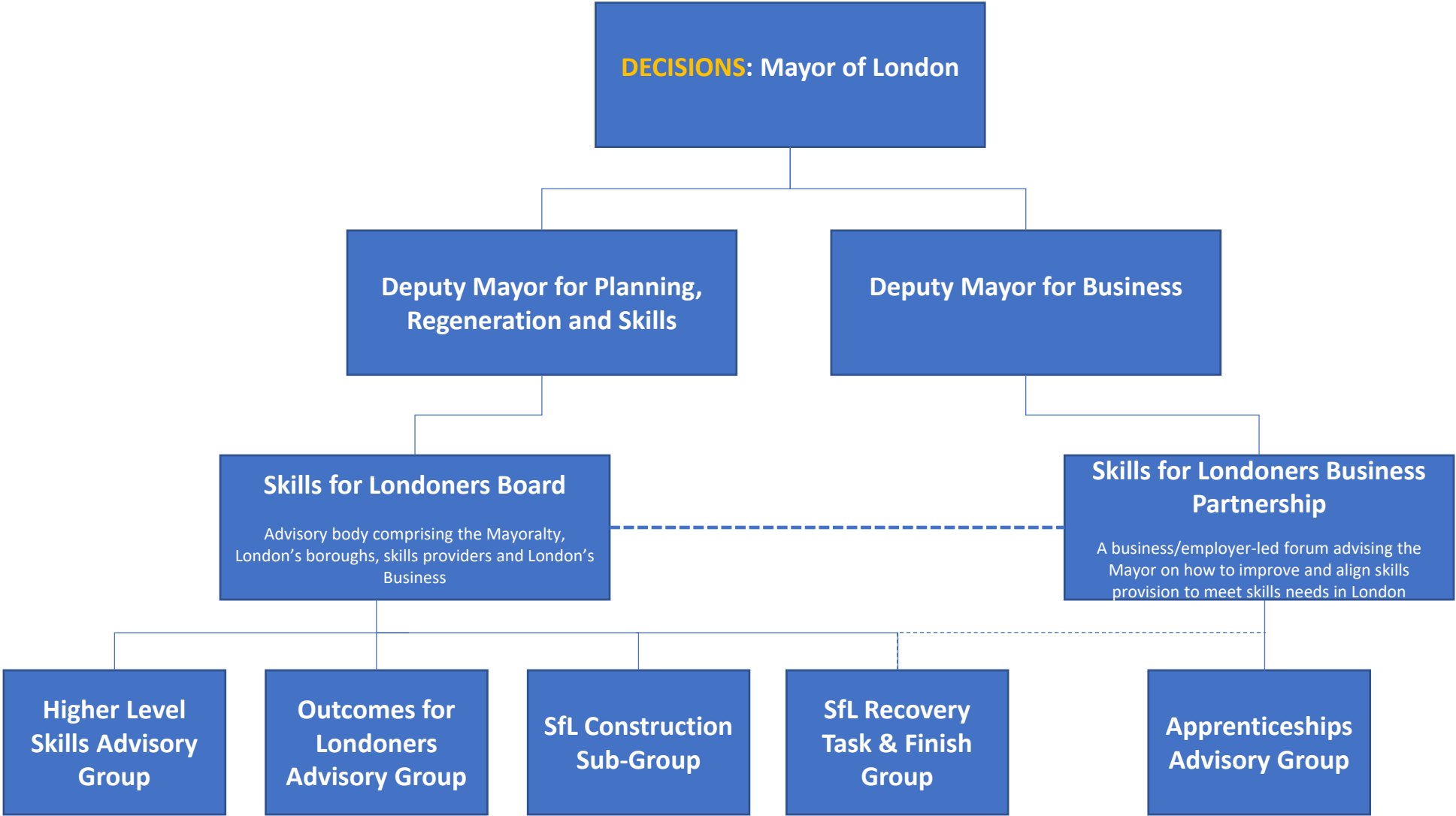
The Digital Access for All Mission

	<h2>Digital Access for All</h2>
<p><i>Every Londoner to have access to good connectivity, basic digital skills and the device or support they need to be online by 2025.</i></p>	<p>Examples of the sorts of projects that might deliver this mission:</p> <ol style="list-style-type: none">1. Understanding how digital exclusion affected Londoners during the pandemic, and how local councils and the voluntary sector responded to the problem.2. Making full fibre broadband available in areas with poor coverage, such as social housing.3. Making it easier for Londoners to access free Wi-Fi outside their home by identifying spaces – such as libraries – where it possible to work online for free.4. Training all adults, including job seekers, in basic digital skills.5. Targeting the most vulnerable – such as schoolchildren, learners and those shielding – with the devices or data allowance they need to lift them out of digital exclusion, while ensuring they stay safe online.

Cross-Cutting Principles

1. Recognising and addressing structural inequalities, promoting a fairer, more inclusive London, and focusing on supporting the most vulnerable
2. Prioritising sustainability, mitigating climate change, and improving the resilience of our city
3. Improving the health and wellbeing of all Londoners
4. Collaborating and involving London's diverse communities
5. Innovating and using digital technology and data to meet emerging needs
6. Ensuring affordability of measures and providing value for money

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