

Terms of Reference for the Higher Level Skills Advisory Group

1 Purpose

- 1.1 The Higher Level Skills Advisory Group will be a subordinate body of the Skills for Londoners (SfL) Board and will steer and support the development of City Hall's approach to promoting and supporting progression to higher level skills (Levels 4-7, non-degree) provision and qualifications, including apprenticeships and Advanced Learner Loan funded qualifications.

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 Advisory Group will:
- Consider and make recommendations to the Mayor, via the Skills for Londoners Board, on the promotion of higher level skills provision with a focus on supporting London's recovery from Covid-19. This will include learners in low-paid occupations, in line with the Skills for Londoners, Economic Development, Equality, Diversity and Inclusion and Local Industrial Strategies.
 - Provide expert advice on influencing national reforms, strategy and policy, including the introduction of the Lifelong Learning Loan.
 - Provide expert advice on how the GLA can strengthen the progression to higher level learning at levels 4 and above in London, including advising on the design and implementation of the Adult Education Roadmap.

4 Membership

- 4.1 The Group will include a member of the SfL Board with the rest of its membership principally being drawn from provider and employer groups including representatives from further and higher education institutions and membership bodies, independent and third sector learning providers, business, employer and learner representation.
- 4.2 Appointments will be subject to confirmation by the co-Chairs of the SfL Board.
- 4.3 In consultation with the co-Chairs of the SfL Board, the Chair of the Advisory Group has the power to co-opt people with relevant expertise or experience, including non-Members of the SfL Board.
- 4.4 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.

5 Meetings and reporting procedures

- 5.1 Meetings shall be held quarterly 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.
- 5.2 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.
- 5.3 Recommendations to the Group shall be by way of a report to the relevant meeting.

6 Openness and transparency

- 6.1 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 is in line with Mayoral policy and stakeholder expectations wherever possible.
- 6.2 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.
- 6.3 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'.
- 6.4 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
- 6.5 Advisory 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.
- 6.6 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.

7 Amendments

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