

Skills for Londoners Board Constitution

1 Purpose

- 1.1 The Skills for Londoners Board ("the Board") is a non-incorporated consultative and advisory body established by the Mayor under sections 30 and 34 of the Greater London Authority Act 1999.
- 1.2 The purpose of the Board is to advise 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 (AEB).

2 Authority

- 2.1 The Board is authorised to consider any activity within its terms of reference.
- 2.2 In conducting its business, the Board 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 Skills for Londoners Board will consider and make recommendations to the Mayor in relation to:
 - a) actions and outcomes to support the Mayor's Skills for Londoners Strategy;
 - b) the strategic priorities, outcomes and funding requirements for the Adult Education Budget (AEB), including:
 - a. alignment to the Mayor's Skills for Londoners Strategy;
 - b. the modelling of funding allocations for the AEB programme;
 - c. the AEB funding allocations to education and training providers;
 - d. any redistribution of allocated funding in the AEB programme; and
 - e. any key AEB programme risks identified.
 - c) any other skills and employment priorities, programmes or projects as required (including their alignment and strategic fit with the AEB) and proposed changes to improve the outcomes of London's skills system.
- 3.2 The Board will consider skills priorities, provided by London's sub-regional skills and employment boards and based on a robust and up-to-date evidence base, when providing its recommendations to the Mayor.
- 3.3 The Board will also act as the Skills Advisory Panel (SAP) for London, working to identify local skills priorities and recommending how these will be met through local education and training provision, both in the immediate future and looking ahead to the next decade.¹ Further detail on the roles and responsibilities of the Board as the SAP for London is included at Appendix A.

¹ Skills Advisory Panels (SAPs) are a 2017 manifesto commitment and a key initiative under Government's Industrial Strategy to address mismatches between skills supply and employer demand more effectively. The aim of SAPs is to support new local partnerships comprising local employers, skills providers and local government to pool knowledge on skills and labour market needs, and to work together to understand and address key local challenges.

4 Membership

4.1 The Board comprises the following Members:

- Deputy Mayor for Planning, Regeneration and Skills (Co-Chair);
- London Councils Executive Member for Skills and Employment (Co-Chair);
- 4 members from the London boroughs as nominated by London Councils and representing London's sub-regional skills and employment boards;
- 6 members from provider representative bodies as nominated by:
 - Association of Colleges
 - HOLEX
 - The Association of Employment and Learning Providers
 - Employment Related Services Association
 - London Higher
 - London Plus; and
- 5 employer/business representatives as nominated by:
 - London First
 - Federation of Small Businesses
 - London Economic Action Partnership (LEAP) - London's local enterprise partnership or other relevant business forum
 - Mayor's Business Advisory Board
 - Jobs and Skills Business Partnership

4.2 Appointments will be subject to Mayoral confirmation.

4.3 The Constitution is intended to provide a balance of members from London's boroughs, Further Education Colleges and Independent Training Providers as well as London's employers and business.

4.4 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.

4.5 With the exception of the Deputy Mayor for Planning, Regeneration and Skills, Members are subject to confirmation and appointment by the Mayor.

5 Lead Officer

5.1 The Lead Officer will be the GLA's Executive Director of Communities and Skills (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 terms of appointment will include the length of tenure and 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.
- 6.3 Where a nominating body advises the Board Secretary that a nominee is no longer to act as a Board Member, that person's membership ends with immediate effect.
- 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 Co-Chairs, 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 Co-Chairs if the nominee persistently fails to attend meetings without reasonable justification.

7 Meetings and reporting procedures

- 7.1 Meetings shall usually be held quarterly or at such other intervals as the Board may be required to consider and advise on matters within its terms of reference. Meetings will usually be scheduled to consider pending decisions due for submission to the AEB Mayoral Board or other relevant skills & employment advisory bodies.
- 7.2 Recommendations to the Board shall be by way of a 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 Co-Chairs of the Board have 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 Unless otherwise directed by the Board, and set out within the terms of reference of the body concerned, the quorum for a subordinate body shall be any three members of the subordinate body.
- 9.6 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.
- 9.7 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 and will make sure the work of the Skills for Londoners Board is in line with Mayoral policy and stakeholder expectations wherever possible.
- 10.2 Reflecting the democratic mandate of borough Leaders, where those Leaders oppose a final Mayoral decision relating to the AEB, there will be a public record of this, with the Mayor giving the rationale behind his decision. Where one or more borough Leader has opposed the final decision, this will also be on public record.
- 10.3 Agendas and reports for the Board will be published on the GLA's website at least five clear working days before the meeting to which they relate.
- 10.4 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'.
- 10.5 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

- 10.6 Skills for Londoners Board 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.
- 10.7 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 Board, when the AEB enters the delivery phase and annually thereafter.
- 11.2 The Mayor retains the right to amend this Constitution at any time following consultation with the Board or, if urgent, in consultation with the Co-Chairs. Any changes will be reported at the next meeting of the Board.

Appendices:

Appendix A – Additional detail on the roles and responsibilities of the Skills for Londoners Board as the Skills Advisory Panel for London

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In its advisory capacity, the Sfl Board as the SAP for London has a responsibility to:

- support the development of the people element of the Local Industrial Strategy, working with the GLA and LEAP to ensure this is integrated effectively; and
- utilise its membership and networks to build an understanding of the wider skills dependencies in the local area, working with partners to identify approaches to addressing challenges identified.

It also has a co-ordination role to:

- share learning and foster co-operation with providers, working with them through the Sfl Board members to identify how skills needs are to be met;
- work with other areas of the GLA (including LEAP, the London Enterprise Advisor Network and the Sfl Business Partnership) and partners to raise the profile of apprenticeships with local employers and providers, and to improve access to quality careers information and guidance, aiming to ensure that advice is informed by up-to-date local labour market information.
- share analysis and best practice with central government, and key stakeholders and partners, utilising networks and publishing documents where possible to ensure it is shared as widely as possible.

Additional detail on the roles and responsibilities of the Skills for Londoners Board as the Skills Advisory Panel for London

In its advisory capacity, the SfL Board as the SAP for London has a responsibility to:

- support the development of the people element of the Local Industrial Strategy, working with the GLA and LEAP to ensure this is integrated effectively; and
- utilise its membership and networks to build an understanding of the wider skills dependencies in the local area, working with partners to identify approaches to addressing challenges identified.

It also has a co-ordination role to:

- share learning and foster co-operation with providers, working with them through the SfL Board members to identify how skills needs are to be met;
- work with other areas of the GLA (including LEAP, the London Enterprise Advisor Network and the SfL Business Partnership) and partners to raise the profile of apprenticeships with local employers and providers, and to improve access to quality careers information and guidance, aiming to ensure that advice is informed by up-to-date local labour market information.
- share analysis and best practice with central government, and key stakeholders and partners, utilising networks and publishing documents where possible to ensure it is shared as widely as possible.