Terms of Reference for the Skills for Londoners Construction Sub-Group

1 Purpose
1.1 The Skills for Londoners Construction Sub-Group (formerly the Mayor’s Construction Skills Advisory Group) will be a subordinate body of the Skills for Londoners Board and will steer and support the delivery of the Mayor’s manifesto to create a Construction Academy scheme with the housebuilding industry, to close the gap between the Mayor’s ambitious housing targets and the need for more skilled construction workers in London.

2 Authority
2.1 The Sub-Group is authorised to consider any activity within its terms of reference.
2.2 In conducting its business, the Sub-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 Sub-Group will:
• support, review and oversee progress with the delivery of the Mayor’s Construction Academy (MCA);
• make strategic and policy recommendations pertaining to MCA to the Skills for Londoners Board and Homes for Londoners Board¹ on an agreed frequency; and
• take forward recommendations made by the Skills for Londoners Board and Homes for Londoners Board in relation to construction skills.

4 Membership
4.1 The Sub-Group will comprise representatives from construction employers and industry stakeholders. A member of the SfL Board will also sit on the sub-Group.
4.2 Appointments and chairing arrangements 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 Sub-Group has the power to co-opt people with relevant expertise or experience, including non-Members of the SfL Board.
4.4 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 SfL Board in the same way as if they were Board Members.

¹ The Mayor’s Homes for Londoners Board, brings together expertise from the Greater London Authority (GLA), London Councils, Transport for London, London’s largest housing associations and London’s property sector. The Board’s objective is to achieve a genuine step-change in the approach to, and delivery of, housing in London.
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 its terms of reference. The Chair (or co-Chairs) of the Sub-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.

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 Agendas and reports for the Sub-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 Sub-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 Sub-Group 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.

Amendments

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