

ONE HULL EARNING Strategic Delivery Partnership EMPLOYMENT & SKILLS sub-board Terms of Reference

Aim

On behalf of the ONE HULL Earning SDP, the Employment & Skills sub-board aims to:

- Bring together the demand and supply sides of the local labour market in efforts to raise employability and skill levels in line with targets and aspirations set out in Hull's Sustainable Community Strategy and Local Area Agreement.
- To put employer needs at the heart of employability and skills programmes.
- To ensure funding agencies align resources in support of employability and skills objectives.
- To work towards an aspirational target set by the Earning SDP of achieving a 70% employment rate in the city.

Purpose

- Responsible for all employment and skills issues and targets taking a holistic lifelong approach to learning, skills and employment
- Develop, approve and own a strategy and delivery plan to include agreed priorities and performance targets
- Ensure consistency with partners' plans and the LAA
- Performance manage the delivery plan and associated Local Area Agreement targets (A full list of Local Area Agreement targets and other key performance indicators is attached at **Appendix 1**)
- Identify resources and ensure agencies align relevant funding
- Hold delivery partners to account
- Mobilise employers to commit opportunities/vacancies and to undertake workforce development
- Identify good practice and champion employability and skills initiatives within the City and the region

Objectives

- To form a strategic overview of the needs and opportunities of the City in relation to Employment & Skills, based on regular and comprehensive research, analysis and consultation.
- To devise effective mechanisms for joint planning and policy making between partner agencies and organisations involved, based on the creation of a shared strategy/implementation plan relating to Employment & Skills.
- To performance manage approved projects and ensure that activities relevant to the Employment & Skills sub-board and contributing to LAA2 are supported, and reported in line with the ONE HULL Performance Management Framework.
- To establish appropriate task groups, as agreed by the Earning SDP, to co-ordinate the formulation and implementation of specific tasks and targets as set out in the strategy/implementation plan.

- To establish appropriate mechanisms for shared funding and resourcing of the partnership's activities, including overseeing and co-ordinating joint bids for external funding, and the creation of pooled budgets, with the agreement of the strategic planning executive of each partner agency.
- To oversee and co-ordinate the arrangements for promoting joint working between all local agencies and groups with an interest in Employment & Skills, and participation by local communities in joint action initiatives.
- Establish clear and effective working relationships with the City's area partnerships to ensure effective delivery of Employment & Skills priorities at area level.
- To monitor and report progress on a quarterly basis or more frequently on an exception basis to the Earning SDP.
- To participate in reviews undertaken by the Council's Overview and Scrutiny Commissions, as requested, on specific issues relating to the delivery of the Community Strategy and Local Area Agreement.
- To analyse the implications of external strategic developments on the work of the partnership and ensure effective communication of these, to ensure the City benefits from new opportunities and the partnership responds effectively.

Accountability

- The Employment & Skills sub-board is accountable to the Earning SDP, and will report regularly on its activities to it.
- Delivery of the initiatives, projects and targets set out in the Employment & Skills strategy/delivery plan shall be subject to regular formal review by the Council's Corporate Overview and Scrutiny Commission.
- Local delivery of the Employment & Skills strategy will be subject to regular review through the area partnerships to ensure local needs are met and to ensure that outcomes are achieved at neighbourhood level.
- Members of the Employment & Skills board may be asked to contribute towards the ONE HULL annual report.

Membership

- The Employment & Skills board will comprise members across the public, private and voluntary/community sectors.
- The total membership will be **XXXX**, comprising **X** members from each sector.
- Membership will be selected by the Employment & Skills board based on the focus of activity, and the membership shall reflect the characteristics and aspirations of the area and the opportunities for development identified in the Employment & Skills board strategy/delivery plan. Full membership of the Employment & Skills board as agreed at March 2010 is detailed in **appendix 2**.
- Individual members will be chosen according to the relevance of their interest, experience, and expertise to the work of the Employment & Skills board.
- The EARNING partnership will draw on the expertise of advisers when required.
- Membership will be reviewed annually.

Frequency of Meetings

- Employment & Skills board meetings will take place every six weeks.

Quorum

- The Quorum for meetings will be one third of the representatives of the partnership.
- For a meeting to be quorate, all three sectors must be represented.

Chair and Deputy Chair

- The Chair and Deputy Chair will be elected by the Employment & Skills board at its first meeting each year, unless this is specified in statute.

Changes to these Terms of Reference

- The terms of reference will require the approval of the Earning SDP.
- The terms of reference will be reviewed annually.

APPENDIX 1 – Local Area Agreement targets and other key performance indicators for the Employment & Skills board:

LAA targets:

Indicator	Improvement target			Partners committed to target and those acting as lead partners (shown with a *)
	2008/9	2009/10	2010/11	
NI 117 – 16-18 year olds who are not in education, employment or training (Shared ownership with ONE HULL Learning SDP)	10.6%	9.6%	9.2%	* Hull City Council; Connexions; Learning + Skills Council
NI 151 – Overall Employment Rate	65%	65.4%	65.8%	* Jobcentre Plus; Hull City Council
NI 153 – Working age people claiming out of work benefits in the worst performing neighbourhoods	30.3%	28.9%	27.3%	* Jobcentre Plus; Hull City Council
NI 166 – Average earnings of employees in the area	3.65% Growth rate per annum across the whole target period = £453	3.65% Growth rate per annum across the whole target period = £469	3.65% Growth rate per annum across the whole target period = £486	* Hull City Council; Business Link Yorkshire
NI 161 – Learners achieving a Level 1 qualification in literacy	1,468	2,966	4,494	* Learning + Skills Council; Hull Business Training; Hull City Council Training & Adult Training; Hull City Council Children & Young People's Services; Wyke College; Hull College; HYA; Wilberforce College
NI 162 – Learners achieving an entry Level 3 qualification in numeracy	490	990	1,500	* Learning + Skills Council; Hull City Council Training & Adult Training; Hull City Council Children & Young People's Services; Wyke College; Hull College; HYA.
NI 163 – Working age population qualified in numeracy	3% increase	5% increase	9% increase	* Learning + Skills Council; Hull Business Training; Hull City Council Training & Adult Training; Hull City Council Children & Young People's Services; Wyke College; Hull College; HYA; Wilberforce College
NI 165 – Working age population qualified to at least Level 4 or higher	1% increase	2.2% increase	3.4% increase	* Yorkshire and Humberside Lifelong Learning Group; Hull City Council; Hull University; Hull College

Other key performance indicators:

TBC

APPENDIX 2 – Full membership of the Employment & Skills board:

ROLE	MEMBER
CHAIR	TBC
DEPUTY CHAIR	TBC
Elected Member and Portfolio Holder with responsibility for EARNING Local Area Agreement targets	Councillor Calvin Neal (Kingston upon Hull City Council)
(1) KuHCC Regeneration & Economic Development (2) Link to Regeneration Chairs Group	Bob Ferraby (Kingston upon Hull City Council)
Hull City Council Adult Education & Skills	Kevin I'anson (Kingston upon Hull City Council)
Jobcentre Plus	Gill Gledhill (***)
Hull City Council 14-19 partnership lead	Richard Stevens (Kingston upon Hull City Council)
Business Link Yorkshire	Paula Stewart (Partnership Manager – Skills)
Yorkshire Forward	Catherine Bishop (Regional Manager for Inclusion)
NHS Hull	Elaine Shaw (***)
NHS Hull	Evelyn Krasner (Mental Health Lead)

Hull College	Gary Wark (***)
University of Hull	Keith Butler (Business Partnerships Manager)
Government Office for Yorkshire and the Humber (OBSERVER)	Helen Gibson (***)
Administrative Support	Kevin I'anson to confirm (KuHCC)
ONE HULL Business Forum representative?	TBC
ONE HULL VCS Forum representative?	TBC
Skills Funding Agency?	TBC
Humber Mental Health Trust?	TBC
Trade Union?	TBC
Registered Social Landlord?	TBC
14-19 partnership employer engagement lead?	Steve Tomlinson (Kingston upon Hull City Council)
ERYC Employment & Skills lead	TBC
TOTAL	***

* Numbers denote where one member fulfils more than one role