
Report to: Employment and Skills Panel

Date: 4 September 2018

Subject: **Governance arrangements**

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1. Purpose of this report

1.1 To note the governance arrangements for the Employment and Skills Panel.

2. Information

2.1 At its annual meeting on 28 June 2018, the Combined Authority resolved to appoint the Employment and Skills Panel as an advisory committee of the Combined Authority which reports to the LEP Board, on the **terms of reference** attached as **Appendix 1** to this report. The terms of reference were revised from the last municipal year to include (as highlighted):

- a reference to supporting the ambition for inclusive growth, and
- clarification that the Panel may advise on bidding for funding.

2.2 For this municipal year, a co-opted member from each West Yorkshire council has been appointed onto each advisory panel including the Employment and Skills Panel and one Combined Authority member. The **quorum** for the Employment and Skills Panel remains four voting members, to include one member of the Combined Authority or other local authority member and one private sector representative.

2.3 The Combined Authority at its annual meeting also appointed Rashik Parmar as Chair of the Employment and Skills Panel.

2.5 The Combined Authority also agreed dates for meetings of the Employment and Skills Panel, as follows:

- 11 September 2018
- 29 November 2018

- 28 February 2019
- 30 May 2019

3. Financial Implications

3.1 There are no financial implications directly arising from this report.

4. Legal Implications

4.1 There are no legal implications directly arising from this report.

5. Staffing Implications

5.1 There are no staffing implications directly arising from this report.

6. External Consultees

6.1 No external consultations have been undertaken.

7. Recommendations

7.1 The Employment and Skills Panel is recommended to note the governance arrangements for the Panel approved by the Combined Authority at its annual meeting on 28 June 2018.

8. Background Documents

None.

9. Appendices

Appendix 1 – Terms of Reference for the Employment and Skills Panel