
Report to: Employment and Skills Panel

Date: 30 July 2019

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 the Annual Meeting on 27 June 2019, 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.
- 2.2 The terms of reference were revised from the last municipal year to include a reference to clean growth, to reflect the revised corporate priority.
- 2.3 At its meeting on the 28th February, the Panel agreed to take on the functions of a Skills Advisory Panel (SAP). The guidance set out by the Department for Education specifies that there must be representation from the voluntary and community sector on SAPs. Given the intention to work towards a single LEP Board covering West Yorkshire, North Yorkshire and York, it is proposed that the voluntary and community sector representative on the Employment and Skills Board for York, North Yorkshire and East Riding should be co-opted onto the Employment and Skills Panel.
- 2.4 Membership arrangements remain as for last municipal year. No changes have been made to the **quorum** of the Panel, which remains 4 voting members (to include 1 member of the Combined Authority or other local authority member and **voting** arrangements are also unchanged.
- 2.5 The Combined Authority at its annual meeting also appointed Rashik Parmar as Chair of the Panel.

2.6 The Combined Authority also agreed dates for meetings of the Panel, as follows:

- 12 September 2019
- 27 November 2019
- 25 February 2020
- 19 May 2020

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 That the Place Panel notes the governance arrangements for the Panel approved by the Combined Authority at the Annual Meeting on 27 June 2019.

8. Background Documents

None.

9. Appendices

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