

Appendix A

Protocol of the Employment and Skills Panel: Responsibilities as a skills advisory panel.

In carrying out its role as skills advisory panel to the Leeds City Region Local Enterprise Partnership, the Employment and Skills Panel (the Panel) has the following responsibilities:

1. Accountability and transparency

To adhere to all relevant governance requirements of the West Yorkshire Combined Authority (the Combined Authority) and the LEP, including:

- the Procedure Standing Orders (including the Access to Information Annex);
- Members' Codes of Conduct,
- the Conflicts of Interest Policy, and
- the Conflicts of Interest Protocol.

All members of the Panel when acting in that capacity should have regard to, act in accordance with, promote and support the Nolan Principles of public life.

These principles are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

A non-voting member of the Panel should disclose at the meeting any potential conflict of interest arising in respect of a matter where

- they stand to make a personal financial loss or gain from the decision; or
- their employer stands to make a financial loss or gain from the decision which is in any way substantially different from any other employer in their sector.

Any interest disclosed at the meeting will be recorded in the minutes of that meeting.

2. Understanding skills need

To develop a clear understanding of current and future local skills needs and local labour market as well as the present skills and employment support provision in the Leeds City Region by:

- producing robust and authoritative evidence-based skills and labour market analysis which clearly identifies existing local skills and employment challenges, and identifies key areas of future needs relating to projected local employment growth areas,
- developing a sophisticated understanding of both the local labour market and skills provision in the local area, the extent to which labour mobility within, or into, a local economy can address skills needs, and the projected gaps between skills needs and skills provision,
- building knowledge of the range of both local, regional and national employment provision that exists or is planned,
- presenting the analysis to the LEP Board and the Combined Authority and sharing it with the wider employer and provider communities to ensure that their

perspective on the local labour market and local employment and skills system is reflected in the prioritisation the LEP Board takes forward,

- providing analysis to inform the development and the implementation of the 'People' element of the Leeds City Region Local Industrial Strategy.

3. Understanding wider dependencies

To understand the wider dependencies in the local area and (working together with other panels of the LEP Board and Combined Authority) to:

- link them to the skills and employment analysis as well as strategic plans
- ensure the 'People' element of the Leeds City Region Local Industrial Strategy is integrated effectively with the wider work of the LEP and the Combined Authority

4. Links to Careers Advisory services

To work closely with careers advisory services (National Careers Service and Careers Enterprise Company) to ensure that potential learners are informed about potential career routes within a local area, and that all careers information and guidance is informed by up-to-date local labour market information. This will involve the Panel working with:

- the Careers & Enterprise Company's Enterprise Advisor Network, based in the LEP, to ensure that the Panel's analysis is shared through the network and informs the activities they support locally, and
- the National Careers Service area-based contractors to ensure that the Panel's analysis is embedded into advice and guidance given to adults.

5. Raising the profile of apprenticeships

To raise the profile of apprenticeships with local employers and providers.

6. Advising on employment support provision

To advise where skills and labour market resource should be directed to support local employers and residents, using the Panel's understanding of existing employment support provision in the local area and the needs of the local labour market.

7. Sharing analysis and best practice as widely as possible

To share analysis and best practice, as widely and transparently as possible, with central government and other Skills Advisory Panels, to learn from each other and tackle wider skills challenges.

8. Co-ordinating local skills providers

To co-ordinate of local skills providers by:

- fostering co-operation between providers in mix of provision
- actively working with a range of local providers (Further Education, Higher Education and independent) to plan for how the skills needs are to be met
- encouraging local providers to reflect the Skills Advisory Panel analysis when planning for T Levels implementation and delivery, and for the Skills Advisory Panel analysis to inform the investments that are made in the provider base to prepare for T Levels roll-out.

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