

Terms of Reference

Employment and Skills Committee

The Employment and Skills Committee is authorised:

1. To carry out any Non-Mayoral Function¹ of the Combined Authority relating to **employment, skills² and adult education**, including:
 - a) progressing the elements of the Strategic Economic Framework that fall within the remit of this committee, by:
 - approving, amending or revoking any policy, investment priorities, strategy or plan,³ or
 - delivering, monitoring and reviewing the outcomes and impact of any policy, investment priorities, strategy or plan.
 - b) progressing those elements of the Mayor's pledges that fall within the remit of this committee, ensuring alignment with the Strategic Economic Framework where appropriate,
 - c) submitting bids for devolved and other funding,
 - e) working with key partners to:
 - develop and promote a shared understanding of and approach to the demand for employment and skills,
 - influence the provision of employment, education and training provision, and
 - develop and promote coherent strategies and policies.
 - f) delivering and overseeing any project or programme in accordance with

¹ Functions in this context are to be construed in a broad and inclusive fashion, and as including the exercise of the ancillary powers under Section 113A of the Local Democracy, Economic Development and Construction Act 2009.

² The Employment and Skills Committee is the Skills Advisory Panel for the Leeds City Region Enterprise Partnership

³ With the exception of any major policy, investment priorities, strategy or plan reserved to the Combined Authority - see further Section 2.2 of Part 3 of the Constitution - and subject to any direction by the Mayor that any decision on a policy, investment priorities, strategy or plan be referred to the Combined Authority for determination.

- the governance and assurance arrangements for administering the adult education and skills functions of the Adult Education Budget⁴, or
- the Leeds City Region Assurance Framework, including the following where authorised by a bespoke approval pathway and approval route for a scheme (after decision-point 2 only):
 - making a decision to progress the scheme^{5,6} or
 - making any recommendation to the Combined Authority⁷ or the Mayor⁸ about progressing the scheme, and
 - reviewing the scheme's impact.

with the **exception** of

- any function which requires a Statutory Consent⁹ where that consent has yet to be given¹⁰,
- any matter related to a Non-Mayoral Function conferred by the 2021 Order, which the Mayor has directed should be referred to the Combined Authority for determination¹¹, and
- any function which is reserved to the Combined Authority¹².

2. To advise the Combined Authority in respect of any Non-Mayoral Function which relates to, or impacts on employment, skills or adult education.

⁴ The Combined Authority has separately approved governance and assurance arrangements for adult education functions which reserve specified functions to the Combined Authority and delegate specified functions to the Managing Director – see further the Leeds City Region Assurance Framework.

⁵ including determining change requests

⁶ with the exception of any decision which would result in a revised financial approval which exceeds the cumulative total of the financial approval and tolerance threshold agreed by the Combined Authority at decision point 2 (or decision point 3) by more than 25%, in which case the decision must be referred to the Combined Authority

⁷ or to any other committee or relevant officer with delegated authority to make the decision

⁸ The Mayor will determine any aspect of a scheme which is a Mayoral Function

⁹ These are specified functions conferred by the West Yorkshire Combined Authority (Election of Mayor and Functions) Order 2021 - see further the Access to Information Rules in Part 4 of the Constitution

¹⁰ In relation to any function in respect of which a Statutory Consent has been given, the Committee must exercise their authority in accordance with the terms of any Statutory Consent

¹¹ The 2021 Order provides that these matters require the support of the Mayor.

¹² The functions reserved to the Combined Authority are set out in Section 2.2 of Part 3 of the Constitution, and include the approval of any major policy, investment priorities, strategy or plan, including the Adult Education Budget Strategy.

3. To advise the Mayor in respect of any Mayoral General Function¹³ which relates to, or impacts on employment, skills or adult education.
4. To liaise with the Business, Economy and Innovation Committee to secure jobs, skills and training and ensure good employment.
5. To promote, in collaboration with other committees,
 - equality and diversity,
 - inclusive growth,
 - tackling the climate emergency, and
 - the strategic alignment of the Combined Authority's policies, investment priorities, strategies and plans.
6. To respond to any report or recommendation from an overview and scrutiny committee¹⁴.

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¹³ Mayoral General Functions are the functions of the Combined Authority which are exercisable only by the Mayor, other than PCC Functions. These are conferred by the 2021 Order (see further Table D in Section 3.1.1 of Part 3 of the Constitution), or other legislation.

¹⁴ That is, any overview and scrutiny committee of the Combined Authority (in accordance with Scrutiny Standing Orders in Part 4 of the Constitution) or of any Constituent Council