

Appendix 1 – Skills for Work Advisory Board membership and Terms of Reference

Advisory Board membership

Name	Title	Organisation
Lee Pryor (Chair)	Director of Apprenticeships and Business Engagement	Luminate Group
Jo Garbett (Clerk)	School Governor Service	Bradford Council*
Jenny Cryer	Assistant Director	Bradford Council*
Suzan McGladdery	Skills for Work Manager	Bradford Council
Juliet Wright	Head teacher	Bankfoot Primary School
Robert Fairbairn	Head of Centre and Careers Lead	Oastlers School
Richard Foster	Executive Head	Titus Salt School
Nasim Qureshi	Chief Executive, Inspired Neighbourhoods	CABAD (Community Action Bradford and district)
Christine May	Interim Head of Libraries	Bradford Council
Dr Phil Hunter	Strategy Manager Employment and Skills	Bradford Council*
* non-voting		

Terms of Reference: Skills for Work Advisory Board

Date: 15/12/20

Purpose and Role of the Skills for Work Advisory Board

The purpose of the group is to advise on the development, activity and strategic direction of Skills for Work

Membership

The Advisory Board was established 15TH December 2020 by Bradford Council and partners

The Advisory Board will normally consist of not more than 10 members

Membership will have a mix of school representatives; local employer; voluntary sector representatives; Skills for Work representative

New Members will be invited to join the Advisory Board in consultation with existing members of the Board.

Aims and Responsibilities of the Advisory Board

Skills for Work Advisory Board will link with Bradford Council strategy and policies:

Economic Development Strategy (Pioneering Confident and Connected), District Workforce Development Plan (People Skills Prosperity), Apprenticeships, Equality Objectives, Sustainable Development Action Plan, Council Constitution

Working Methods

The Advisory Board will initially meet quarterly and will thereafter review the times and frequency of meetings to maintain the purpose and aims of the Board

Meetings of the board will be quorate if at least the following are present: one half of the board (places filled) including the Chair or Vice Chair.

Individual Board members will attend meetings at agreed times, or nominee if unable to attend and are responsible for reporting back to their respective organisations on the activities of the Board

Secretariat: Meetings will be organised by Clerk to the Skills for Work Advisory Board (Skills for Work to appoint Clerk)

Chaired initially by Skill's for Work in agreement with Advisory Board members, Chair and Vice Chair to be appointed in agreement with Advisory Board members.

The Advisory Board may convene sub-groups to work on defined projects as part of the Skills for Work strategic aims and project activities

Agenda topics will be generated in reference to the Advisory Board's purpose and aims

Minutes and reporting: Advisory Board meetings will be minuted, meeting papers will be circulated to all members prior to meetings by Clerk to the Advisory Board

Board members will attend on a voluntary basis, no financial remunerations from Skills for Work will be paid.

Sharing of Information

Individual Board members will share information and Board activities with their organisations

With members' agreement, the Board may identify items as confidential information

Review

The Skills for Work Advisory Board will meet at agreed frequency and times to review the value and relevance of its work and the terms of reference.

These terms of reference were agreed by the Skills for Work Advisory Board on 15/12/20