

Appendix1: Skills for Work Advisory Board Terms of Reference

Skills for Work Advisory Board Member List

Name	Organisation	Role	Member Type
Jenny Cryer	BMDC	Assistant Director Office of the Chief Executive	Attendee
Lee Pryor	Luminate Group of Colleges	Interim Principal of Printwoks and Director of Apprenticeships Luminate Group	Chair
Juliette Wright	Bankfoot Primary School	Headteacher	Member
Robert Fairburn	Oastlers	Head of Centre	Member
Max Robinson	Titus Salt School	Assistant Headteacher	Member
Nasim Qureshi	VCS INCIC.Co. Uk Inspired Neighbourhoods	Chief Executive	Member
Christine May	Central Libraries and Archives	Head of Libraries and Archives	Member
Dr Philip Hunter	BMDC	Employment and Skills Strategic Manager	Attendee
Jo Corbett	BMDC	Lead Officer for Governorship	Clerk to the Advisory Board
Suzan Mc Gladdery	BMDC	Skills for Work Manager	Attendee and Reports to the Board

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