



## LEP – Sub Committee

### Lancashire Skills and Employment Board.

**Private and Confidential: No**

4<sup>th</sup> May 2016

### Revised Terms of Reference.

(Appendix 'A' refers)

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#### Executive Summary

The report updates the Committee on changes to the Terms of Reference for the Lancashire Skills and Employment Board which were agreed by the LEP Board on the 5<sup>th</sup> April 2016.

#### Recommendation

That the revised Terms of Reference are noted.

## Background and Advice

On the 17<sup>th</sup> March 2015 the Lancashire Enterprise Partnership Board (LEP) approved a LEP Assurance Framework which was subsequently submitted to Government as final in April 2015. The Assurance Framework is available to view on the LEP website at <http://www.lancashirelep.co.uk/about-us/about-the-lep.aspx> and includes the Terms of Reference for the Skills and Employment Board and other Committees of the LEP.

As a matter of good governance it is intended to review the Assurance Framework in order to ensure it is up to date and relevant, with an updated version of the Framework to be presented to the LEP Board on the 14<sup>th</sup> June 2016 for approval.

With that in mind a review of the current Terms of Reference of the eight Committees of the LEP has been undertaken and a number of suggested minor amendments to the Terms of Reference of the following Committees were presented to the LEP Board on the 5<sup>th</sup> April 2016.

- Business Support Management Board
- EZ Governance Committee



- Growth Deal Management Board
- Lancashire Skills and Employment Board (see attached Appendix 'A')
- Performance Committee

The main changes to the Terms of Reference relate to clarification on the use of substitute representatives on some of the Committees where substitutes have previously attended, the inclusion of wording to state that any observers that attend Committee meetings are subject to the LEP Assurance Framework protocol on observer attendees and some minor revisions to the quorums required for each Committee to be able to conduct business.

The proposed changes are intended to provide enhanced consistency and flexibility across all the Committees to ensure business can be conducted effectively.