

# Young People's Education and Skills - Operational Sub-Group

## Terms of Reference

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### 1 Background

- 1.1 London Councils: Young People's Education and Skills (YPES) operates on behalf of the 33 London councils in accordance with the London proposals for 14-19 education and training agreed with the Department for Children, Schools and Families (now Department for Education). It is subject to London Councils governance.

### 2 The Aim of the Operational Sub-Group (OSG)

- 2.1 The aim of the OSG is to help strategically guide and provide scrutiny of the London Councils YPES work-plan, and to provide advice and support to the Director. OSG members will undertake these tasks with reference to the YPES purpose listed in section 1 of the London Councils Young People's Education and Skills Constitution (Appendix 1).

### 3 The Role of the OSG

- 3.1 **Direct and oversee workstrands.** The Director shall agree with the Leaders Group each year on behalf of, and with the agreement of, the YPES Board a work plan and annual operating budget, including regional projects. The OSG shall monitor the progress in implementing the work plan and shall evaluate the projects conducted by the Director;
- 3.2 **Identify and co-ordinate other sub-groups.** The YPES has the following sub-groups that shall agree their terms of reference with and report to the OSG:
- 3.2.1. Improving Choices for Young People (ICYP) Group;
  - 3.2.2. Data Advisory Group;
  - 3.2.3. Learners with Learning Difficulties and Disabilities (LLDD) Steering Group. This Group also has a reporting line into the Skills Funding Agency;
  - 3.2.4. ESF Youth Programme Steering Group.

The OSG will also take responsibility for establishing of other sub-group(s) – permanent or otherwise – identified at any time according to specific need.

Additionally the OSG shall maintain a close relationship with other key stakeholder groups, such as the Local Authority Sub-group of the London Apprenticeships Taskforce, ensuring a representative holding cross-membership with this group.

- 3.3 **Support cross-borough pan-London dialogue.** By facilitating meetings and conferences to bring borough representatives together on a pan-London basis.
- 3.4 **Competence to decide or recommend.** The OSG can recommend courses of action to the YPES Board. The OSG can only make decisions that have been formally delegated to it by the YPES Board and such delegation shall express the extent of any decision that the OSG may make. The OSG does not have a delegated budget.
- 3.5 **Propose and plan events.** The OSG shall advise the YPES Board on the conduct, content and organisation of events sponsored by or held in the name of London Councils YPES.

#### **4 Membership of the OSG**

- 4.1 The membership of the OSG will comprise:
  - 4.1.1. YPES Director (Chair)
  - 4.1.2. Local authority representatives (a minimum of five, including members noted at 4.1.4, and drawn appropriately to reflect pan-London representation)
  - 4.1.3. Provider representatives (up to three and reflecting different provider types)
  - 4.1.4. Nominated members of each of the sub-groups set out in paragraph 3.2
  - 4.1.5. Representative from London Apprenticeships Taskforce Local Authority Sub-group
  - 4.1.6. London Councils Policy And Public Affairs Directorate
  - 4.1.7. Young People's Learning Agency (YPLA)
  - 4.1.8. Greater London Authority/London Employment Partnership (LEP)
  - 4.1.9. London Development Agency (LDA)
- 4.2 The membership composition of the OSG may only be amended by the YPES Board.
- 4.3 The OSG may co-opt advisers without voting rights permanently or to attend all or any part of any meeting or sequence of meetings. Chairs or other officers of working groups or temporary task groups may be similarly invited by the Chair.
- 4.4 Named substitutes for OSG members are permitted. However, no more than one representative per membership place will be expected to attend any one OSG meeting, unless specifically agreed by the chair.
- 4.5 If a member fails to attend either three consecutive OSG meetings or more than 50% of OSG meetings within any given year without notification and/or good reason, they shall forfeit their membership and a new representative will be sought.
- 4.6 Votes:
  - 4.6.1. The decision to take a recommendation to a vote rests solely with the Chair.
  - 4.6.2. Prior to any vote being taken, the Chair shall identify whether any member of the OSG has a conflict of interest and shall, in the event of a prejudicial interest, ask such member(s) to withdraw from the matter being discussed
  - 4.6.3. Each member may cast one vote only. If a member be represented by more than one person, there shall be only one vote cast on behalf of that member.
  - 4.6.4. The quorum for voting purposes only is one-half of the members.
  - 4.6.5. The Chair votes only in the instance of a tie.

## **5 Key Responsibilities of OSG Members**

- 5.1 All members have a responsibility to provide guidance, advice and information germane to their areas of expertise. Although OSG members attend in an individual capacity it is expected that they will keep other bodies informed about relevant OSG work.
- 5.2 All OSG members, in their capacity as representatives of London Councils YPES, have a responsibility to advise and support local authority colleagues in matters relating to the work of the YPES. Local authority members will be expected to share information relating to OSG meetings with LA colleagues in local geographical cluster groups in the course of their regular inter-borough dialogue.

## **6 Officers and Secretariat Function**

- 6.1 The Chair of OSG shall be the London Councils YPES Director. The OSG shall elect a Vice-Chair who shall be a Local Authority representative. All members shall be appointed for a fixed and renewable twelve month period of office at an YPES Board meeting to be held between 1 June and 30 September each year.
- 6.2 The Secretariat Function for the group will be provided by the Director within the resources agreed by London Councils Leaders Group.

## **7 Frequency of Meetings and Quorum**

- 7.1 OSG shall meet within four weeks of a scheduled meeting of the YPES Board (in order to agree recommendations that the OSG shall put to the Board) and no later than four weeks after each scheduled meeting of the Board (to ensure that the work-plan is updated appropriately). Additional meetings may be held at the discretion of the Director.
- 7.2 The quorum shall be one quarter or the number nearest to one quarter of the members of OSG. If, within half an hour of the time appointed for the meeting to commence, a quorum is not present, the meeting shall dissolve.

## **8 Accountability of the OSG**

- 8.1 The strategic accountability for the London 14-19 education and training offer sits with the YPES Board and shall be supported by the OSG. The OSG is accountable to all local authorities through London Councils.

**Extract from London Councils: Young People's Education and Skills Constitution**

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**1 Purpose**

- 1.1 The role of London Councils: Young People's Education and Skills (YPES) is to provide pan-London leadership for 14-19 education and training provision in relation to the current and future needs of learners and employers, support local authorities in undertaking their statutory functions, and assist other stakeholders in planning, policy and provision
- 1.2 The key tasks of London Councils: Young People's Education and Skills is to:
  - 1.2.1 develop the strategic vision of the market for 14-19 provision in London, influencing and shaping sufficient diversity and specialism to promote full participation;
  - 1.2.2 lobby for the best resources for London's young learners;
  - 1.2.3 in partnership with the LSEB/LEP, develop a clear picture of the changing jobs landscape and skills needs in London to help shape the development of provision;
  - 1.2.4 contribute to the production and analysis of data, including demographic data, to inform planning at a provider level;
  - 1.2.5 promote consistent scrutiny of 16-18 provision, challenging poor quality and championing excellence across the capital;
  - 1.2.6 support local authorities and other stakeholders with the provision of high-quality impartial information for all London's young people;
  - 1.2.7 alert London providers to regionally unmet need and gaps in the market;
  - 1.2.8 support local authorities and providers to operate in the collective interest of London, particularly in addressing the needs of vulnerable learners;
  - 1.2.9 co-ordinate the development of specialist education and training across London – including both provision of learners with learning difficulties and disabilities and specialist vocational provision; and
  - 1.2.10 undertake any other tasks as directed by London Councils Leaders' Committee.
- 1.3 In pursuing these ambitions it is recognised that there may be the need to undertake specific commissioning activities at a regional level on behalf of local authorities, based on clear business cases.