

## APPENDIX 2



### North of Tyne Combined Authority Inclusive Economy Board Terms of Reference

#### 1. The Inclusive Economy Board

1.1 At the heart of the North of Tyne devolution deal is Inclusive Growth and the creation of an 'Inclusive Economy Board'. The Inclusive Economy Board will bring together organisations and individuals who, together, can support the North of Tyne to be the home of ambition for all.

#### 2. Overview

- 2.1 The purpose of the Inclusive Economy Board ("the Board") is to advise, support, challenge and influence inclusive economy interventions across the North of Tyne area, championing the NTCA Vision and supporting the area to become a national exemplar in inclusive growth.
- 2.2 Specifically, the Inclusive Economy Board will provide robust governance around an integrated strategic approach to better integrate and strengthen education, skills and employment interventions in order to improve local education and employment outcomes for North of Tyne residents.
- 2.3 The Board will act in an advisory capacity to support the delivery of NTCA's inclusive economic growth ambitions.

#### 3. Membership

3.1 The members will comprise:

- the Chair
- the Vice Chair: NTCA Cabinet Member with portfolio responsibility for Employability and Inclusion
- the NTCA Mayor
- the NTCA Chief Executive with portfolio responsibility for Employability and Inclusion
- a business representative
- a representative from the Voluntary, Community and Social Enterprise Sector (VCSE)
- Trade Union representation
- a representative from Civil Society
- statutory sector representation including Health and Education

- a representative from the North East Local Enterprise Partnership (NELEP)
  - representatives from Central Government including: Department for Work and Pensions (DWP); Ministry of Housing, Communities and Local Government (MHCLG); Department for Education (DfE).
  - representatives from Local Government (NTCA and its constituent Local Authorities)
- 3.2 The Chair of the Board will be nominated by the NTCA Mayor and the NTCA Employability and Inclusion Portfolio Cabinet Lead with approval by the NTCA Cabinet.
- 3.3 Membership of the Board will be nominated by the Chair, Vice Chair and Mayor with approval by the NTCA Cabinet.
- 3.4 Inclusive Economy Board member representation from the NTCA, NELEP and DWP will be either the same as those representing the North East Skills Advisory Panel (NESAP) or have specific and regular contact with their Inclusive Economy Board/NESAP member counterpart within their organisation to ensure a cohesive approach.
- 3.5 All members will serve for a period of up to three years and will be committed to at least one year's membership of the Inclusive Economy Board.
- 3.6 If a Board member does not attend three consecutive meetings, they will be contacted by the Chair to discuss their future membership.

#### **4. Quorum**

- 4.1 No business of the Board shall be transacted unless at least two thirds of the members are present.

#### **5. Status**

- 5.1 The Board is an informal working group and not a joint committee, committee or subcommittee of NTCA. As such it does not have decision-making powers, political balance rules do not apply to its membership and it is not subject to the access to information rules which apply to local authority meetings.
- 5.2 The role of the Board will be reviewed by Cabinet on an annual basis.

#### **6. Terms of Reference**

- 6.1 The remit of the Inclusive Economy Board will be to advise and support Cabinet on the design, commissioning and performance management of relevant employment support initiatives, pilots and trials in the North of Tyne.
- 6.2 In its advisory capacity to Cabinet the Inclusive Economy Board will seek to improve the progression of employees from low-paid jobs, in order to develop the Cabinet's understanding of what interventions are effective in supporting in-work progression.

6.3 As Cabinet's primary advisory function in relation to our inclusive economy work, the Board has an important responsibility to ensure inclusive economy is at the heart of the Combined Authority's approach to devolution. To do this the Board will be able to advise on opportunities for collaboration across NTCA portfolio areas and co-design relevant work with stakeholder groups and representatives of the area's residents.

6.4 In its advisory capacity the Board is responsible for:

- Originating ideas and co-designing, for consideration by the Cabinet, new ways of working that seek to better integrate and strengthen relevant education, skills and employment interventions;
- Advising the Cabinet on policy and investment decisions to maximise the promotion of an inclusive economy;
- Supporting the development of innovative inclusive economy projects and initiatives for the Cabinet's consideration, and subsequently assessing and evaluating the progress and impact of those approved by Cabinet;
- Promoting and championing the principles of an inclusive economy approach to all employers and other stakeholders under the direction of the Cabinet;
- Advising the Cabinet about new inclusive economy opportunities, whether at an area or national level, as they develop; and
- Championing equality, diversity and inclusion in line with the requirements of the Equality Act 2010 as amended, modified, extended or re-enacted.

6.5 The Board will achieve this by:

- Working in the spirit of partnership to embed inclusive economy as a guiding principle for NTCA's activities and thinking.
- Working closely with the North East Local Enterprise Partnership and North East Skills Advisory Panel, under the direction of the Cabinet, to support the development of an effective Local Industrial Strategy from an inclusive economy perspective.
- Influencing national policies and programmes that will benefit the residents in the area, via the Cabinet.
- Exploring and recommending ways for the NTCA to work in partnership with national and local organisations and bodies that share the same commitment to inclusive growth.
- Identifying and recommending opportunities for NTCA to maximise the attraction of external funding and leverage to further advance or accelerate the delivery of NTCA's inclusive economy outcomes.

6.6 Where appropriate and with authorisation by Cabinet, commissioning inclusive economy research and expertise to support NTCA's innovation in, and commitment to, making the region a home of ambition and opportunity for all.

## **7. Observers**

- 7.1 Observers may be invited to specific meetings or on a standing basis by the Chair and Vice Chair.
- 7.2 Meetings will not generally be open to the public however the Board may choose to hold a public session.

## **8. Deputies**

- 8.1 Deputies may not attend the board. This applies to both individuals and individuals representing sectors and/or membership organisations.

## **9. Secretariat and Operational Support**

- 9.1 The secretariat to the Inclusive Economy Board will be provided through the NTCA Inclusive Growth team. The Inclusive Growth team will provide operational support for coordinating its work.
- 9.2 Duties will include:
- Arranging meeting dates, venues and invites;
  - Preparing agendas and Board papers;
  - Coordinating activities on the recommendation of the Inclusive Economy Board, based on Cabinet approval and authorisation;
  - Managing the delivery of the programme of work proposed by the Inclusive Economy Board, as agreed by the NTCA Cabinet.

## **10. Reporting Procedures and Accountability**

- 10.1 Minutes of all the Inclusive Economy Board meetings will be circulated to the NTCA Cabinet.
- 10.2 Annually, the Chair of the Inclusive Economy Board will report progress, outcomes and impact of the Board to the NTCA Cabinet.

## **11. Time commitment**

- 11.1 The Inclusive Economy Board will meet quarterly/four times annually. The meeting will last approx. 2 hours.
- 11.2 Members time commitment in total is expected to not exceed one day per quarter.
- 11.3 Any business requiring urgent attention will be dealt with by correspondence as required.