

Hull & East Yorkshire LSIP Board

Terms of Reference – Revised July 2024

Purpose

The purpose of the LSIP Board is to oversee and support successful development and delivery of the Hull & East Yorkshire LSIP by March 2025, working with the Project Team and other key stakeholders.

The intention is for the LSIP to be implemented in a way which takes stakeholders with us, working in genuine collaboration and cooperation for the best interests of Hull & East Yorkshire, and ensuring that it is genuinely employer led, while working constructively with the range of stakeholders.

Membership

Membership of the Group is as follows:

- Private Sector Chair
- Chamber Chief Executive
- Nominated Chamber Board member
- Private Sector Representative x 8
- HEY LSIP Project Lead
- HEY LSIP Project Manager
- Humber Principals Nominated Representative
- Independent Training Providers Nominated Representative
- Hull City Council Representative
- East Riding of Yorkshire Council Representative
- Hull & East Yorkshire Business Growth & Skills Hub Representative
- University of Hull Representative

Where applicable, members are expected to represent the views of the group they represent, while ensuring that any potential conflict of interest is effectively managed. During the meetings and in their LSIP Board role all members are expected to operate in the best interests of the Hull & East Yorkshire LSIP.

Role and Responsibilities

- Provide direction and support delivery.
- Review and comment on implementation and delivery plans and progress.
- Ensure activity covers the requirements of the LSIP Statutory Guidance.
- Represent the interests of the range of stakeholders and, in particular (where this applies) the Group(s) they represent, and to feed back to those groups.
- Support the LSIP Project Team in identifying and mitigating key relevant delivery risks.
- To agree any sub-groups to support the delivery of the LSIP.

- To note and consider any recommendations put forward by the LSIP Working Groups.
- The Hull & Humber Chamber of Commerce is the contract holder and has full financial responsibility for the LSIP contract. As such, this is an advisory group and, while the Chamber will take full cognisance of the views of the LSIP Board, final decisions will always lie with the Chamber.

Schedule of Meetings

The intention is that meetings will take place every four to six weeks. The Chair will determine, in consultation with the Board and Project Team, whether these need to occur more or less frequently as business determines.

Secretariat support will be provided by the LSIP Project Team. We will aim to circulate papers at least five working days in advance of meetings.

A note of each meeting (recording key points of discussion, decisions made, and actions agreed) and an action log will be produced and maintained by the LSIP Project Team.

Conflict of Interest

We recognise that, by the very nature of the activity and the Group, there will be conflicts of interest.

Although the Group does not have any direct financial decision-making responsibilities, it does have a significant influence on the LSIP report, project activities and recommendations. It is therefore essential that any member who may have a pecuniary or non-pecuniary benefit from any discussions or decisions declares those at the outset (through a Conflict-of-Interest form) and again prior to any relevant discussion to enable potential conflicts to be recognised and managed appropriately.

Please also refer to the Conflicts of Interest Policy.

Publicity and Speaking on Behalf of the LSIP Project

All publicity and comment relating to the LSIP must be agreed by the LSIP Lead or Chamber Chief Executive in advance in order to ensure that we meet Department for Education requirements and reflect the best interests of the LSIP project.

Confidentiality

Feedback and comments provided by individual groups, organisations or businesses in developing the LSIP should be treated as confidential unless clearly stated otherwise. While this is intended to be an open and inclusive activity, we need to be aware of potential sensitivities and so only drafts provided for sharing should be shared.