

1. Purpose

The HEY LSIP Board acts as an advisory board, providing strategic leadership, oversight, and governance for the Hull & East Yorkshire Local Skills Improvement Plan (HEY LSIP). Acting on behalf of Hull & Humber Chamber of Commerce (HHCC), as the designated Employer Representative Body, the Board will:

- Ensure the LSIP reflects current and future employer and labour market needs.
- Oversee delivery of priorities aligning post-16 skills provision with employer demand.
- Promote collaboration among employers, providers, authorities, and stakeholders.
- Uphold high standards of governance and transparency in line with Skills England.

2. Core Functions of the HEY LSIP Board

- **Strategic Oversight:** Guide LSIP development, delivery, and review.
- **Performance Monitoring:** Track progress against agreed outcomes and KPIs.
- **Stakeholder Engagement:** Ensure active representation across key sectors.
- **Risk & Compliance:** Manage risks and ensure adherence to statutory guidance.
- **Advisory Role:** Provide advice to and challenge the LSIP programme team.
- **Reporting:** Approve LSIP and Annual Progress Reports to Skills England, and any other key documents as and when required.

3. Role of Hull & Humber Chamber of Commerce

- Full legal, contractual and financial responsibility for the HEY LSIP.
- Commitment to work towards joint ownership with the Hull & East Yorkshire Mayoral Combined Authority, subject to legislative change.

4. Membership

Membership of the HEY LSIP Board will consist primarily of private sector representation to ensure the HEY LSIP is employer-led. All members are required to complete a declarations of interest form as per our grant funding agreement. Membership will also be granted to:

- Hull & Humber Chamber of Commerce Chief Executive
- HEY LSIP programme team (HEY LSIP Lead & HEY LSIP Project Manager)
- Humber Principals Group Nominated Representative
- Independent Training Providers Nominated Representative
- University of Hull (Higher Education Representative)
- Hull & East Yorkshire Mayoral Combined Authority
- Local Authorities (Hull City Council & East Riding of Yorkshire Council)
- DWP
- Other key stakeholders as agreed by the HEY LSIP Board

5. Appointment & Tenure:

- Three-year term, renewable once.
- Substitutes allowed with prior written approval. Alternatively, represented organisations may provide a pre-approved list of representatives who are appropriately briefed and empowered

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to participate and contribute on behalf of their respective organisation. Please contact the HEY LSIP Lead with regard to this.

6. Chair, Vice-Chair and Secretariat:

- Chair and Vice Chair appointed by HHCC;
- Chair ensures impartial, effective governance.
- Provided by HHCC, responsible for: Meeting logistics, minutes, and records; Maintaining attendance and declarations; and supporting governance standards.

7. Meetings & Decision-Making

- Meetings are to be held at a minimum bi-monthly.
- Papers will be circulated 5 working days in advance.
- Decisions will be made by consensus or simple majority, with the Chair holding the casting vote.
- Non-responders to email decisions will be deemed to support the majority view.
- Quorum: 50% of voting members, including Chair or Vice-Chair.

8. Attendance & Conduct

- Members are expected to attend all meetings or nominate an approved alternate.
- Missing three consecutive meetings without good reason will trigger a review and possible replacement.
- Members must uphold the principles of integrity, accountability, openness, and leadership.

9. Conflicts of Interest

- Members must complete and maintain a Register of Interests.
- Conflicts must be declared at each meeting, with affected members withdrawing from related discussions.

10. Sub-Groups & Working Groups

- Established as needed to progress specific priorities.
- Time-limited, with defined remits and clear reporting lines.
- Collaboration with existing groups encouraged to avoid duplication.

11. Reporting & Accountability

- Board reports to HHCC.
- LSIP Lead provides regular updates and annual reports to HHCC and Skills England.

12. Confidentiality & Communications

- Stakeholder input is confidential unless otherwise stated.
- All public statements with reference to HEY LSIP, or publicity, must be approved by the LSIP Lead or HHCC Chief Executive.

13. Review

These Terms of Reference will be reviewed annually by HHCC or as required by changes in legislation, funding, or governance.

14. Observers

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The Board may invite individuals to attend meetings in an observer capacity where their presence is considered beneficial to the Board's work. Observers may participate in discussions at the discretion of the Chair but do not hold voting rights and are not counted toward quorum. Observers must comply with all confidentiality, conduct, and conflict-of-interest requirements applicable to Board members. Their attendance is by invitation only and may be withdrawn at any time by the Chair.

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