

Skills and Employment Panel’s Terms of Reference

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Author	Norman Jennings	Date	January 2025

The Strategic Programme Panels (of which there are 3; Skills & employment, Business & Innovation and Sectors & Inward Investment) are advisory to the Hertfordshire Futures (HF) Board. The Board delegates authority to the Strategic Programme Panels to:

- have an input into consultations from national or local Government and any associated agencies.
- have an input into the development and implementation of the Hertfordshire [Economic Strategy](#).
- operate as a sounding board to the HF Board on specific items.
- act as an advocate for Hertfordshire’s existing and future workforce and business communities.
- oversee implementation of relevant Hertfordshire Futures managed and funded projects.
- Understand and provide guidance to the Executive regarding the management of risks relating to the above
- Where required, to engage with project sponsors in relation to progress in delivery of contracted objectives and outcomes.
- maintain and manage a pipeline of project opportunities to include potential HF capital investment.
- Be chaired by a member of the HF Board, with a local authority HF Board member as vice chair.

Membership

The Strategic Programme Panels is made up of key stakeholders from the sectors that are akin to their strategic priorities and should reflect the main HF Board with the majority of members being from the business base.

Quorum

A quorum of the Strategic Programme Panels shall be a majority of 55%.

Frequency of meetings

The Strategic Programme Panels meet no less than once every 6 months.

Skills & Employment Panel

- Develop a clear understanding of Hertfordshire's current and future labour market needs (demand) as well as the present skills and employment support provision (supply) in Hertfordshire.
- Building on this analysis, to support a clear approach to addressing skills and employment challenges within the local area(s), which then informs a skills & employment strategy, as part of a strong countywide Economic Strategy and other appropriate skills related strategies.
- Understand the wider dependencies both at county and local level and working together with other parts to link them to the skills and employment analysis and strategic plan.
- To ensure that skills & employment is integrated as part of broader strategic fit relating to non-skills capital projects, and that skills related capital and revenue funded projects are coordinated and integrated effectively ensuring provision that meets identified need.
- Act as coordinator and encourage collaboration with local skills & employment providers and provider networks to ensure skills needs are provided for.
- Work closely with careers advisory services (SfYP Hertfordshire, National Careers Service and Careers Enterprise Company) to ensure that learners; schools, FE and HE are informed about potential career routes within a local place, and that careers information and guidance is informed by up-to-date local labour market information.
- Develop and monitor a Hertfordshire Apprenticeship and Hertfordshire Adult Skills Strategies in partnership with key delivery partners and other local stakeholders.
- Influence where HF skills and labour market resource should be directed to support local employers and residents based on the analysis of existing employment support provision in the local and the needs of the local labour market.
- Influence and where appropriate advice on the development of a transparent local framework for the allocation and delivery of future devolved skills and employment budgets in Hertfordshire.

