

Overview & Scrutiny

Skills Economy and Growth Scrutiny Commission

All Members of the Skills, Economy and Growth Commission are requested to attend the meeting of the Commission to be held as follows.

Monday, 21st June 2021 at 7.00 pm


Hackney Town Hall, Mare St, E8 1EA

The press and public are welcome to join this meeting remotely via this link:

<https://youtu.be/g-jq90Oloao>

If you wish to attend otherwise, you will need to give notice and to note the guidance below.

Contact: *Timothy Upton, Overview & Scrutiny Officer*

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Ian Williams

Acting Chief Executive, London Borough of Hackney

MEMBERS: Cllr Polly Billington
Cllr Clare Potter
Cllr Richard Lufkin
Cllr Sam Pallis
Cllr Steve Race
Cllr Nick Sharman
Cllr Gilbert Smyth
Cllr Patrick Spence
Cllr Vincent Stops

VACANT: 1 Opposition

Agenda

ALL MEETINGS ARE OPEN TO THE PUBLIC

- 1 Election of Chair and Vice Chair**
- 2 Apologies for absence**

- 3 Urgent items/ Order of business**
- 4 Declarations of Interest**
- 5 Confirmation of Terms of Reference**
- 6 Work Programme for the Commission for 2020/21**
- 7 New Members Start Here**
- 8 Minutes of the Previous Meeting**
- 9 Any other Business**

Guidance on public attendance during Covid-19 pandemic

Scrutiny meetings are held in public, rather than being public meetings. This means that whilst residents and press are welcome to attend, they can only ask questions at the discretion of the Chair. For further information relating to public access to information, please see Part 4 of the council's constitution, available at <http://www.hackney.gov.uk/l-gm-constitution.htm> or by contacting Governance Services (020 8356 3503)

The Town Hall is not presently open to the general public, and there is limited capacity within the meeting rooms. However, the High Court has ruled that where meetings are required to be 'open to the public' or 'held in public' then members of the public are entitled to have access by way of physical attendance at the meeting. The Council will need to ensure that access by the public is in line with any Covid-19 restrictions that may be in force from time to time and also in line with public health advice.

Those members of the public who wish to observe a meeting are still encouraged to make use of the live-stream facility in the first instance. You can find the link on the agenda front sheet.

Members of the public who would ordinarily attend a meeting to ask a question, make a deputation or present a petition will be able to attend if they wish. They may also let the relevant committee support officer know that they would like the Chair of the meeting to ask the question, make the deputation or present the petition on their behalf (in line with current Constitutional arrangements).

In the case of the Planning Sub-Committee, those wishing to make representations at the meeting should attend in person where possible.

Regardless of why a member of the public wishes to attend a meeting, they will need to advise the relevant committee support officer of their intention in advance of the meeting date. You can find contact details for the committee support officer on the agenda front page. This is to support track and trace. The committee support officer will be able to confirm whether the proposed attendance can be accommodated with the room capacities that exist to ensure that the meeting is covid-secure.

As there will be a maximum capacity in each meeting room, priority will be given to those who are attending to participate in a meeting rather than observe.

Members of the public who are attending a meeting for a specific purpose, rather than general observation, are encouraged to leave the meeting at the end of the item for which they are present. This is particularly important in the case of the Planning Sub-Committee, as it may have a number of items on the agenda involving public representation.

Before attending the meeting

The public, staff and councillors are asked to review the information below as this is important in minimising the risk for everyone.

If you are experiencing covid symptoms, you should follow government guidance. Under no circumstances should you attend a meeting if you are experiencing covid symptoms.

Anyone experiencing symptoms of Coronavirus is eligible to book a swab test to find out if they have the virus. You can register for a test after checking your symptoms [through the NHS website](#). If you do not have access to the internet, or have difficulty with the digital portals, you are able to call the 119 service to book a test.

If you're an essential worker and you are experiencing Coronavirus symptoms, you can apply for priority testing through GOV.UK by following the [guidance for essential workers](#). You can also get tested through this route if you have symptoms of coronavirus and live with an essential worker.

Availability of home testing in the case of people with symptoms is limited, so please use testing centres where you can.

Even if you are not experiencing covid symptoms, you are requested to take an asymptomatic test (lateral flow test) in the 24 hours before attending the meeting.

You can do so by visiting any lateral flow test centre; details of the rapid testing sites in Hackney can be found [here](#). Alternatively, you can obtain home testing kits from pharmacies or order them [here](#).

You must not attend a lateral flow test site if you have Coronavirus symptoms; rather you must book a test appointment at your nearest walk-through or drive-through centre.

Lateral flow tests take around 30 minutes to deliver a result, so please factor the time it will take to administer the test and then wait for the result when deciding when to take the test.

If your lateral flow test returns a positive result then you must follow Government guidance; self-isolate and make arrangements for a PCR test. Under no circumstances should you attend the meeting.

Attending the Town Hall for meetings

To make our buildings Covid-safe, it is very important that you observe the rules and guidance on social distancing, one-way systems, hand washing, and the wearing of masks (unless you are exempt from doing so). You must follow all the signage and measures that have been put in place. They are there to keep you and others safe.

To minimise risk, we ask that Councillors arrive fifteen minutes before the meeting starts and leave the meeting room immediately after the meeting has concluded. The public will be invited into the room five minutes before the meeting starts.

Members of the public will be permitted to enter the building via the front entrance of the Town Hall no earlier than ten minutes before the meeting is scheduled to start.

They will be required to sign in and have their temperature checked as they enter the building. Security will direct them to the Chamber or Committee Room as appropriate.

Seats will be allocated, and people must remain in the seat that has been allocated to them. Refreshments will not be provided, so it is recommended that you bring a bottle of water with you.

Rights of Press and Public to Report on Meetings

Where a meeting of the Council and its committees are open to the public, the press and public are welcome to report on meetings of the Council and its committees, through any audio, visual or written methods and may use digital and social media providing they do not disturb the conduct of the meeting and providing that the person reporting or providing the commentary is present at the meeting.

Those wishing to film, photograph or audio record a meeting are asked to notify the Council's Monitoring Officer by noon on the day of the meeting, if possible, or any time prior to the start of the meeting or notify the Chair at the start of the meeting.

The Monitoring Officer, or the Chair of the meeting, may designate a set area from which all recording must take place at a meeting.

The Council will endeavour to provide reasonable space and seating to view, hear and record the meeting. If those intending to record a meeting require any other reasonable facilities, notice should be given to the Monitoring Officer in advance of the meeting and will only be provided if practicable to do so.

The Chair shall have discretion to regulate the behaviour of all those present recording a meeting in the interests of the efficient conduct of the meeting. Anyone acting in a disruptive manner may be required by the Chair to cease recording or may be excluded from the meeting. Disruptive behaviour may include: moving from any designated recording area; causing excessive noise; intrusive lighting; interrupting the meeting; or filming members of the public who have asked not to be filmed.

All those visually recording a meeting are requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting. The Chair of the meeting will ask any members of the public present if they have objections to being visually recorded. Those visually recording a meeting are asked to respect the wishes of those who do not wish to be filmed or photographed. Failure by someone recording a meeting to respect the wishes of those who do not wish to be filmed and photographed may result in the Chair instructing them to cease recording or in their exclusion from the meeting.

If a meeting passes a motion to exclude the press and public then in order to consider confidential or exempt information, all recording must cease and all recording equipment must be removed from the meeting room. The press and public are not permitted to use any means which might enable them to see or hear the proceedings whilst they are excluded from a meeting and confidential or exempt information is under consideration.

Providing oral commentary during a meeting is not permitted.

Getting to the Town Hall

For a map of how to find the Town Hall, please visit the council's website <http://www.hackney.gov.uk/contact-us.htm> or contact the Overview and Scrutiny Officer using the details provided on the front cover of this agenda.

Accessibility

There are public toilets available, with wheelchair access, on the ground floor of the Town Hall.

Induction loop facilities are available in the Assembly Halls and the Council Chamber. Access for people with mobility difficulties can be obtained through the ramp on the side to the main Town Hall entrance.

Further Information about the Commission

If you would like any more information about the Scrutiny Commission, including the membership details, meeting dates and previous reviews, please visit the website or use this QR Code (accessible via phone or tablet 'app')
<http://www.hackney.gov.uk/individual-scrutiny-commissions-health-in-hackney.htm>



**Skills Economy and Growth Scrutiny
Commission**21st June 2021**Confirmation of Terms of Reference**

Item No

5**OUTLINE**

As it's the first meeting of the municipal year Members are asked to note the terms of reference of the Commission.

ACTION

The Commission is requested to note the attached.

Article 7 - Overview and Scrutiny

The Overview and Scrutiny function is carried out by the [Scrutiny Panel](#) and the [Scrutiny Commissions](#). They are set up to hold the Elected Mayor and Cabinet to account. The role of Scrutiny is to be non-adversarial, non-partisan and act as a critical friend to challenge decision makers within the Council as well as external agencies.

- 7.1 The Council must appoint at least one Overview and Scrutiny Committee to: -
- i) Hold the Cabinet to account, by examining decisions that are about to be taken; taken but not yet implemented (known as the call-in process); and that have been implemented (post-hoc review) in connection with the discharge of any functions which are the responsibility of the Cabinet;
 - ii) Review the general policy framework document and policies generally and make suggestions for improving them;
 - iii) Contribute to continuous improvement in service delivery through consideration of service delivery performance, participation in Service and value for money reviews, and investigations of budgets;
 - iv) Review and make recommendations relating to the discharge of non-executive (regulatory) functions;
 - v) Consider and make recommendations to Full Council and external partner stakeholder organisations on any matters having a direct bearing on the economic, social or environmental well-being of Hackney Citizens;
 - vi) In the case of the Health in Hackney Scrutiny Commission, to review and scrutinise matters relating to the health service in the authority's area and to make reports and recommendations on such matters in accordance with any Regulations and Directions made under the Health and Social Act 2001. The Health in Hackney scrutiny commission may, from time to time, decide to appoint a Joint Health Scrutiny Committee, which may involve one or more other local authorities;
 - vii) In the case of the Living in Hackney Scrutiny Commission, to review and scrutinise decisions made, or other actions taken, in connection with the discharge by the responsible authorities of their crime and disorder functions. To make reports or recommendations to Full

Council and to provide copies of reports to such responsible authorities and co-operating persons and bodies as appropriate, in accordance with the Police and Justice Act 2006, with respect to the discharge of those functions;

- viii) Request information from relevant external partner authorities, invite interested parties to comment as appropriate and to make recommendations.
- ix) Consider any referral by a Councillor under the Councillor Call for Action, and if considered appropriate to scrutinise decisions and/or actions taken in relation to a matter;
- x) Consider matters referred to in accordance with the Council's Petition Scheme as set out in [Part 6](#) of this Constitution

7.2 The Scrutiny Panel and Commissions may make recommendations arising from such work to the Cabinet, Full Council and external partner / stakeholder organisations.

Attendance by Elected Mayor, Cabinet Councillors and other persons

7.3 The Scrutiny Panel and Commissions may require the Elected Mayor, Cabinet Councillors or Chief Officers to attend before it to answer questions and may invite other persons to attend meetings of the Commissions.

7.4 It shall be the duty of any Councillor or Officer to comply with any requirement so made.

7.5 A Councillor must not be involved in scrutinising a decision in which they had been directly involved.

7.6 A person is not obliged to answer any question. However, they would be entitled to refuse to answer a question in or for the purposes of proceedings in a court in England and Wales.

Role and Function of the Scrutiny Panel

7.7 The Council shall appoint a Scrutiny Panel to coordinate and oversee the work of the Scrutiny Commissions

7.8 The Panel will be responsible for establishing [task-finish scrutiny panels](#) and for considering a request made by any 5 non-executive Members for the call-in of a cabinet decision or a decision of the [Joint committee](#) of the Six Growth Boroughs. The Scrutiny Panel's terms of reference are set out

in [Part 3](#) of the Constitution

- 7.9 The Scrutiny Panel shall comprise 9 Members, who cannot be Members of the Cabinet. It shall include the [Chairs](#) and [Vice-Chairs](#) of the Scrutiny Commissions and a Councillor of the larger opposition group, if not already represented as a Chair or Vice-Chair of a commission.
- 7.10 The Scrutiny Panel's Chair shall be a Member of the majority political group of the Council. Chairs of the Scrutiny Commissions are not eligible for the position of Chair of the Scrutiny Panel. The Vice-Chair of the Panel should be a member of the larger opposition party.
- 7.11 The Scrutiny Panel may invite the Elected Mayor and the Deputy Mayor to attend meetings of the Panel to assist in consideration of the scrutiny work programme, and how the Elected Mayor and Deputy Mayor can participate in the Panel's work programme. The Scrutiny Panel may also invite the chairs of the Audit and Corporate Committees to assist with discharging the functions of the Panel.

Role and function of the Scrutiny Commissions

- 7.12 Full Council will appoint the following Scrutiny Commissions as set out in the table below:

Commission	Scope
Living in Hackney Scrutiny Commission	Quality of life in local communities covering neighbourhoods, place, wellbeing and amenities.
Skills, Economy and Growth scrutiny Commission	Prosperity of the borough and development, in particular economic development, employment and large-scale schemes.
Health in Hackney Scrutiny Commission	Health Services, Adult Social Services, Older People
Children and Young People's Scrutiny Commission	Children and Young People, Hackney Learning Trust

- 7.13 The Children and Young People Scrutiny Commission shall include in its membership the following voting representatives: -
- a) One London Diocesan board for Schools (Church of England)

- representative;
- b) One Roman Catholic Westminster Diocesan Schools Commission representative;
- c) Two parent governor representatives: and the following non-voting representatives;
- d) One Orthodox Jewish community representative;
- e) One representative from the North London Muslim Community Centre;
- f) One representative from the Free Churches Group;
- g) One representative from the Hackney Schools Governors' Association; and
- h) Up to five representatives from the Hackney Youth Parliament.

7.14 Within their terms of reference, the Scrutiny Commissions may: -

- i) Develop a rolling programme of scrutiny and review which shall be reviewed on a quarterly basis;
- ii) Exercise an overview of the Sustainable Community Strategy for the purpose of contributing to policy development;
- iii) Review and/or scrutinise decisions or actions relating to the discharge of the Council's functions within its terms of reference. This could include reviewing decisions before they have been taken (policy development) or after they have been implemented (post-hoc review);
- iv) Where referred to it, consider a request made by any 5 non-executive Members for the call-in of a Cabinet decision
- v) Make reports and / or recommendations to the Cabinet for possible forwarding to Full Council and/or the Cabinet, and/or Corporate Committee and/or any Ward Forum with the discharge of any [Council functions](#); and
- vi) Exercise responsibility for any resources made available to them.

Specific functions of Scrutiny Commissions

7.15 Scrutiny Commissions specific functions are: -

i) **Policy Development and Review**

- To assist Full Council and the Cabinet in the development of the budget and policy framework by in-depth analysis of policy issues;
- To conduct research and consult with the community on policy issues and options available to the Council;
- To consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- To liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working; and
- To consult or question councillors of the Cabinet and senior officers about their views on issues and proposals affecting the area.

ii) **Scrutiny**

- To review and scrutinise Cabinet decisions made by the Elected Mayor, the Cabinet, by an individual Councillor of the Cabinet, by a Committee of the Cabinet, or by an Officer of the Council;
- To review and scrutinise the work of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- To question Councillors of the Cabinet and senior Officers about their decisions and the performance of the services for which they are responsible, whether generally in comparison with service plans and targets over a period of time or in relation to particular decisions initiatives or projects;
- For the Health in Hackney Scrutiny Commission, to carry out health Scrutiny in accordance with Section 244 Regulations under that section of the National Health Services Act 2006 (as amended by the Local Government and Public Involvement in Health Act 2007 and the Health and Social Care Act 2012 relating to reviewing and scrutinising local health service matters). Where the proposal relates to more than one local authority area, it must be considered by a Joint Health Scrutiny Committee appointed by each of the local authorities in question;

- For the Living in Hackney Scrutiny Commission, to discharge the functions conferred under the Police and Justice Act 2006;
- To make recommendations to Cabinet arising from the outcome of the scrutiny process for possible forwarding to Full Council;
- To review and scrutinise the performance of other public bodies in the area, invite them to address the Scrutiny Commission, and prepare reports about their initiatives and performance;
- To gather evidence from any person or organisation outside the Council;
- To consider referrals from Ward Forums and Enhanced Tenants Residents Associations and initiate reviews of issues as deemed appropriate.

iii) **Community Representation**

- To promote and put into effect closer links between Overview and Scrutiny Members and Citizens;
- To encourage and stimulate an enhanced community representation role for Overview and Scrutiny Members including enhanced methods of consultation with local people;
- To liaise with the Council's consultative Ward Forums and Enhanced Tenants Residents Associations on matters that affect or are likely to affect the local area;
- To keep the Council's area-based governance arrangements under review and to make recommendations to the Scrutiny Panel, to the Cabinet and / or Full Council as to how participation in the democratic process by local people can be enhanced;
- To receive petitions, deputations and representations from local people and other stakeholders about matters of concern within the Scrutiny Commission's remit. Where considered appropriate, to refer them to the Cabinet, an appropriate Committee or Officer for action, with a recommendation for a report back if requested.

iv) **Developing the Work Programme**

In considering their work programme, the Scrutiny Commissions shall have regard to the following:

- Recommendations received from the Scrutiny Panel;

- Cross-cutting items proposed for the programme by the Scrutiny Panel;
- Petitions received from the public;
- The contents of the Cabinet Meetings and Key Decisions Notice;
- Issues emerging from the ward/representational role of any Councillor;
- Issues relating to Councillor Call for Action;
- Referrals made by Healthwatch Hackney relating to health and social care matters;
- Referrals by any Councillor of the Council on any matter relevant to the functions of the Scrutiny Commission;
- Referrals by any Councillor on a local crime and disorder matter;
- Referrals to it by Full Council, the Cabinet or another Committee;
- Issues which, whilst not the direct responsibility of the Council, have a direct bearing on the economic, social or environmental well-being of the borough's Citizens;
- Issues relating to Joint Overview and Scrutiny Committees.

Proceedings of Overview and Scrutiny

7.16 The Scrutiny Panel and Commissions will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in [Part 4](#) of this constitution

4.5 Overview and Scrutiny Procedure Rules

1. Arrangements for overview and scrutiny

- 1.1 The Council will have a [Scrutiny Panel](#) and four [Scrutiny Commissions](#) as set out in [Article 7](#) of this Constitution. Article 7 sets out the broad framework for the operation of the Council's overview and scrutiny function. These rules set out some of the more detailed working arrangements.

2. Meetings of the Scrutiny Panel and Commissions

- 2.1 There shall be 4 Ordinary Meetings of the Scrutiny Panel in each year. In addition, Extraordinary Meetings may be called from time to time as and when appropriate. A Scrutiny Panel meeting may be called by the Chair of the Panel or by the Monitoring Officer if they consider it necessary or appropriate.
- 2.2 The Scrutiny Commissions are each expected to meet at least 8 times a year, but this may include site visits and informal meetings undertaken as part of a review.

3. Quorum

- 3.1 The [quorum](#) for the Scrutiny Panel and the Scrutiny Commissions shall be one quarter of voting Members or three voting Members, whichever is the greater.

4. Chairs and Vice-chairs

- 4.1 The Chairs of the Scrutiny Panel and the Scrutiny Commissions shall be appointed by their voting members at their first meeting of each municipal year.
- 4.2 The Scrutiny Panel's Chair shall be a Councillor of the majority political group of the Council. The Vice-Chair shall be a Councillor of the largest minority political group of the Council. The Chairs of the Scrutiny Commission are not eligible for the position of Chair.

5. Reports from Scrutiny Panel or Commissions

- 5.1 Once it has formed recommendations, a Scrutiny Commission or the Scrutiny Panel will prepare a formal report and its recommendations to the Monitoring Officer for consideration by the Elected Mayor, a Cabinet Councillor, the Executive or Full

Council (usually only if the recommendation would require a departure from or a change to the agreed budget or policy framework) as appropriate. Where recommendations are made that relate to an external organisation (such as an NHS Trust) the report will also be submitted to that body.

5.2 If the Scrutiny Panel or Commission cannot agree on one single final report, then up to one minority report may be prepared and submitted for consideration alongside the majority report.

5.3 Where referred to Full Council or the Executive, the report of the Scrutiny Panel or Commission will be considered at the next scheduled meeting.

6. **Ensuring that reports are considered by the Cabinet and other bodies**

6.1 Where the Scrutiny Panel or Commission publishes a report which includes recommendations, it will submit a copy of the report to the relevant decision-making person or body. It will copy the report to the Elected Mayor (unless the Elected Mayor is the decision-maker) and the Monitoring Officer indicating the decision-maker(s) to whom the report has been sent.

6.2 The following sub-sections govern the procedure to be followed according to the decision-maker receiving the report:

i. Where the decision-maker is Full Council:

When Full Council meets to consider the report, it shall also consider the response of the Executive to the recommendations. The outcome of the discussion at Full Council will be placed on the agenda of the next scheduled meeting of the Scrutiny Panel and/or Commission

ii. Where the decision-maker is Cabinet:

The report will be considered under the standing item "Issues Arising from Overview and Scrutiny", unless it can be considered in the context of the Executive's deliberations on a substantive item on the agenda. The Executive shall also consider the response of the lead Cabinet Councillor(s) for the portfolio area(s) to which the report's recommendations relate. The outcome of the discussion by the Executive will be

placed on the agenda of the next scheduled meeting of the Scrutiny Panel and/or Commission.

- iii. Where the decision-maker is the Elected Mayor or another individual Councillor of the Cabinet:

The Councillor with delegated decision-making power must consider the matter and report back to the Scrutiny Panel and / or Commission within 2 weeks. If the Councillor does not accept some or all of the recommendations then they must include within that report the reasons for not doing so, send a copy of their response to the Monitoring Officer, and attend the meeting of the Scrutiny Panel and/or Commission that considers their response.

- iv. Where the decision-making is an external (non-Council organisation):

- a) Where that organisation has a statutory duty to respond to the Scrutiny Panel and / or a Commission, a written response shall be requested within the timescale required, or if mutually agreed, by another set deadline, so the response can be placed on the agenda of the next scheduled meeting of the Panel and / or Commission;

- b) Where that organisation does not have a statutory duty to respond to the Scrutiny Panel and/or a Commission, a written response shall be invited within a reasonable period of time noting that, if submitted, the response would be placed on the agenda of the next scheduled meeting of the Panel and/or Commission.

- 6.3 The Scrutiny Panel and each Scrutiny Commission will in any event have access to the Executive Meetings and [Key Decisions Notice](#) and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed consideration by the Panel or a Commission, the Panel or Commission will be able to respond in the course of the Executive's planned consultation process in relation to any Key Decision.

7. Rights of access to documents

7.1 In addition to their rights as elected Councillors, members of the Scrutiny Panel and Commissions have the additional right to documents, and to notice of meetings as set out in the [Access to Information Procedure Rules](#) in [Part 4](#) of this Constitution.

7.2 Nothing in this Rule prevents more detailed liaison between the Executive and the Scrutiny Panel and Commissions as appropriate, depending on the particular matter under consideration.

8. Members and Officers giving account

8.1 The Scrutiny Panel and any Scrutiny Commission may scrutinise and review decisions made, or actions taken, in connection with the discharge of any Council functions relevant to the issues it is examining. As well as reviewing documentation, in fulfilling the scrutiny role it may require any member of the Executive, the [Head of the Paid Service](#) and / or any senior Officer and, subject to contractual arrangements, any other person delivering a Council service, to attend before it to explain in relation to matters within their remit:

- i. Any particular decision or series of decisions;
- ii. The extent to which the actions taken implement Council policy;
- iii. The performance of relevant services; and / or
- iv. As required under the Council Petition Scheme; and it is the duty of those persons to attend if so required.

8.2 Where any [Councillor](#) or Senior Officer is required to attend the Scrutiny Panel or a Commission under this provision, the Chair of that Panel / Commission will inform the [Monitoring Officer](#) who shall inform the Councillor or Senior Officer in writing giving at least 5 working days' notice of the meeting at which their attendance is required. The notice will state the nature of the item on which they are required to attend to give account and whether any papers are required to be produced for the Commission. Where the account to be given to the Commission will require the production of a report, then the Member or Senior Officer concerned will be given sufficient notice to allow for

preparation of that document

8.3 Where, in exceptional circumstances, the Member or Senior Officer is unable to attend on the required date, the Scrutiny Panel / Commission shall, in consultation with the Member or senior officer, arrange an alternative date for attendance, or, an alternative attendee

8.4 A Senior Officer may determine that another Officer should attend because of their knowledge and experience is more relevant to the issue being discussed

9. **Attendance by others**

9.1 The relevant Scrutiny Panel or Commission will be able to exercise legal rights to require attendance by individuals who are not Officers, or Councillor of the Council, such as the right to require attendance by an Officer of a local NHS body [as conferred by the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2013]; the right to require attendance by Officers or employees of responsible authorities and co-operating bodies of a local Community Safety Partnership [as conferred by the Crime and Disorder (Overview and Scrutiny) Regulations 2009]; and the right to require information from partner authorities which relate to local improvement targets [as conferred by the Local Authorities (Overview and Scrutiny Committees) (England) Regulations 2012].

9.2 A Scrutiny Panel or Commission may invite people other than those referred to above to address it, discuss issues of local concern, and/or answer questions. It may for example wish to hear from Citizens, stakeholders and Members and/or officers in other parts of the public or private sector; and shall be free to invite such people to attend.

10. **Call-in**

10.1 [Call-in](#) of executive decisions should only be used in exceptional circumstances. These are where any 5 non-executive Members have evidence which suggests that:

- i. The decision-maker did not take the decision in accordance with the principles set out in Article 13.2;
or

- ii. The decision-maker acted contrary to the policy framework; or
- iii. The decision-maker acted not wholly in accordance with the Council's budget; or
- iv. The decision-maker failed to consider relevant evidence when taking a decision; or
- v. The decision would not be in the interests of the borough's residents and a preferable alternative decision could be adopted.

10.2 The procedure for a call-in is:

- i. When an executive decision is made by the Elected Mayor, at a Cabinet meeting, or, by an individual member of the Cabinet, or a key decision is made by an Officer (under delegated authority) the decision shall be published. The Chair of the Scrutiny Panel will be sent copies of the records of all such decisions within the same timescale by the person responsible for publishing the decision.
- ii. All such decisions will include the date published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless that decision is called-in by at least 5 non-executive members in writing and submitted to the Monitoring Officer. Each of the 5 non-executive members requesting the call-in shall either sign the call-in request or individually email the Monitoring Officer indicating their support for the request.
- iii. The Monitoring Officer shall call-in a decision for scrutiny by the Scrutiny Panel if so notified and shall then notify the Elected Mayor and Cabinet of the call-in. They shall place the call-in on the agenda for the next Scrutiny Panel meeting. If no meeting is scheduled to take place within 10 working days, a special meeting of the Panel will be convened as soon as reasonably practicable taking into account the existing calendar of Council meetings. The Panel may

agree a procedure for convening such a meeting.

- iv. If, having considered the decision, the Scrutiny Panel feel that a preferable alternative decision should be taken it may refer the decision back to the decision-maker for reconsideration, setting out in writing the nature of its concerns and recommendations. Where the Panel considers that its recommendations would have an impact on the Council's budget or policy framework, it may instead refer the matter to Full Council.
- v. If the decision is referred to an individual member of the Executive, or to an officer, they will then reconsider the proposed decision, and may amend it. If the Member or Officer rejects any or all of the recommendations made, they will submit a written statement to the next meeting of the Scrutiny Panel setting out their reasons.
- vi. If the decision is referred to the Executive, the item will be placed on the agenda for the next Executive meeting. They will then reconsider the proposed decision and may amend it. If the Executive rejects any or all of the recommendations made to it, it will then reconsider the proposed decision, and may amend it. If the Executive rejects any or all the recommendations made to it, it will submit a written statement to the next meeting of the Scrutiny Panel setting out its reasons.
- vii. If the decision is referred to Full Council, the item will be included on the agenda for the next ordinary meeting for reconsideration.
- viii. If Full Council does not refer the decision back to Cabinet, the decision shall become effective on the date of the Full Council meeting.
- ix. Full Council may only change a Cabinet decision if it is contrary to the policy framework or contrary to or not wholly consistent with the budget.
- x. Unless that is the case, Full Council shall refer any decision with which it does not concur back to the decision-making person or body, together with Full

Council's views on the decision. That decision-making body or person shall choose whether to amend the decision or not. Its determination shall then be implemented.

- xi. Where the decision was taken by the Cabinet as a meeting, or by a Committee of it, a meeting shall be convened to reconsider the decision within 15 working days of the Full Council meeting. Where the decision was made by an individual, the individual shall reconsider the decision within 15 working days of the Full Council meeting. In either case, a written statement shall be submitted to the next meeting of the Scrutiny Panel setting out the outcome.
- xii. If, following a call-in, the Scrutiny Panel does not refer the matter back to the decision-maker, the decision shall take effect on the date of the Scrutiny Panel meeting.
- xiii. If the decision-maker or Full Council does not amend a decision under the above circumstances, and the Scrutiny Panel still feels a more appropriate decision should have been taken, it may add the matter to its own work programme or the work programme of a Commission and monitor the implementation of the decision.

11. **Call-in and urgency**

- 11.1 The call-in procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public interest. The record of the decision, and notice by which it is made public, shall state whether in the opinion of the decision-maker, the decision is an urgent one, and therefore not subject to call-in. The Chair of the Scrutiny Panel must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chair, the Speaker's consent shall be required. In the absence of both, the Head of the Paid Service, or their nominee's, consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of Full Council, together with the reasons

for urgency.

- 11.2 The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Full Council with proposals for review if necessary.

12. **Councillor Call for Action**

- 12.1 The Councillor Call for Action is a procedure which enables Councillors to have a matter referred to the Scrutiny Panel or relevant Scrutiny Commission for consideration. Prior to requesting such reference, Councillors are invited to raise the matter with the relevant Group Director or Lead Councillor in order to achieve settlement without the need for formal reference. Notwithstanding, the option for formal reference shall remain available.

- 12.2 Any member of any Scrutiny Panel / Commission, may by giving written notice of at least 15 working days to the Monitoring Officer, prior to the date of the meeting at which the Councillor wishes to raise the matter, request that any matter which is relevant to the functions of the Scrutiny Panel or Commissions, as the case may be, is included in the agenda for discussion at a meeting of the Panel or Commission.

- 12.3 Any Member of the Council, may by giving written notice of at least 15 working days to the Monitoring Officer, request that any local government matter (pursuant to Section 21A of the Local Government Act 2000) which is relevant to the functions of the Scrutiny Panel or Commissions is included in the agenda and is discussed at a meeting of the Panel or Commission.

- 12.4 Any Member of the Council, may, by giving written notice of at least 15 working days to the Monitoring Officer, request that a local crime and disorder matter (pursuant to section 19 of the Police and Justice Act 2006) is included in the agenda for discussion at a meeting of the Living in Hackney Scrutiny Commission.

- 12.5 A local government matter pursuant to Rule 12.3 shall not include:

- i. Any matter relating to a planning decision;
- ii. Any matter relating to a licensing decision;

- iii. Any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment;
- iv. Any matter which the Monitoring Officer determines to be vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting of the Scrutiny Panel or Commissions.

A matter shall not fall within a description in Rule 12.5(i)-(iv) above if it consists of an allegation that a function for which the authority is responsible has not been discharged at all or that its discharge has failed or is failing on a systematic basis, notwithstanding the fact that the allegation specifies or refers to a planning decision, a licensing decision or a matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to review or right of appeal conferred by or under any enactment.

12.6 The Scrutiny Panel and Commissions will undertake their proceedings pursuant to the powers set out in [Article 7](#) of the Constitution.

12.7 Where a local government matter is referred to the Scrutiny Panel or one of the Commissions by a Member of the local authority, in considering whether or not to exercise any of its powers in relation to a matter, the Scrutiny Panel/Commission may have regard to:

- i. Any powers which a Councillor may exercise in relation to the matter by virtue of section 236 of the Local Government and Public Involvement in Health Act 2007 (exercise of functions by local Councillors in England); and
- ii. Any representations made by the Councillor as to why it would be appropriate for the Scrutiny Panel / Commission to exercise any of its powers to include a matter on the agenda for discussion at a meeting of any Panel/Commission.

12.8 If the Scrutiny Panel or Commission decides not to exercise any of those powers in relation to the matter, it shall notify the

Councillor of –

- i. Its decision; and
- ii. The reasons for it.

12.9 The Scrutiny Panel or Commission shall provide the Councillor with a copy of any report or recommendations which it makes to the authority or the Cabinet if the matter is included in the agenda and discussed at a meeting of the Scrutiny Panel / Commission.

13. **Crime and Disorder Matters**

13.1 The Living in Hackney Scrutiny Commission is the designated Crime and Disorder Commission. A “crime and disorder matter” means a matter concerning crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment) or the misuse of drugs, alcohol and other substances in that area.

13.2 Where the Living in Hackney Scrutiny Commission, as the Crime and Disorder Commission makes a report or recommendations to Full Council it must:

- i. Provide a copy of the report or recommendations to any member of the authority who referred the local crime and disorder matter in question to the Commission;
- ii. Provide a copy of the report or recommendations to such of the responsible authorities, co-operating persons and bodies as it thinks appropriate.

13.3 Where a copy of a report or recommendations is provided to a responsible authority, co-operating person or body under paragraph 13.2 above that authority, person or body shall:

- i. Consider the report or recommendations;
- ii. Respond to the Living in Hackney Scrutiny Commission indicating what (if any) action it proposes to take;
- iii. Have regard to the report or recommendations in

exercising its functions.

14. Joint Committee of the Six Growth Boroughs

14.1 This Committee is a formally constituted Joint Committee undertaking executive functions on behalf of the Six Growth Boroughs including Hackney

14.2 Decisions of the Joint Committee may be called-in by one or more participating boroughs pursuant to the Joint Committee's Procedure Rules. Each of the boroughs shall apply their existing overview and scrutiny arrangements to decisions of the Joint Committee

14.3 Upon publication by the Chief Executive of the record of Joint Committee decisions, Members of Hackney Council may call-in any such decision pursuant to the Joint Committee Procedure Rules

15. Procedure at Scrutiny Panel and Commission meetings

15.1 The Scrutiny Panel and Commissions shall include within their agendas the following business:

- i. Declarations of interest (including whipping declarations);
- ii. Minutes of any previous meetings;
- iii. Consideration of the body's own work programme;
- iv. Other business.

15.2 Where the Scrutiny Panel or Commissions conducts investigations (e.g. with a view to policy development), the Panel/Commission may also ask people to attend to give evidence at meetings which are to be conducted in accordance with the following principles; that:

- i. The investigation be conducted fairly and all Councillors (including co-opted Members) of the Panel / Commission be given the opportunity to ask questions of attendees, and to contribute and speak;
- ii. Those assisting the meeting by giving evidence be treated with respect and courtesy;

- iii. the investigation be conducted so as to maximise the efficiency of the investigation or analysis;
- iv. Evidence collected is analysed; and
- v. Any recommendations made are based upon that evidence.

15.3 Following any investigation or review, the Scrutiny Panel or Commission, may prepare a report for submission to the relevant decision-maker, Executive and/or Full Council as appropriate and shall make its report and findings public except to the extent that they may include confidential or exempt information.

15.4 These rules shall apply to any Scrutiny Commissions and working parties.

**Skills Economy and Growth Scrutiny
Commission**21st June 2021**Work Programme for the Commission**

Item No

6**OUTLINE**

Attached please find the latest iteration of:

SEG work programme 2021/22

This is a working document and updated regularly.

ACTION

The Commission is requested to note the updated work programmes and make any amendments as necessary.

Skills Economy and Growth SC - Rolling Work Programme for 2021-22 as at 28 May 2021

Date of meeting	Item	Type	Dept/Organisation(s)	Contributor Job Title	Contributor Name	Notes
21st June 2021 deadline 11 th June	New Members Start Here	Briefing	Policy/ Chief Executive's Directorate	Head of Employment, Skills & Adult Learning Strategic Director Inclusive Economy, Corporate Policy and New Homes Head of Area Regeneration	Andrew Munk Stephen Haynes Suzanne Johnson	
18th July 2021 deadline 9 th July	Nighttime Economy	Follow on from SEG Item in 19/20 Work Programme	TBC	TBC	TBC	
	Just Transition	Follow on from SEG Item in 19/20 Work Programme	TBC	TBC	TBC	
18th Oct 2021 deadline 8 th October	Community Involvement in Regeneration	Discussion	TBC	TBC	TBC	
	Decarbonising Regeneration	Briefing	TBC	TBC	TBC	
22nd Nov 2021 deadline: 12 th November	Skills Enquiry	TBC	TBC	Cabinet Member for Employment, skills and human resources	Cllr Carole Williams	Possible recommendation around funding requirements for Level 4+ education
15th Dec 2021 deadline: 7 th December	Transport for a Cleaner Greener Hackney Economy	TBC	TBC	Cabinet Member for Energy, waste, transport and public realm	Cllr Mete Coban	
	TBC	TBC	TBC	TBC	TBC	
24th Jan 2022 deadline: 14 th January	Cabinet Question Time	Annual Item	TBC	Cabinet Member for Employment, skills and human resources Deputy Mayor for housing supply, planning, culture and inclusive economy Cabinet Member for Energy, waste, transport and public realm	Cllr Carole Williams Cllr Guy Nicholson Cllr Mete Coban	
7th Feb 2022 deadline: 28 th January	Decarbonising Hackney's economy - how the council leads and supports	TBC	TBC	TBC	TBC	
	Supporting SMEs to Decarbonise	TBC	TBC	TBC	TBC	
9th March 2022 deadline: 1 st March	Future of Highstreets	Briefing	TBC	Deputy Mayor for housing supply, planning, culture and inclusive economy	Cllr Guy Nicholson	
	Health of Microbusinesses	Briefing	TBC	Deputy Mayor for housing supply, planning, culture and inclusive economy	Cllr Guy Nicholson	
	Voluntary Sector	Briefing	TBC	TBC	TBC	

Note: The Local Council Elections in London take place on 5 May 2022. Purdah begins c. 20 March

Skills Economy and Growth Scrutiny Commission 21 st June 2021 New Members Start Here	Item No 7
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OUTLINE

In this municipal year, the commission has been bolstered by 4 new members; this item will serve as an induction as to what the council knows about the area of skills and economic growth as well as what powers the council has to tackle challenges.

Pertinent senior officers will provide data and advise members of the current economic & skills landscape as Hackney recovers from the pandemic and moves towards a greener, decarbonised economy.

Attending for this item will be:

Stephen Haynes, Strategic Director Inclusive Economy, Corporate Policy and New Homes

Suzanne Johnson, Head of Area Regeneration

Andrew Munk, Head of Employment, Skills & Adult Learning

ACTION

The Commission is requested to give consideration to the briefing and have the opportunity to pose questions should they wish.

Skills Economy and Growth Scrutiny Commission 21 st June 2021 Minutes of the previous meeting	Item No 8
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OUTLINE

Attached please find draft minutes of the meeting held on 10th March 2021.

Resolved:	Scrutiny officer to note the possibility of having the recommendation taken forward to highlight the gap between level 4 requirements for jobs and a lack of funding for education of that level.
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Resolved:	Scrutiny officer to arrange informal session for new members of the commission to contribute ideas to the work programme
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ACTION

The Commission is requested to agree the minutes.

London Borough of Hackney
Skills Economy & Growth Scrutiny
Commission Municipal Year: 2020/21
Date of Meeting: Monday 21st June 2021

Minutes of the proceedings of
the Skills Economy and growth
Scrutiny Commission held
from Hackney Town Hall, Mare
Street, London E8 1EA

Chair	Cllr Polly Billington
Councillors in Attendance	Cllr Steve Race, Cllr Sam Pallis, Cllr Gilbert Smyth, Cllr Carole Williams (Cabinet Member for Employment, Skills and Human Resources)
Officers in Attendance	Andrew Munk (Head of Employment, Skills & Adult Learning)
Other People in Attendance	None

Members of the Public 87 views
YouTube link **The meeting can be viewed at**
<https://www.youtube.com/watch?v=uEuO0c1PgY0>
Officer Contact: **Timothy Upton**
 020 8356 1872
 timothy.upton@hackney.gov.uk

Councillor Polly Billington in the Chair

- 1 **Apologies for Absence**
 - 1.1 Cllr Richard Lufkin sent apologies.

2 Urgent Items / Order of Business

- 2.1 There was an urgent item; following the departure of Cllr Mete Coban, election to chair and vice chair was required.
- 2.2 Cllr Race nominated Cllr Billington for the position of Chair. It was seconded by Cllr Pallis and was therefore accepted.

3 Declarations of Interest

- 3.1 There were no declarations of interest.

4 Adult Learning & Skills Offer Question Time

- 4.1 The chair welcomed Cllr Carole Williams & Andrew Munk (Head of Employment, Skills & Adult Learning) to the meeting and advised that this item would be broken down into parts: What the council knows and understands to be problems around skills, what the council is doing in response to the emerging issues in the economy & equalities impacts, and what the external drivers for the issues are.
- 4.2 Chair asked Cllr Williams for an overview of the current landscape around skills.
- 4.3 Cllr Williams advised there has been a focus on employment and skills since 2018, noting that significant changes have been made since then. It was advised that prior to this date, a lot of the efforts made in this area were undertaken by the regeneration team, and Cllr Williams' team have rebranded and continued their efforts.
- 4.4 Cllr Williams advised that the Hackney Works team has grown since that time, introducing several schemes such as the apprenticeship scheme, the Hackney 100 scheme, and the team has worked around central government's Kickstart scheme to give it a Hackney-focus. Cllr Williams advised that these programs have not been delivered in isolation but with other teams and public sector entities.
- 4.5 It was advised the skills and employment landscape has inevitably changed since the outset of the pandemic. It was noted since March 2020, the number of claimants has increased, specifically in London by 4.8%. It was noted that unemployment is disproportionately affecting young black men in London with unemployment rates of around 33% compared to 15% of white men.
- 4.6 It was noted that the skills funding landscape is complex to the point where it can be a hindrance to delivering skills and employment outcomes that the council would like to affect. It was noted that work around rebuilding the economy in an inclusive manner is going to be crucial in coming months and years.
- 4.7 Cllr Williams advised that in 2016 a conversation began about how to integrate adult learning at the Hackney Learning Trust and the council's work. Cllr Williams advised that this work was expediated by the pandemic. Adult learning services like computer skills, and maths & English, had to be moved online during the pandemic, but that late last year the services were successfully integrated. This progress will allow a similar approach as the one taken with employment and skills; a pathway (to learning and employment) will be created for low-skilled workers as well as high-skilled workers, older workers as well as younger, and those who might be graduating.

- 4.8 It was advised that £113,000 pounds has been secured from the Greater London Authority to enhance work with adult learners. That enables the team to work with those who were previously digitally excluded by providing 200 laptops, Chromebooks, and electronic devices to enhance their learning.
- 4.9 In terms of the funding landscape, there are complex challenges and is lacking some of the integration that might be desired. There are varied funding sources, and even prior to the pandemic, the further education sector was stretched having borne the brunt of funding cuts. A robust further education and skills offer is needed to develop skills that learners need for career opportunities in an increasingly competitive modern labor market. Cllr Williams advised the offer would have to be modern, fit for purpose, and able to adapt to the future.
- 4.10 Cllr Williams advised the skills white paper promised reforms to simplify funding for removing unnecessary rules and ringfencing, but there are few proposals to deliver the skills sector that is required. The department for education makes a case in the white paper for longer term funding settlements with providers judging on outcomes, but in reality, the sector won't see this until the next round of spending review. The paper itself contains no additional funding to what was announced last November.
- 4.11 It was advised that Hackney responded to funding requirements with a combination of section 106, funding from GLA (Greater London Authority), and the overall budget that Hackney has is £2.25m.
- 4.12 Cllr Williams advised that Hackney has demonstrated it can provide a comprehensive and quality approach to the employment offer, but the borough has to be able to do that for Adult Education and Skills also. There will need to be conversation about how to work in partnership with further education and higher education organisations to improve the council's reach. The pandemic presents this opportunity. Meetings with higher education institutions have begun, as have initial conversations with officers about how to formalise and embed these partnerships to improve future options for Skills and Employment, noting that a robust framework would need to be in place for this to be successful in the next administration.
- 4.13 The chair thanked Cllr Williams and opened the item to questions.
- 4.14 Cllr Race asked about need and modelling, and around how the council understands what level of services is necessary now and in the future. The question was whether there is data available around whether current demand matches need.
- 4.15 Andrew Munk advised the Adult Education and Skills & Employment Services were integrated in September and soon after that the council worked to develop an evidence base to underpin decision making around adult learning. It was advised that the need in terms of qualification levels in the borough was looked at.
- 4.16 The borough still has 19% of working age residents who have Level 1 qualifications or lower, or just under 40,000 residents. Adult learning funding from Greater London Authority stipulates it can only be used for level 2 and below, which means huge need remains for residents to have basic functional skills like maths and English.
- 4.17 Evidence around the need for education at this level include waiting lists for

courses including ESOL (English for Speakers of Other Languages), functional skills, and vocational skills.

- 4.18 Andrew advised that demand for reskilling and vocational skills is increasing, and not just due to pandemic and furloughing. Sectors like hospitality and retail were cited as examples of sectors with employees seeking reskilling. Demand is increasing also in more resilient sectors.
- 4.19 Cllr Race asked for further detail about how the council models for future demand, agreeing that as pandemic restrictions & emergency funding are eased, more businesses will likely collapse, leading to a more competitive jobs market and a need for reskilling.
- 4.20 Head of Employment, Skills & Adult Learning advised that before responding, context is required. It was advised that adult learning funding was recently devolved to GLA. The funding rules were focused on numbers of learners rather than outcomes, which the GLA is now focused on, which aligns with Hackney's objectives. It allows Hackney to focus on demand rather than just numbers of learners. Upskilling, functional skills, and adult learning as a way of addressing social isolation were cited as three main areas of focus that affect the borough's planning around demand.
- 4.21 Head of Employment, Skills & Adult Learning advised the borough is developing a systems approach to funding where different organisations and partners in the borough work together in terms of adult learning approach. An example was given of making sure courses aren't duplicated unnecessarily, but instead compliment one another.
- 4.22 Cllr Race asked whether the council's future systems approach have targets and how they will be measured.
- 4.23 Head of Employment, Skills & Adult Learning advised an outcome framework is in production which work in conjunction with the 3 areas of focus outlined earlier in the meeting. In each area, desired outcomes will be set, and each area will have different metrics. An example was given around upskilling and a metric around numbers moving into Hackney works. Andrew advised that generally the council is trying to steer away from metrics only concerned with numbers of learners, adding that such methods can lead to perverse incentives, giving the example of the difference in cost between level 2 and unaccredited courses.
- 4.24 The chair posed a follow up question asking whether real-time data has been used to model demand thus far, and what kind of sectoral approach the council might make in the circumstances of an uptick in unemployment following pandemic.
- 4.25 Head of Employment, Skills & Adult Learning advised that one of the benefits of adult learning sitting alongside Hackney works is that certain real-time analysis is available. An example was given of residents signing up for Hackney Works doing so via a digital service – the digital service allowed the council to directly ask participants which sectors they are interested in. It was advised that the information has fed into planning for the next year's curriculum. It also allows the council to have conversations with employers around agreements by which someone can go on a course and have a subsequent pathway into work with them.
- 4.26 The chair made an observation that using real-time data to determine what kind of work residents would like to do is distinct from modelling out sectoral demands for skills, adding that it would be useful to understand the numbers of unemployed, as

well as the skills gap and reskilling need.

- 4.27 Cllr Williams agreed, observing that the real-time data being used is primarily concerned with participants in Hackney works, and fails to depict a full spectrum of what is happening in the borough and across London, giving the example of those excluded from the labor market, particularly because of the impact the pandemic will have had on the labor market. It was advised that last year there was a disproportionate impact on minoritised communities and that will continue to be the case as the impact of pandemic becomes clearer. Cllr Williams added that women have been severely affected by unemployment, as have young black men, and a robust model with this information is required to make sure there are adequate preparations within the service. Without a robust model and a sectoral understanding, the council could continue to target and provide opportunities in disproportionately hit sectors.
- 4.28 The chair observed that this point should be the basis of a recommendation from the commission.
- 4.29 Cllr Smyth advised that he is shocked by the stated number of 40,000 residents with lower functional skills, adding that it should be a high priority area. Cllr Smyth advised that Hammersmith and Fulham have 500 part-time courses available, and they work with community groups – Cllr Smyth posed the question as to whether the council is working with community groups also, and how many courses are presently available.
- 4.30 The chair requested that this question be answered in the next section of the item.
- 4.31 The chair asked about where unemployment numbers are heading as furlough is withdrawn.
- 4.32 Cllr Williams advised that the GLA has highlighted hospitality as well as arts & entertainment will be hardest hit, and both sectors will see employment opportunities reduced by a further 10% this year.
- 4.33 Cllr Race asked whether the invited guests agree with GLA's assessment on the future of those sectors, noting that those sectors may bounce back quite quickly due to their nature.
- 4.34 Cllr Williams advised that the question is about precarity and what that means long term for the sector. The GLA has projected a return to pre-pandemic levels by 2023 for those sectors, but the quality of employment is still unclear, needs further work, particularly when it comes to reducing inequality in that area.
- 4.35 Cllr Race asked whether the ongoing Brexit situation has been factors into these projections, citing the exodus of Eastern European workers as an example.
- 4.36 Cllr Williams advised that the GLA has advised Brexit has been factored into their projections but noted that her expertise are not on the statistical analysis side, so it is a difficult question to fully answer at this point.
- 4.37 Head of Employment, Skills & Adult Learning added that colleagues in DWP are predicting a major rise in unemployment as well once furlough draws to a close, that will be across the board, and that will include people who are low-skilled and haven't been unemployed before. It was noted that people in this position will be worst affected by an increasingly competitive jobs market.

- 4.38 The chair observed that something robust around this needs to be in place in the borough adding that so far (in the meeting) retail hasn't been mentioned, but will be a severely affected sector.
- 4.39 Chair asked what proportion of the money for the Hackney employment and skills offer comes from central government and how much of that money is ringfenced to cover the adult skills offer specifically.
- 4.40 Head of Employment, Skills & Adult Learning advised that the budget is passed from the Skills Funding Agency to GLA who then pass it onto Hackney. It was £2.2m this year, will be £2.3m next year. Within that, there are two funding sources. £1.6m of that can be used very flexibly, and the other £0.6m must be used for accredited courses. It was noted that the £1.6m can be used for credited courses also. It was advised it has traditionally been used for community learning, but it is generally worth noting that the GLA are being cautious in moving to an outcomes-based system, but that does not prevent Hackney from moving to such a system.
- 4.41 Cllr Smyth asked what executive and fiscal decisions can be made to support unemployed adults in the borough, and, what can the council do to encourage employers to improve the training of their staff noting that this area has been lacking.
- 4.42 Head of Employment, Skills & Adult Learning advised that in terms of section 106, the policy is shaped by Hackney and the Planning Authority. Over the past two years, Employment and Skills has worked closely with planning to shape the focus. There has been a focus in recent years on local labor, apprenticeships, partnership working with Hackney Works, and a focus on equalities groups. Head of Employment, Skills & Adult Learning advised that this means that the funding that goes to section 106 has those conditions around its use attached to it. It was advised that adult education funding conditions sit with the GLA, but the council works to influence their framework, and the set of objectives within their framework are very reflective of the borough's inclusive economy aspirations.
- 4.43 Cllr Smyth asked what areas are a priority in terms of the 40,000 without qualifications, or level 1.
- 4.44 Head of Employment, Skills & Adult Learning advised that London's economy requires a basic level of skills, level 2 as a minimum. Head of Employment, Skills & Adult Learning advised that maths and English are important but noted that for those with a poor experience of the education system, or those who learned in another country, community learning and non-accredited courses can act as a useful bridge into more formal education, especially in areas of deprivation where there is less confidence in seeking out education.
- 4.45 Cllr Smyth asked how the 'bridge' idea is working at the moment.
- 4.46 Head of Employment, Skills & Adult Learning advised this bridge has been a strong focus of community learning & adult learning, but noted a drawback in how long it can take to enter the labor market from that point. It was advised that the council should be better at tracking the situation during those interludes in education and making sure there are no gaps.
- 4.47 The chair observed that inequalities embedded and entrenched by levels of unemployment meant that simply keeping people's incomes sufficient to make ends meet will form a significant part of the challenge for the council.

- 4.48 Cllr Pallis asked what the council is doing to capture and engage those coming out of school with level 1 or below qualifications and transition into further adult education.
- 4.49 Head of Employment, Skills & Adult Learning advised that since the summer, the mayor and Cllr Williams have been keen for the council to think about 18–24-year-olds. There has been work with New City College to create something of a youth hub with a strong focus on adult education alongside the Kickstart work and employment support. It was noted that traditionally adult education hasn't had a particular focus on younger adults. Head of Employment, Skills & Adult Learning advised this work has been important in its focus on shorter courses directly linked to employers – the council will be looking to do more of this, but noted that the challenge does lie with people who have had a negative experience with education so far in their lives
- 4.50 Cllr Williams echoed that making the right choices around these programs will be a significant challenge, noting that making these decisions in partnership with colleges and the voluntary sector will be key.
- 4.51 Cllr Pallis asked about how the council is ensuring that funding provisions are administered in a way that does not disproportionately benefit certain groups.
- 4.52 Head of Employment, Skills & Adult Learning advised the model for adult learning is partly delivered in house but significantly delivered by smaller community-based providers to ensure there are rich insights into different parts of the community. Head of Employment, Skills & Adult Learning gave examples of Mind, and Core Arts which have a focus on residents with mental health needs. The Haredi community was also given as an example. This has often been based in children's centers, but its application will be looked at in the next year for improvements; community halls & estates were given as possible locations for further work to take place.
- 4.53 Cllr Pallis asked, in terms of the Haredi community, when that engagement piece started, what it looks like, and what the future of that work is.
- 4.54 Head of Employment, Skills & Adult Learning advised the scheme has been ongoing for years, and engagement with providers has been essential. Head of Employment, Skills & Adult Learning advised starting this process is important so that community groups have ample opportunity to bid for partnership arrangements and to foster a dialogue between the council and these partnership groups. It was advised this process will look to continue this year, even despite Covid, and acknowledged the value of working with these groups.
- 4.55 The chair asked whether Head of Employment, Skills & Adult Learning's team is working with the community groups to understand what the impacts of unemployment on the community may be in order for them to reshape the offer for emerging need.
- 4.56 Cllr Williams advised that this is not happening presently but that more conversations with offers to develop these ideas would be needed.
- 4.57 Cllr Pallis asked whether there are any groups that the council have aspirations to work with (on adult learning), and whether there is ongoing work to map them out.
- 4.58 Head of Employment, Skills & Adult Learning advised there is more work to do to

understand who is accessing services based on different equalities groups.

- 4.59 Cllr Williams advised there have been great strides in this area, in terms of equalities work, citing the apprenticeship program and the recent Black Lives Matter work undertaken at town hall, and noted that looking holistically at more groups when designing this work will be needed.
- 4.60 Cllr Smyth asked whether Hackney Works engaged employers to train and reskill their workers.
- 4.61 Head of Employment, Skills & Adult Learning advised there has been substantial work with employers over the past few years. The aim is to have employment and skills plans set out with major employers in the area, whether that is a contractual arrangement via section 106, or a partnership arrangement, like at Here East work campus. Head of Employment, Skills & Adult Learning advised that there is work with smaller employers to transfer apprenticeship levy where possible to assist employers to train apprentices, take them on, and train existing staff in a way that is aligned with the council's values on the subject. It was noted that a main objective of this partnership work is to direct these opportunities at more disadvantaged residents.
- 4.62 Cllr Smyth asked if tax credits could be used to provide a pocket fund for employees to invest in their future and ensure their security.
- 4.63 Cllr Williams advised that this was an idea that she would need to think about in more detail before answering.
- 4.64 Cllr Williams noted that part of the Inclusive Leadership work the council is doing with employers is at least in part about identifying talent among their existing employees, especially those from minoritised communities, this approach ensures that the council's partners are helping to close the minorities pay-gap.
- 4.65 Cllr Pallis observed the importance of considering how companies which are experiencing increased profits during pandemic could benefit residents toward adult learning, asking further whether the council has any levers over this which are not currently being pulled.
- 4.66 Head of Employment, Skills & Adult Learning advised under the framework of inclusive economy, there has been a robust employment and skills plan put in place that delineates what is being looked for in the labor supply chain. It was advised that a pathway being in place for quality jobs is essential, and training sitting alongside real opportunities is a part of ongoing procurement work.
- 4.67 Chair asked what kind of impact social distancing has had on the practicalities of the skills offer that the council makes, and how it has affected frontline delivery staff of these adult learning courses.
- 4.68 Head of Employment, Skills & Adult Learning advised as many courses as could be moved online were, and from September the requirement was that all in-house and external adult learning courses to be delivered digitally. It was advised it has been challenging on front line education delivery staff, and that there has been training in place to use digital platforms like Zoom and Meets. It was noted that certain curriculum areas are more challenging such as ESOL – delivering digital skills training is difficult if the learner has a poor standard of English. It was advised that close work with ICT to deliver digital skills, and a blended approach of digital and 'analogue' course delivery is being explored for next year.

- 4.69 Cllr Race asked what the level of drop-off was when learning moved online midway through courses.
- 4.70 Head of Employment, Skills & Adult Learning advised he would have to look at the details but acknowledged there was a drop-off. It was added that this was not necessarily due to the move online but could be due to the generally shocking nature of the unexpected pandemic. Head of Employment, Skills & Adult Learning advised that tutors had worked well, and alongside them, an 'information, advice and guidance' team was rolled out who contributed to support and pastoral care for learners. Head of Employment, Skills & Adult Learning cited getting mobile phones to this team to communicate with learners via WhatsApp was a noteworthy success in these efforts.
- 4.71 Cllr Smyth asked what proportion of people in training are retraining and asked how important it is for the council to appreciate that distinction.
- 4.72 Head of Employment, Skills & Adult Learning advised that most courses delivered to date are for a level of qualification they do not already possess. Whether people are retraining in terms of sectors is not presently known, but given the structural changes to the economy, it is likely to increase in the coming years.
- 4.73 Chair observed that the money allocated for 200 electronic devices is unfortunately insignificant against the ~40k residents with level 1 qualifications or lower and asked what kind of resources would be needed to satisfy this gap.
- 4.74 Head of Employment, Skills & Adult Learning advised that it's important to understand the nature of the problems around digital divide noting that 'motivation' (i.e. wanting to get online), is often overlooked for the more obvious issues around access to digital devices. Head of Employment, Skills & Adult Learning advised therefore money is not all that is required. Head of Employment, Skills & Adult Learning advised the council has resources for partnership working giving the example of the IT directorate working with telecoms companies to establish social value agreements to provide things like improved broadband to estates. This is where, again, partnership working is so key to ensure resources are being used well.
- 4.75 The chair asked, in terms of the limited finances available and the government framework, what works well.
- 4.76 Head of Employment, Skills & Adult Learning advised that the GLA package compared to other funding packages, the package is quite flexible in terms of delivering good quality outcomes. It is not particularly prescriptive. It was noted it works less well for level 2 and below. Head of Employment, Skills & Adult Learning noted other funding for higher levels would be useful.
- 4.77 Cllr Williams gave an example of the Kickstart scheme advising the council has to use its own creativity and additional funding to deliver quality programmes that will benefit the sort of young people the borough has who need access to this learning. Cllr Williams advised the parameters of the scheme only require a minimum wage for apprentices, but a decision was made to pay the national living wage. Encouraging employers across the borough to sign up through Hackney to the scheme and pay something towards that national minimum wage was necessarily to make it work for Hackney.
- 4.78 The chair referenced the Future Jobs Fund that was brought in after the 2008

financial crisis and asked how the Kickstart scheme differs from that.

- 4.79 Head of Employment, Skills & Adult Learning advised that the scheme is quite similar, but the minimum wage offer is a notable difference. It was also observed that since the Kickstarter scheme is offered through DWP and a strong operational partnership is in place to ensure that Hackney placements go to Hackney residents, whereas the general rule for such schemes is an 8-mile radius which of course would not guarantee this. This was made possible by Hackney's intervention and would not have been possible with the Future Jobs Fund.
- 4.80 The chair advised there will need to be further input at a future time from the guests, particularly about understanding of cost-of-living increases and how they will affect reemployment and skills related offers from the government. It was asked what efforts there have been from central government to understand the risks to the midlife work force who may be losing their jobs with a risk of not working again.
- 4.81 Head of Employment, Skills & Adult Learning advised various groups have called into question whether the Kickstart scheme should be extended to over 25-year-olds, but to date there has been no answer from central government. There are no similar programmes for mid-life residents.
- 4.82 Chair asked the administration to look at the differential impact between generations when considering this employment and skills work to ensure everything is done in line with Hackney's ambition to be an age-friendly borough, and not to squander the resource and talents of mid-life workers.
- 4.83 Cllr Williams advised this would be a good topic to take to the Central London Forward partnership.
- 4.84 Cllr Pallis brought up the government policy of getting rid of the Union Learning Fund which they called a pivotal fund that supports 200k workers a year. Cllr Pallis asked if that will impact on Hackney's adult learning provision and whether there is any coproduction that occurs between the council and unions.
- 4.85 Cllr Williams advised the slashing of the fund is an oversight on the part of central government, particularly when considering the chair's points about midlife workers. Cllr Williams advised that further partnership work with the trade unions will be needed about the future of the fund, and what can be done more broadly for them.
- 4.86 Cllr Smyth asked about the lack of funding for level 3 and above asking if the commission could make a recommendation around better funding to fill the gap, noting that most jobs in London require level 4 education as a minimum.
- 4.87 Chair requested the scrutiny officer note that recommendation.
- 4.88 The chair drew the item to a close, thanking the present guests for their input.
- 4.89 Cllr Williams added that this will be the first start of the academic year where the adult learning has been integrated with the employment and skills team and would welcome the opportunity to return and speak on that further.

ACTION:	Scrutiny officer to note the possibility of having the recommendation taken forward to highlight the gap between level 4 requirements for jobs and a lack of funding for education of that level.
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5 Skills Economy & Growth Work Programme

- 5.1 The chair noted that the municipal year is over as far as the commission is concerned, and next year's work programme will be discussed informally offline, and formally at the next meeting in June.
- 5.2 Cllr Race reminded that there is an AGM in March and to be mindful of new members having input to the next municipal year's work programme and suggested holding an informal meeting for that purpose.

ACTION:	Scrutiny officer to arrange informal session for new members of the commission to contribute ideas to the work programme
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RESOLVED:	That the Commission's work programmes for 20/21 and 21/22 and the rolling work programme for SEG be noted.
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6 Minutes of the Previous Meeting

- 6.1 The minutes were agreed and noted.
- 6.2 It was noted by Cllr Race that the commission was awaiting a written response on several items.
- 6.3 Chair advised this will be picked up in future.
- 6.4 Cllr Smyth asked the scrutiny officer to pursue the formal CIL levy letter that had previously gone to Cllr Nicholson.

RESOLVED:	That the minutes of the meeting held on 10th March be agreed as a correct record and that the matters arising be noted.
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7 Any Other Business

- 7.1 There was n other business.