techUK Skills and Inclusion Council 2027/28 – Terms of Reference

The Skills and Inclusion Council aims to support the wider diversity and inclusion agenda in the tech sector and take concrete steps on helping the UK develop skills for the modern economy. The Council brings together some of the most influential people working across the industry to explore issues around skills and education policy including apprenticeships, migration, AI and the workforce, and future of work and employment policy.

Shaping and influencing policy

Through research and advocacy, the Council helps shape national policy by contributing to government inquiries. In 2026, the Council inputted into the House of Commons Business and Trade Committee inquiry Artificial Intelligence, business and the future of the workforce, House of Commons Work and Pensions Committee inquiry into youth employment, education and training, and Office for Equality and Opportunity consultation on equal pay and pay discrimination.

Working with government

techUK represents the sector on the government's Digital Skills Council, which fed into the Digital and Technologies Jobs Plan. We are also a member of the Early Careers Jobs Alliance, bringing members' views on what would help them offer more entry-level roles, apprenticeships and placements. We engage regularly with HM Treasury, DfE, DBSIT, DCMS, DWP and the Home Office on apprenticeships, the Growth and Skills Levy and access to global talent.

What we're working on now

As of October 2026, the Council's priorities are:

- **Apprenticeships and the Growth and Skills Levy:** making sure funding works for employers of all sizes and for training providers.
- **Early careers:** helping members create more entry-level roles, apprenticeships and placements.
- **AI and the workforce:** preparing people and employers for how AI is changing jobs, hiring and skills needs.
- **Fair and inclusive workplaces:** contributing to the government's work on equal pay and pay discrimination, and implementation of the Employment Rights Act.

The aims of the Skills and Inclusion Council:

- Elevate the Council's profile and remit and raise awareness of the issues (and potential solutions) within the techUK membership.
- Showcase best practice within techUK membership and beyond.
- Support and amplify organisations working on the issues we care about.
- Influence relevant government policies through lobbying and responding to policy consultations.

Management of Committee

- The Skills and Inclusion Council will be composed of representatives from techUK's member companies and partners. There will be a limit of one representative per company, though committee members are able to nominate a deputy if they are unable to attend.

- Members of the Skills and Inclusion Council will serve a fixed one-year term, aligned to the Council's annual cycle. At least two positions on the Council will be designated for representatives from an SME.

- The Council will meet every two months with a list of dates for upcoming meetings for the year ready for Council members:
    - Tuesday 19 January 2027, 10:00-12:00 – hybrid – lunch provided
    - Tuesday 16 March 2027, 10:00-11:00
    - Tuesday 27 April 2027, 10:00-11:00
    - Tuesday 15 June 2027, 10:00-11:00
    - Tuesday 7 September 2027, 10:00-11:00
    - Tuesday 19 October 2027, 10:00-11:00
    - Tuesday 30 November 2027, 10:00-12:00 – hybrid – lunch provided

Council Members – Responsibilities

Members of the Skills and Inclusion Council (i.e. those that are neither Chair nor Vice-Chair) will be expected to take on the following responsibilities:

- Contribute toward the forward planning of the Group's programme. Attend council meetings, in person or remotely, or send a deputy if unable to attend.

- Provide input into techUK papers and consultations as required.

- Represent techUK membership at internal and external events.

Member conduct and values

Members of the Council are expected to:

- Act in a respectful, inclusive, and professional manner at all times.

- Collaborate constructively, respecting differing views and lived experiences.

- Maintain confidentiality on sensitive matters discussed during Council sessions, unless agreed otherwise.

The Chair of the Skills and Inclusion Council will be expected to take on the following responsibilities:

- Chair Council meetings whenever it is scheduled to meet. When unable to chair the meeting responsibility for this will be delegated to the Vice Chair.

- Contribute towards securing stakeholders for Group meetings – this will be done through email and paper correspondence that is written to the potential stakeholder by techUK staff and forwarded to the Chair for approval.

- Confirm the minutes from the meeting before they are sent out to the whole committee.

- Be prepared to be a vocal public spokesperson for the Council.

- Contribute toward the forward planning of the Council's programme. This is undertaken at annual or biannual meetings with the Chair of the Council as well as the techUK staff responsible for that Group Further discussion is also carried out via email or phone calls throughout the year.

Vice-Chair – Guide to responsibilities

The Vice-Chair of the Skills and Inclusion Council will be expected to take on the following responsibilities:

- Chair Council meetings - in the event that the Chair of the group is unable to do so the Vice Chair will be expected to deputise for the Chair.

- Contribute toward the forward planning of the Group's programme. This is undertaken at annual or biannual meetings with the Chair as well as the techUK staff responsible. Further discussion is also carried out via email or phone calls throughout the year.

- Represent techUK membership at internal and external events.

- Deputise for the Chair in any of their duties outlined above when the Chair is unable to perform them.

Membership and terms

- Council membership is held for a fixed one-year term, aligned to the Council's annual cycle. Membership does not roll over automatically: every seat, including those held by returning members, is confirmed afresh at the start of each cycle.

- Ahead of each new cycle, the Secretariat will contact current members to ask whether they wish to stand for a further term. Members who wish to continue will be considered alongside new nominations from across the techUK membership, taking into account active contribution over the previous year and the overall balance of the Council, including SME representation and a breadth of organisations, roles and perspectives.

- The end of a term is a natural point to step down, and members are encouraged to use it to reflect on whether they can continue to give the role the time it needs. Members who do not continue will be thanked for their contribution and remain welcome to stay involved through sub-groups, working groups, events and wider techUK activity.

- Should a member of the Council no longer be able to perform the duties expected of them as set out above, they may resign from their post at any point during their term. In this instance they may nominate a colleague from their company to serve the

remainder of the term. If no replacement can be found from within that company, the place shall go to the first reserve.

- When a member of the Council leaves their company, they will be required to refer the Chair and Vice-Chair to a person in the company willing to take their place on the Council for the remainder of the term.

- It is encouraged that if members cannot attend the meetings that you send appropriate deputies in your absence or follow up separately with the Chair or Vice-Chair about the meeting.

- The Council shall have the power to create sub-groups and working groups to address strategic issues which require a more detailed input. These sub-groups will be led by Council members and comprised, where required, of other invited individuals from the techUK membership. The chair of these sub-groups shall report back to the Council when requested.

Secretariat

- The techUK Secretariat will manage and resource the work of the Council. Meetings will be noted by AI, and if a private session is requested and agreed to by the Chair, techUK's Programme Assistant for Policy can take notes.