techUK Skills and Diversity Council 2025 – Terms of Reference

The [Skills and Diversity 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 networks and people working across the industry to champion diversity in tech, relating to: ethnicity, LGBTQ+, disability, neurodiversity, social mobility and gender. In addition, the Council discusses new approaches which help to address the skills gap today and in the future, including successful multi-stakeholder partnerships, innovative recruitment strategies and lifelong learning.

Shaping and influencing policy

Through research and advocacy, the Council helps shape national policy by contributing to government inquiries, such as: the [House of Lords Home-based Working inquiry](#), the [Education Committee's inquiry into Further Education and Skills](#), the [House of Lords Communications and Digital Select Committee inquiry on digital exclusion and the cost of living](#), and UK government consultation on mandatory ethnicity and disability pay reporting, and more. It also supported techUK's flagship skills report, [Fast Forward for Digital Jobs](#), and has helped to organise or provide speakers for a number of events and webinars.

The purpose of the Council:

Skills

- The Council will support techUK with thought leadership around digital skills for the modern economy, from early years through to lifelong learning. This will include making recommendations to improve the existing system, such as determining our public position on digital bootcamps and other skills initiatives, and scoping the policy needs of the Fourth Industrial Revolution.

Diversity

- Supporting diverse tech talent from classroom to boardroom. The Council will help to decide which diversity initiatives techUK should be supporting. The Council will also support and lead techUK campaigns around Gender and Ethnicity Pay Reporting and international days marking diversity.

The aims of the Skills and Diversity 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 Diversity 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 Diversity Council will be chosen to serve for a one-year term. At least two positions on the Council will be designated for representatives from an SME.

- The Council will meet every 6 weeks with a list of dates for upcoming meetings for the year ready for Council members from September 2025.

Council Members – Responsibilities

Members of the Skills and Diversity 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. This is undertaken at annual or biannual meetings with the Chair of Council as well as the techUK staff responsible. Further discussion is also executed via email or phone calls throughout the year.

- 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 Diversity 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 Diversity 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

- Representatives may be re-elected onto the Council, and there is no cap on how many times they can be re-elected.

- 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. In this instance they may nominate a colleague from their company to take their place. 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.

- 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 the Secretariat unless a private session is requested and agreed to by the Chair. The Secretariat will be Tess Newton, Team Assistant – Policy and Public Affairs, tess.newton@techuk.org.