

## Dumfries and Galloway Employability and Skills Partnership

### Terms of Reference

#### Purpose:

To coordinate the approach to the provision of employment and skills services to meet the needs of:

- local people seeking employment
- employers
- business groups

#### 1. Remit

- 1.1 To contribute to the achievement of the Community Planning vision as detailed within the Local Outcome Improvement Plan (LOIP) and the College's Regional Outcome Agreement.
- 1.2 Responsibility for overseeing the strategic development of employability and skills provision in Dumfries and Galloway. Identifying and maximising impacts of shared funding, delivering on No-one Left Behind (NOLB) and recommendations from Developing Scotland's Young Workforce, aligned to delivery of the region's key strategic economic priorities and the National Performance Framework.
- 1.3 To develop a 3-year action plan (shorter term plan initially) which will identify key actions and performance measures informed by Regional Economic Strategy, Regional Skills Assessments, RSIP and local skills and employment needs.
- 1.4 Challenging and influencing the strategies for employment and skills as identified by SOSE
- 1.5 Commission an annual report to measure success to date in the delivery of the action plan and measures and provide comment on future challenges and opportunities. This report will be presented to the Community Planning Partnership as part of the annual review of the Local Outcome Improvement Plan Outcomes 1&2.  
Outcome 1: Everyone who needs help to work receives the right support  
Outcome 2: Learning opportunities are available to those who need them most
- 1.6 To act as the key advisory body and strategic lead for Employability and Skills on behalf of the Community Planning Partnership.
- 1.7 To be the forum through which national programmes and funding opportunities are channelled to ensure maximum coherence.
- 1.8 To have a shared oversight and coordination role to align Partners' employability and skills strategies and action plans at a regional level.
- 1.9 To establish, task and monitor subgroups and short life task groups as appropriate.
- 1.10 To agree to support shared performance management systems and to attain partners' commitment to working towards consistent data sets in line with Scottish Government guidelines

## 2. Membership

- 2.1 Dumfries and Galloway Employability Partnership members are to be of appropriate seniority with sufficient knowledge and influence to take forward the agreed remit.
- 2.2 Partnership members should have the delegated responsibility of their organisation to speak on matters of strategic policy, finance and practice development and where appropriate make decisions on behalf of their organisation.
- 2.3 Additional expertise may be co opted to the Partnership with the agreement of the Chair.
- 2.4 Short life task groups which are established by the Employability Partnership may include a wider range of representatives and organisations, as appropriate to the topic.
- 2.5 Members unable to attend can nominate a deputy to represent their organisation.
- 2.6 Members are required to commit to meeting four times per year.
- 2.7 It is the responsibility of each partner to identify if a conflict of interest is likely to occur. At the outset of each meeting, the chair should ask the members if they would like to declare a conflict of interest. The partner should state which agenda item the conflict relates to, and excuse themselves for that portion of the meeting.  
If it becomes apparent during the meeting that a conflict will arise, the board member should immediately inform the chair and excuse themselves for that portion of the meeting.
- 2.8 There should be one representative from each of the following agencies:

## 3. Proposed Membership

- DG Council Education Services
- DG Council Economic Development service
- Skills Development Scotland
- Department for Work and Pensions
- Dumfries and Galloway College
- Scotland's Rural Colleges
- Higher Education
- SOSE or Scottish Enterprise
- Developing Young Workforce
- Third Sector Interface
- Chair Economic Leadership Group
- Housing
- Criminal Justice
- SCDI
- NHS DG

#### **4. Meetings**

- 4.1 The Forum will meet quarterly.
- 4.2 The Chair may convene additional meetings, as necessary.
- 4.3 The group will be chaired initially by the Chair of Economy and Resource Committee and a Chair and Vice Chair appointed from the group in due course.
- 4.4 For an Employability Partnership meeting to commence, a quorum of six member organisations plus the Chair (or the agreed Vice-Chair) shall require to be present. In any meeting, at least two different member organisations will require to be represented (the various Services of Dumfries and Galloway Council being regarded as one organisation for this purpose).
- 4.5 Secretariat support will be provided through Economic Development's Employability and Skills Service.

#### **5. Reporting Arrangements**

- 5.1 The Employability Partnership will report to the Community Planning Partnership and the Executive Group as appropriate and as required to Local, Regional and National Interfaces.
- 5.2 Partners will share high level strategic performance data at this partnership.
- 5.3 Minutes and key documents from this group will be shared nationally via the Scottish Government's National Delivery Group on the Employability in Scotland website.
- 5.4 This Terms of Reference should be reviewed annually and may be amended, varied, or modified in writing after consultation and agreement by the Local Employability and Skills Partnership.