

Area Employability Forum

Typical Terms of Reference

1. Remit

- To contribute to the achievement of the Community Planning vision that (name area) will be a place with strong, vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people's needs.
- Responsible for overseeing the strategic development of employability in XXX including : developing an strategic and action plan, providing funding, setting targets, reviewing performance and procuring services.
- To receive instruction from and report to the (add reporting group)
- To support the implementation of specific Single Outcome Agreement (SOA) Outcomes
- To coordinate resources to maximise outcomes
- To develop and implement partnership strategies and action plans
- To establish, task and monitor sub groups and short life task groups as appropriate
- To champion partnership working in employability and lead by example
- To coordinate and manage the Activities of the European Structural Fund ESF and ERDF CPP Project
- To identify current employability services and identify solutions to meet the gaps within the market

2. Membership

- Employability Forum members are at the level with sufficient knowledge and influence to take forward the remit
- Additional expertise may be co opted to the Forum with the co-operation of the Chair.
- Short life task groups which are established by the Employability Forum may include a wider range of representatives and organisations, as appropriate to the topic
- Key delivery partners engaged in the ESF CPP Project
- If you are unable to attend please nominate a deputy to represent your organisation



3. Proposed Membership

- College
- Council (various)
- Chamber of Commerce/ Business Rep Group
- Jobcentre Plus
- NHS /CHP
- Scottish Enterprise
- Skills Development Scotland
- Volunteer Centre

4. Frequency Of Meetings

- The Forum will meet monthly for the first 6 months and the frequency will then be reviewed
- The Chair may convene additional meetings

5. Reporting Arrangements

- To report to the XXX as appropriate
- This includes quarterly reports to the CPP Management Group on progress against the Single Outcome Agreement (SOA)
- Others?

