

# SCOTLAND'S FUTURE EMPLOYMENT SERVICES ADVISORY GROUP

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## TERMS OF REFERENCE

### Background

The Scottish Government is working to take forward the Smith Commission agreement that employment support programmes currently contracted by DWP be devolved on expiry of their current commercial arrangements. This includes the contracts to deliver the Work Programme (the UK Government's main employment programme for long term unemployed people) and Work Choice (the disability employment service) and we are working to deliver these in Scotland from 1 April 2017.

### Role

The Advisory Group will play a critical role in shaping future employment support services in Scotland. Members bring with them a wealth of experience and will use this to provide advice, challenge and new ideas to promote the development of more effective employment services in Scotland. Members will be expected to represent the views and positions of their current organisations or sectors. However, throughout the process the Advisory Group, will also strive to find consensus on the most appropriate types of employment services, delivered in sustainable volumes and to the required quality, which are needed to make a bigger and more lasting impact on the individuals in receipt of the services. The Advisory Group throughout all its deliberations will stay focused on what is in the best interests of the eventual users of Scotland's employment services.

The Group will champion a partnership approach to future developments, supporting the Scottish Government's public consultation by promoting dialogue between users of employment services, service providers, employers, local partnerships, national agencies, the third sector and the Scottish Government.

The Advisory Group will also oversee a short term contracted research project looking to capture what we know from existing evidence about what works best for whom, with a view to drawing out the key lessons for redesigning Scotland's approach to employment support. The Advisory Group will also advise on any further research or consultation that might be deemed as necessary or advisable in the course of this work.

Initially, the Advisory Group will meet 6 weekly from its inaugural meeting on 28<sup>th</sup> July 2015 until April 2017. It will work to input advice and a range of views to help steer the development of future services in Scotland.

A Scottish Government Programme Board will be established to oversee the devolution and subsequent implementation of employment services in Scotland. The Advisory Group will have a role in supporting the Programme Board to ensure that identified risks and challenges are highlighted.

### Support

The Employability in Scotland website will be utilised to give access to any relevant publications, and to the media to increase the profile of the Advisory Group's work. A dedicated Scottish Government managed email address ([EmployabilityinScotland@scotland.gsi.gov.uk](mailto:EmployabilityinScotland@scotland.gsi.gov.uk)) will be incorporated for any public queries.

The Scottish Government will provide secretariat support for the group, and support members of the group collectively and individually in their roles... It will facilitate any

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interaction with officials that may be necessary for process and/or administrative purposes. It will support meetings of the Advisory Group through scheduling, providing substantive papers for discussion, and noting minutes and actions. Joanne Farrow will be the lead contact in the first instance. Joanne can be contacted on [joanne.farrow@scotland.gov.gsi.uk](mailto:joanne.farrow@scotland.gov.gsi.uk) or 0300 244 1337.

If required, the Scottish Government will meet costs arising from meetings and Advisory Group engagement (including from any advocacy or promotional activity). Reasonable expenses for members travelling to and from meetings can also be met.

### Membership:

- Chair – Professor Alan McGregor, Director of the University of Glasgow's Training and Employment Research Unit (TERU)
- Skills Development Scotland: Neville Prentice, Senior Director of Service Development & Delivery
- Scottish Funding Council: John Kemp, Director of Strategic Development
- The Scottish Trades Union Congress: Dave Moxham, Deputy General Secretary
- The Scottish Council for Development and Industry: Ross Martin, Chief Executive.
- The Scottish Chambers of Commerce: Liz Cameron, Chief Executive
- Scottish Local Government: Pamela Smith, Chair of Scottish Local Authority Economic Development (People) Group
- Inclusion Scotland: Sally Witcher, Chief Executive.
- Scottish Third Sector: Liz Catterson, Chair of Third Sector Employability Forum
- Service Providers: Kirsty McHugh, Chief Executive, Employment Related Services Association (ERSA)
- The Department for Work and Pensions; *representative to be confirmed*
- Scottish Government: Directorate for Fair Work

Additional members be approached if deemed necessary by the Advisory Group.

### Review:

- Initial meeting to be arranged before end July and ToR agreed.
- Agree location and programme of meetings.
- Agree Secretariat role, how topics for the agenda will be generated and action points followed up.

**Labour Market & Workplace Policy Division**  
**July 2015**