

Employability

CV-19 Response - Operational Group

Terms of Reference

Purpose

The **Employability – CV-19 Response - Operational Group (ECROG)** has been convened to demonstrate collective leadership, share information and inform development of a coordinated response to the labour market impact of CV19 on individuals, employers and sectors.

Key to our response is the existing Scottish and Local Government Partnership Working Agreement for Employability and shared commitment to work with partners through No One Left Behind (NOLB). As such, ECROG will act in an advisory capacity to inform and work through the existing and emerging No One Left Behind Workstreams..

Background

As a direct result of CV19 we are facing an unprecedented labour market challenge with unemployment expected to rise significantly in the coming months. We recognise that what has been a health crisis is now turning to an economic crisis. Emerging evidence suggests that economic impacts will be disproportionate on certain sectors, individuals and communities.

The role of employability services is pivotal to avoiding the widening of social and economic inequalities by supporting those who are most vulnerable to the adverse impacts of this crisis, this will be essential in supporting Scotland's economic recovery. We recognise the vital role that a range of organisations across the employability landscape play, and are committed to protecting a diverse range of provision and ensuring that the right support is put into place for those who rely on these services.

No One Left Behind

Supporting people into fair, sustainable jobs is central to delivering many of the ambitions in Scotland around inclusive growth, tackling child poverty and public health reform.

The intention to create an employability system that puts people at the centre is set out in the publications:

- [No One Left Behind: Next Steps for the Integration and Alignment of Employability Support in Scotland \(March 2018\)](#)
- [No One Left Behind: Review of Employability Services \(December 2018\)](#)

The principles which underpin the approach are:

- Dignity and respect, fairness and equality and continuous improvement
- Provides flexible, and person-centred support

- Is straightforward for people to navigate
- Integrated and aligned with other services
- Provides pathways into sustainable and fair work
- Driven by evidence including data and experience of others
- Support more people to move into the right job, at the right time.

The approach is not about designing new programmes, but instead, reforming the system to be more adaptable and responsive to meet the needs of people and to react more quickly to rapidly changing labour markets.

This includes working closely with partners in Local Government, the third and private sectors, Skills Development Scotland, Department for Work and Pensions and others to build on the strengths of existing national and local services, to better align funding and to improve the integration of employability services with other support to ensure that services are designed and delivered around the needs and aspirations of those using our services.

The [partnership agreement](#) for employability signed by Scottish Ministers and COSLA leaders in December 2018, signalled a commitment to a collaborative approach between the two spheres of Government in Scotland. Regular updates on progress are available and can be found in the media section.

Delivering these ambitions will require collaborative leadership across all our partners and a culture change in how we design, deliver and fund services; and a collective commitment to joint working across all partners to plan and deliver services that are shaped by those that use them and the people that deliver them.

Membership

Chair:	Amy Stuart, <i>Head of Employability Improvement and Design (SG)</i> Pamela Smith, <i>Improvement Service</i>
Deputy Chair:	Derek Russell, <i>Head of Employability Policy Team (SG)</i>
Members:	Anne Shiels, <i>Head of Employability Integration and Alignment (SG)</i> Alison Hippman, <i>Service Delivery (Fair Start Scotland) Team Leader (SG)</i> Greig Chisholm, <i>Devolved Employability Service Policy Team Leader (SG)</i> Pamela Kellock-Shetty, <i>Communications and Employer Partnership Lead (SG)</i> Margaret Sutor, <i>PACE (SG)</i> Sharon Telford, <i>Employability Programme Management Office (SG)</i> Hazel Benza, <i>Third Sector Partnership Lead (SG)</i> Emma Nash, <i>Statistician, OCEA (SG)</i> Julie Bilotti, <i>Policy Manager, Future Skills (SG)</i> Rosie Whelan, <i>Team Leader, Fair and Inclusive Workplaces (SG)</i> Robert McGregor, <i>COSLA</i> James Russell, <i>SDS</i> Paul McGuinness, <i>SDS</i> Gordon McGuinness, <i>SDS</i> Taylor Stewart, <i>SDS</i> Elaine Livingston, <i>DWP</i>

John Reid, *DWP*
 Rachel LeNoan, *Senior Policy Officer, SCVO*
 Amelia Morgan, *Chief Executive, Ventures Trust*
 Stuart McKenna, *Scottish Training Federation*

Secretariat: Heather Quammie, *Design and Measurement Team, Scottish Government*

The members detailed above will be permanent. Adhoc attendees may be invited by the chair if required to represent a specialised area. The chair will determine the membership as required.

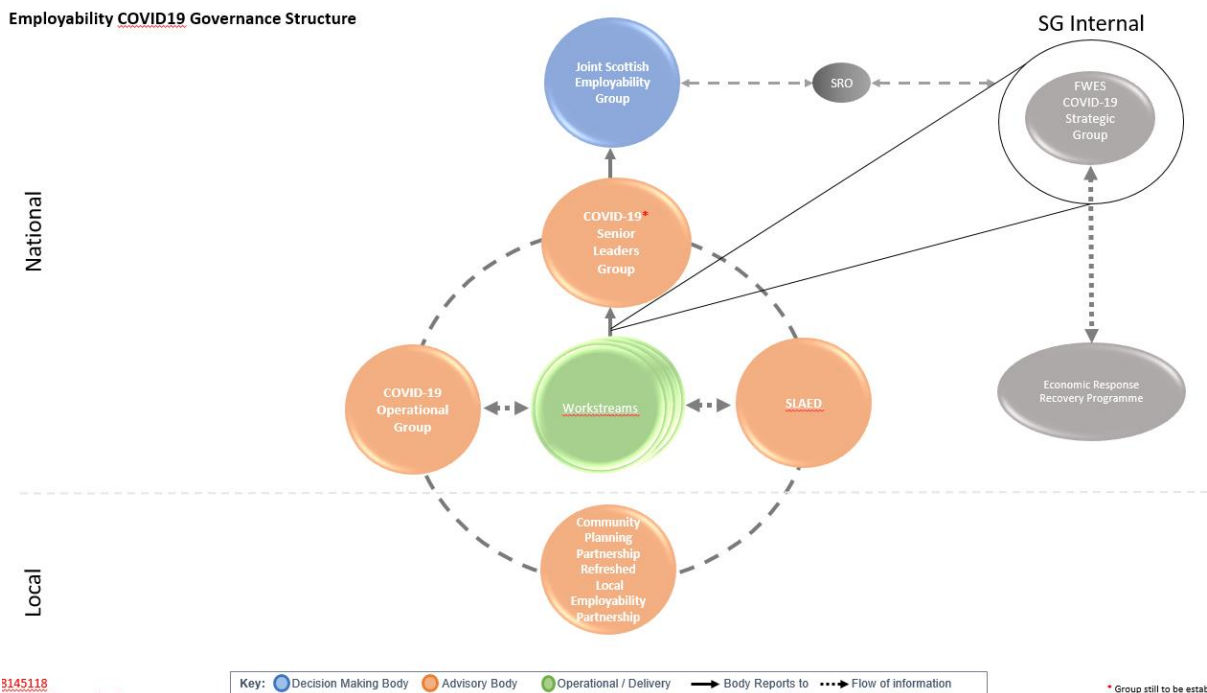
A minimum of 4 members which must include the Chair of the Group must be present for the meetings to be deemed quorate.

If a member is unavailable, a suitably empowered delegate must be in attendance unless agreed with the Chair in advance.

Governance

The Group is an Advisory Group, with no decision-making powers and will make recommendations and escalate risks or issues as per the governance structure below.

Employability COVID19 Governance Structure



It is recognised that members may bring items to the group for discussion subject to other governance structures. In this situation it is the responsibility of members to highlight the input they are seeking and associated governance route.

Reporting

The Chair will provide a written update to the FWES Strategic Group and Employability – Senior Leaders Group on a monthly basis or as otherwise requested.

Key Roles & Responsibilities

- Identify, and facilitate answering, the key questions that both quantitative and qualitative data can shine a light on to help inform the work of this group. This will help us build a shared understanding of impact of CV19 on the labour market, employability system and individuals, identifying priority groups and sectors. These questions will feed into the NOLB shared measurement framework work stream.
- Map existing interventions and funding flowing into the employability system in Scotland, identifying opportunities to flex and enhance services.
- Support the development & delivery of a joint action plan taking into account the outputs from the Enterprise and Skills Strategic Board Sub-Group and the work from the Economic Recovery Action Group, as well as decisions in the broader economic recovery programme that will stimulate demand for jobs and training.
- Identifying and removing barriers to productive employability partnership working;
- Embed the vision and principles of NOLB providing input, support and constructive challenge across the current 6 NOLB work streams: Policy and Funding; Service Design; Alignment and Integration; Shared Measurement Framework; Communications; and Governance.
- Identify and share best practice in employment support services, to inform ongoing user-led service design and continuous improvement.
- Highlight interdependencies and related work plans around business support, Child Poverty etc
- Encourage joint collaboration and alignment across the existing and emerging employment support landscape at local, regional & national levels including DWP, SDS, SG, Third Sector and City Region & Growth areas.
- Communication and engagement on the priorities and work of the group within individual members' organisations and sectors.

Escalation

Issues, risks or decisions will be escalated to the Employability – Senior Leaders Group as required.

Way of Working

- The group will meet monthly

- Additional sub meetings may need to be convened as required;
- Meetings will last no longer than 2 hours
- Meetings will be cancelled if there is no substantive business to discuss
- Meetings will take place initially via Teleconferencing facilities
- The terms of reference and abbreviated minutes will be published on the Employability in Scotland website

Information Requirements

The agenda will be agreed by the Chair

- Minutes, actions, decisions and forward look will be maintained by the Secretariat
- The agenda will be circulated at least 48 hours ahead of any meeting
- Information from the meetings will be used to provide updates to other groups and reporting to Ministers
- Information and data shared with members is intended to inform decisions taken by the group and will be treated as official-sensitive. Papers will not be shared beyond members unless prior consent has been agreed by Data Owners.