

Executive Task and Finish Group - Terms of Reference

West Sussex County Council Careers and Skills

1. Title of Task & Finish Group (TFG)

1.1 West Sussex County Council Careers and Skills

2. Chairman and Membership

2.1 Cllr Garry Wall (Chairman), Cllr Zak Ali, Cllr Keir Greenway, Cllr Elizabeth Sparkes, Cllr Jay Mercer, Cllr Andrew Kerry-Bedell and Cllr Natalie Pudaloff

3. Scope

- 3.1 Support for employment and skills is an important issue for the County Council, for its residents and for the labour market, businesses, and the wider economy. This is reflected in how the issue features in the Council Plan, as a priority in the Economy Plan 2020-2024, and as an emerging key theme in the West Sussex Economy Commission with the districts and borough councils.
- 3.2 There are significant shifts in the employment and skills landscape and in labour market trends nationally and regionally, with some arising from the pandemic.
- 3.3 In response, the County Council is progressing a reset of its approach to employment and skills. In light of the work underway and in response to a Notice of Motion on skills at Full Council in December 2022, the Leader has agreed an Executive Task and Finish Group (TFG) should be established.

4. Terms of Reference

- 4.1 The purpose of the TFG is to provide feedback on the opportunities for the Council as an employer to reset its role on careers and skills in West Sussex.
- 4.2 The TFG will consider the role of apprenticeships and internships in providing career pathways.
- 4.3 The TFG will also consider opportunities for vulnerable adults to be further supported into meaningful employment.
- 4.4 The considerations will fully comply with the Equality Act 2010 and the protected characteristics therein.
- 4.5 The TFG will agree feedback and any recommendations.

5. Timeframe and meeting arrangements

5.1 The Executive TFG will meet twice informally, in private.

- 5.2 The TFG will meet virtually for maximum flexibility.
- 5.3 April 2023 - terms of reference, meeting structure, and any additional evidence to inform the response will be agreed with the Chairman.
- 5.4 16 May 2023 – 10.30am – first meeting, 2 June 2023 – 10.30am – second and final meeting
- 5.5 June 2023 – TFG reviews and agrees recommended feedback by email and reports to the Leader and Cabinet Member.

6. Officer Support

- 6.1 Gavin Wright, Director of HR and Organisational Development, Jo Bentley, Apprenticeships and Learning and Development Commissioning Manager, HR, and Organisational Development, Carolyn Carr, Economic Development Strategic Lead, Place Services.

7. Reporting Mechanisms

- 7.1 The Executive Task and Finish Group will report to the Leader and Cabinet Member in June.