

# DISCOVER WORK PARTNERSHIP

## TRANSFORMING EMPLOYABILITY GROUP

### TERMS OF REFERENCE

#### INTRODUCTION

The **Discover Work Partnership** is Dundee's Local Employability Partnership. It is a multi-agency approach to the development of shared objectives, the alignment of efforts and the commitment of resources relating to employability.

We recently published our [Discover Work Strategy & Action Plan 2022-2027, Transforming Employability for a New Dundee](#), with three key Strategic Goals:

1. Strengthen the functions and effectiveness of Discover Work
2. Improve Employability Outcomes for our Customers
3. Establish, promote, and increase awareness of Discover Work

Our Strategy incorporates our response to the opportunities provided by [No One Left Behind](#) based on the 7 key principles, as outlined in the [Scottish and Local Government Partnership Agreement for Employability](#), for the transformation of Scotland's employability services in working towards the creation of a better person-centred system.

In the next five years, Discover Work will be considered a leader in its field in Scotland. We will have maximised the opportunities provided by the transformation of Scotland's employability system through [No One Left Behind](#) and delivered outstanding and recognisable improvements in outcomes for our customers.

Our aim is to make improvements in the labour market that meet employer demand and in doing so, increase the level of employment in the city, reduce the level of benefit claimants, improve participation and productivity, and take steps to address in-work poverty. Where possible, we will also co-commission services, invest funds and monitor the performance of employability providers receiving said funds. Ultimately, the Discover Work Partnership has an aspiration to better monitor and improve the impact of our Discover Work Service.

#### PURPOSE

The Transforming Employability Group will provide joint strategic leadership and a shared commitment to lead, make decisions, and be accountable for the delivery of our [Discover Work Strategy & Action Plan 2022-2027](#). The Transforming Employability Group (TEG) will:

- Direct, monitor, and evaluate the implementation and delivery of the Strategy and Action Plan
- Responsible for the new City Plan's employability related priorities
- Ensure the services of Member organisations are aligned and working as effectively as possible
- Direct, monitor, and evaluate the delivery of commissioned services to work in partnership with Member organisations
- Direct the programme of work for the Discover Work Partnership, Strategy, and Funding Unit (aka Programme Management Office), requesting and considering recommendations as required

- Provide a strategic forum to identify, discuss and agree collective actions to address areas of improvement to address the employability needs of the city
- Create Task & Finish Groups to support the delivery of the Strategy and Action Plan and to address the employability needs of the city
- Communicate effectively with stakeholders, adopting an inclusive, collaborative, and flexible approach

<b>MEMBERSHIP</b>		
<b>Member Organisation</b>	<b>Representative</b>	<b>Title</b>
Business Gateway	Fiona McLellan	Contracts Manager -Tayside
Department for Work & Pensions	Graeme Stewart	Senior Operations Leader - Tayside
Developing the Young Workforce	Lisa Laidlaw	Regional Lead – Tay Cities
Dundee & Angus Chamber of Commerce	Alison Henderson	Chief Executive
Dundee & Angus College	Simon Hewitt (Chair)	Principal
Dundee City Council	Robin Presswood	Executive Director of City Development
Dundee Health & Social Care Partnership	Arlene Mitchell	Locality Manager
Dundee Volunteer & Voluntary Action	Christina Cooper (Third sector Interface)	Chief Executive
NHS Tayside	Scott Dunn	Head of Leadership & Management Dev.
Social Security Scotland	Kirsty Craig	Head of Client Services Operations
Skills Development Scotland	Evonne Boyd (Vice-Chair)	Area Manager – Tayside

<b>ROLES &amp; RESPONSIBILITIES</b>
<p><b>Chair and Vice-Chair</b></p> <ul style="list-style-type: none"> <li>• Chair Quarterly TEG meetings</li> <li>• Approve agenda items for TEG meetings</li> <li>• Ensure accountability of Members and Task &amp; Finish Groups at a strategic level</li> <li>• Represent the TEG at meetings of the Community Planning Partnership, Fair Work &amp; Enterprise Executive Board, and other relevant forums</li> </ul>
<p><b>Members</b></p> <ul style="list-style-type: none"> <li>• Members must have the required authority to represent their organisation and contribute to collective decision-making</li> <li>• Members are expected to comply with the code of conduct of their respective organisations</li> <li>• Members must commit to the purpose of the TEG and support the aspirations of the Discover Work Partnership</li> <li>• Members will ensure they nominate a substitute from their organisation when they are unable to attend, and that their substitute is fully briefed on actions, agenda items, and decision-making for continuity</li> <li>• Where Task &amp; Finish Groups are established, members will identify and nominate representative/s from their organisation to lead and / or support the associated activity</li> <li>• Representatives of Task &amp; Finish Groups will attend meetings of the TEG to provide updates on progress, while also providing an opportunity to raise and address challenges as required</li> </ul>
<p><b>Discover Work Partnership, Strategy, and Funding Unit (aka Programme Management Office)</b></p> <ul style="list-style-type: none"> <li>• Reports to and works on behalf of the TEG</li> <li>• Day to day management of the Strategy and Action Plan’s implementation and delivery</li> </ul>

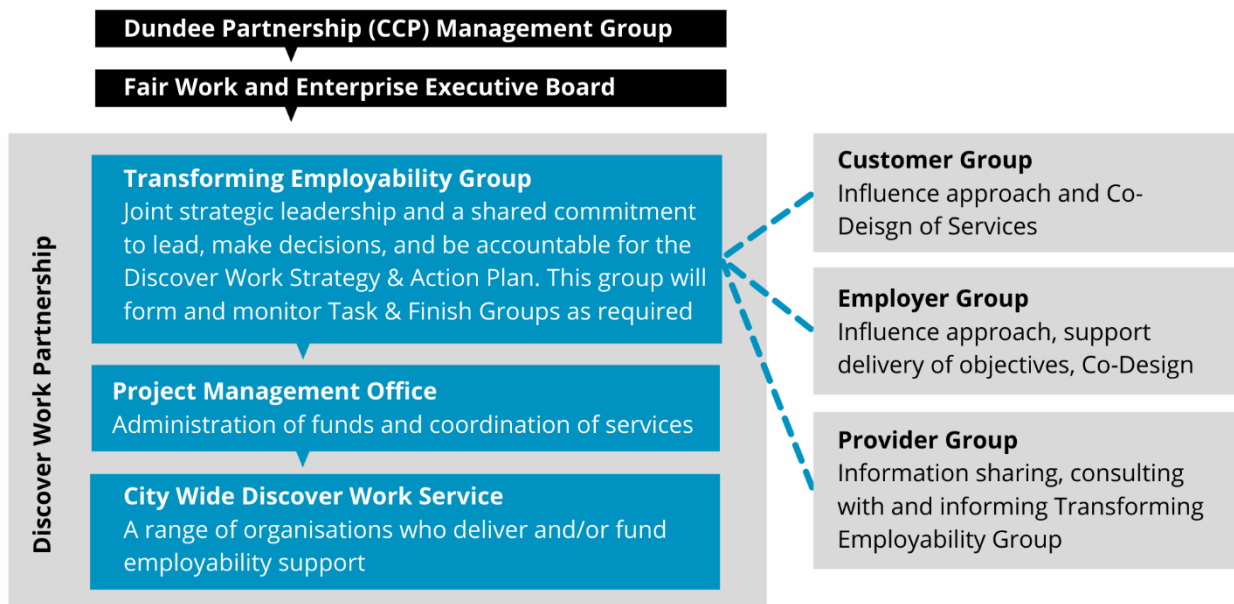
- Lead on changes to whole system approaches
- Maintain relationships with funders, stakeholders, and others supporting the implementation of the strategy
- Oversight and main point of contact for Task & Finish Groups
- Stakeholder Engagement, Marketing, and Communications
- Research / Information / Data / Analysis
- Funding and Financial Management
- Commissioning, Performance Management, Monitoring & Reporting
- MIS / CRM Management
- Audit and Compliance
- Other corporate support such as: Finance / Accounts; Legal Services; Procurement; Human Resources; Public Relations; Marketing; Information Technology; Learning & Organisational Development
- Other reasonable requests of the TEG

### Secretariat

To be provided by Programme Management Office:

- Planning and logistics of meetings
- General administration including the preparation of reports, agendas, and other documentation
- Minutes / Notes of Actions
- Dissemination of further information following meetings of the TEG

### GOVERNANCE & REPORTING ARRANGEMENTS



The TEG will report work progress to the:

- Fair Work & Enterprise Board
- Dundee Partnership Management Group
- Appropriate boards, committees, or groups within respective member organisations

The TEG will direct the work plan of the PMO, who will provide updates and recommendations as appropriate. The TEG will also direct and support the purpose of Task & Finish Groups as required, with the PMO providing day-to-day oversight and acting as the main point of contact for Task & Finish Groups.

The purpose of Task & Finish Groups will be outlined in a specific Project Initiation Documents (PIDs), which will supersede pre-existing groups such as the Youth Participation Group and Network Delivery Group.

#### **QUORUM**

A minimum of six (6) TEG members must be present for meetings to be deemed quorate. In the absence of a quorum, the Chairperson will have the authority to decide whether to proceed with the business of the meeting or whether to adjourn the meeting. If the meeting proceeds, comments and approval of proposed decisions will be sought via correspondence with absent members as soon as possible after the meeting and before final decisions are made. All viewpoints expressed via correspondence will be retained on record.

#### **FREQUENCY OF MEETINGS**

Meetings will be held every quarter with a schedule of dates issued to all members at the start of the operational year.