

Brighton & Hove Equal Employer Engagement Group

Terms of Reference

April 2006

Mission of the Group

The group will, with support from Equal Brighton and Hove, work in partnership to improve the employer engagement success of Brighton and Hove by:

- Working with each other to ensure joined up employer engagement occurs across Brighton & Hove
- Share best practice to improve the quality and reach of business engagement
- Collaborative working to ensure appropriate work experience placement opportunities are available for the City's existing workforce, especially those with few qualifications
- Increasing job entries and outcomes

Objectives

- To provide a forum for collaborative working to increase the number of work placements / job entries available in the workplace
- To develop a business engagement protocol that will include a shared referral structure and a joint business engagement package to facilitate an increase in job entries for those facing barriers to employment.
- To organise or participate in appropriate events that further the mission of the group

Accountability

The group, through the Equal Employer Engagement Co-ordinator, will provide bi-monthly update reports to the Workforce Development Strategy Group

Organisation of meetings

1. The Operational Employer Engagement Group will meet monthly
2. The Equal Employer Engagement Co-ordinator will Chair the meeting and set the agendas, although members of the group are free to suggest agenda items they wish to be included
3. In the absence of the Chair, the meetings will be chaired by Lorraine Bell from EBBS or if both are absent the meeting will be rearranged
4. All Group Members must declare, to the Chairman in advance, any direct or indirect interest which may arise in respect of a contract or other matter to which the Group is, or may become involved
5. Provide time during each meeting to share information and to network

Membership

One nominated representative from each of the relevant Equal projects and one representative from any Brighton & Hove based organisation actively engaging with local employers

Person Specification for Group

- Nominated Employer Engagement Team manager /officer with the authority to, in principle, make decisions which may affect their own institution or organisation.
- To be willing to give time to the Group's work, including participating in working parties and consultation exercises with colleagues outside the group

Signed Agreement

- This is to confirm that an Agreement is effectively in force and that I will commit to the above mentioned terms and conditions of the Operation Employer Engagement Group

Signed: *Paul Bramwell*

Name: *PAUL BRAMWELL*

Position: *DEVELOPMENT WORKER*

Organisation: *WORKING TOGETHER PROJECT*

Date: *12/05/06*