

Employment, Skills and COVID-19, Task and Finish Group Terms of Reference

1. Purpose

To bring together scrutiny members from across all panels to identify the impact COVID-19 has had on Slough resident's skills and employment, and to put forward recommendations to help bridge the gap pre-COVID.

2. Responsibility

The group will:

- a. Identify the current processes in place that provide support to Slough residents in terms of skills, upskilling and employment. This would require reviewing the council's current policies and projects.
- b. Identify the current challenges to skills and employment in Slough due to the pandemic.
- c. Hold evidence gathering workshop with specialist support officers (DWP, NEET, Slough Academy, the voluntary sector and other partners).
- d. Identify areas requiring further investigation or consideration.
- e. Present recommendations and proposed policy/project changes to Cabinet.

3. Principles

- a. To provide effective oversight of the Employment, Skills and COVID-19 task and finish group.
- b. To steer workshops held with all support officers and partners.
- c. To provide an opportunity for ECS scrutiny members to contribute towards any recommendations.
- d. To provide further support for the Cabinet in its response to COVID recovery.

4. Membership

- 4.1 Membership will be comprised from all scrutiny members. The membership of the task and finish group will be as follows:

Scrutiny
Chair, Cllr Basra, Chair Education and Children's Services Scrutiny Panel.
Cllr Hulme
Cllr Gahir
Cllr Qaseem
Cllr Ali

- 4.2 Members may resign at any time by giving written notice to the Chair.

5. Charing

5.1 The current Chair of the Education and Children's Services will chair meetings and workshops.

6. Meetings

6.1 The task and finish group shall schedule meetings as frequently as required.

6.2 Members will be notified of the date, time and venue of each meeting by email. Meetings shall be held at such dates, times and venues, as the Chair and members deem convenient.

6.3 The Task and Finish Group understands this will be lengthy investigation which require many meetings for evidence gathering with various stakeholders and this information be then need to be discussed amongst members of the group.

6.4 Any member with an interest in an item under discussion shall be expected to declare their interest at the start of the meeting.

6.5 Meetings will not take place in public and any information disclosed in reports will be treated as confidential.

7. Decisions

7.1 Decision making will be achieved through consensus reached amongst those members present. If a consensus is not reached, members would vote to reach to a decision.

7.2 Decisions to be reported to ECS and then Cabinet. Recommendations should also be taken to the Regeneration Economy and Skills Board.

8. Quorum

8.1 Meetings will be deemed quorate if at least three members of the working group are present and in no case shall the quorum for the working group be less than three.

8.2 Where a meeting is inquorate those members in attendance may meet informally but any decisions taken shall require appropriate ratification at the next quorate meeting of the task and finish group.

9. Administration

9.1 The Policy Insight Team will be responsible for organising group meetings, and for conducting additional research and analysis as required.

9.2 Attendance at meetings and access to the minutes will be restricted to members of the group.

9.3 Requests from non-members to view the minutes and/or attend the meetings as observers will be considered based on a case by case basis.

10. Dissolution

Members have the right to dissolve the group at any time deemed fit by members.

DRAFT