

## **Terms of Reference for Skills and Training Task & Finish Working Group.**

The proposed Skills and Training Task & Finish Working Group is a working group of the Maldon District Local Strategic Partnership.

### **Remit**

The purpose of this working group is to coordinate the development of a strategy and actions to address the skills and training deficit in the District with a particular focus on NEETs (not in education, employment or training).

The Skills and Training Working Group will be accountable to the LSP Steering Group.

### **Purpose**

- To identify key strategic partnership projects to address the skills and training deficit in the District and in particular the NEETs problem and to develop project plans for their implementation.
- To address how to take forward this issue with or without a hub for the Vocational Training Centre in the District.
- To consider and identify potential funding streams for projects which have been identified with supporting evidence and, where appropriate, coordinate bids for external funding.
- To work with the other Task and Finish Working Groups and the LSP Sub Groups, actively liaising to identify links with objectives and projects.
- To report to the LSP Steering Group and help inform on project sequencing, prioritisation & implementation.

### **General**

The Working Group will meet initially for 6 months from November 2009. The Group will report to the LSP Steering Group which will review the future remit of the Skills and Training Working Group at the end of this period.

The working group shall nominate its own Chairman and Vice Chairman and these should be representatives from different organisations.

Each member of the Working Group shall be responsible for reporting progress, actions and strategies back to their organisations at an appropriate level, and for enabling implementation of the relevant actions as agreed by the working group.

Where a policy decision is required, it shall be the responsibility of the member of each organisation to seek to gain the appropriate approval from that organisation.

If a member of the Working Group is unable to attend a meeting, it is preferable that a substitute be sent on their behalf rather than apologies for absence being offered.

