

Appendix 1

Draft Terms of Reference

Supporting Pathways into Work for Young People Task and Finish Review

<p>Membership</p>	<p>Membership must be politically proportional. Group Leaders will make nominations to the number of seats available in accordance to the Political Balance of the Council.</p> <p>The Children’s Overview and Scrutiny Committee are requested to decide on the number of seats available on the Task & Finish group based upon the calculations below. Please note that the political calculations are correct as of 11 November 2014, however may be affected by the result of the forthcoming by-election.</p> <p>5 Seats: (2 Labour Members, 2 Conservative Members, 1 UKIP Member). 4 Seats: (2 Labour Members, 2 Conservative Members) 3 Seats: (2 Labour Members, 1 Conservative Member).</p>
<p>Lead Scrutiny Officer</p>	<p>Democratic Services with colleagues in Children’s Services.</p>
<p>Draft Purpose and Aims of Task and Finish Group</p>	<p>The scope of the Task and Finish Group (initial draft to be discussed and agreed with Members):</p> <p>“To examine how Thurrock Council and its partners currently support young people into the workplace, particularly through teaching employability skills in education and the work experience offer in Thurrock. The group will make recommendations on how value can be added to the current offer.”</p> <p>The review will aim:</p> <ul style="list-style-type: none"> • To build a clearer picture of the realities of work placements in Thurrock and evaluate how young people are being equipped with the necessary skills to enter the workplace. • To examine how Thurrock could increase the employability skills of young people of secondary school age in Thurrock so that they are ready for work. • To review the quality of work experience placements in Thurrock and identify opportunities for improvement. • To consider how Thurrock could increase the number of young people who are undertaking work experience placements of some form at Key Stage 4/5. • To liaise with key stakeholders to evaluate the effectiveness of

	<p>current work placement and employability skills education in schools at preparing young people for the local workplace.</p> <ul style="list-style-type: none"> • To engage with local employers and industry leaders to determine how Thurrock can better support young people into the workplace. • To produce a report of findings in respect of current strategies and make recommendations on how value can be added to the current offer, feeding in the outcomes of the review to existing action plans and the work of the Thurrock Education Alliance.
<p>Issues in-scope</p>	<p>There will be 2 specific areas examined as part of this review:</p> <ol style="list-style-type: none"> 1) Employability Skills in Schools 2) Work Experience <p>These areas have been identified as where a review could add most value and avoid duplicating other work already underway.</p> <p>Employment skills The types of employability skills that will be considered are:</p> <ul style="list-style-type: none"> - Confidence building - Reading, writing and numeracy skills - Financial understanding - Personal development - Self-responsibility/attitude/work ethic <p>Key issues</p> <ul style="list-style-type: none"> - Is there a shared understanding of what is meant by employability skills? - What is the baseline for current levels of employability skills? - What is the ambition/goal for levels of employability skills? - How do we measure employability skills? - What type of community work can help provide employability skills? - What is the role of schemes such as – Duke of Edinburgh in helping young people to be ready for work? - What is best practice nationally? <p>Work Experience This review could explore how to encourage schools, parents businesses and young people to undertake work experience of some form. This may explore the different types of work experience beyond the traditional 2 week block placement at KS4.</p> <p>Key issues:</p> <ul style="list-style-type: none"> - What is the evidence of the benefits of work experience placements? - How can schools, parents and young people be convinced of the importance of offering their students the opportunity of work experience?

	<ul style="list-style-type: none"> - Are there alternative forms of work experience placements that are more flexible that can be provided? - How can the Council & partners assist with this? - What are trends nationally? <p>This review could feed into the action plan for delivery of the ‘Ambition, Achievement and Aspiration’ Strategy developed as part of the Thurrock Education Alliance work, arising from the Education Commission report, published in 2013.</p>
Activities	<p>The Group will initially undertake the following activities, to gather information for its review:</p> <ul style="list-style-type: none"> a) Receive an information pack from Officers on how the council and its partners are currently supporting young people into work. (Current performance on employment skills & work experience) b) Engage with young people on their experiences of work placements in the Borough. c) Consult Strategies and Action Plans of Thurrock Council and its wider partners. d) Write to, hold an event with, or visit Local Business and Industry Leaders to determine what skills young people require and whether current strategies and work placements are successful at equipping young people with the required skills. e) Identify opportunities for further development in collaboration with both industry leaders, young people through Youth Cabinet, schools and other key stakeholders. f) Determine best practice regionally and nationally and undertake a gap analysis in order to identify the ambition for Thurrock. g) Identification of improvement areas for further investigation & review of key stakeholders <p>As the review develops, it may be that in the light of information received, it is decided to broaden the scope of these activities.</p>
Key stakeholders	<p>Secondary Schools/Academies Palmer's College South Essex College Job Centre Plus Thurrock Careers Learning & Skills Team Voluntary and Community Sector LEP – Employability and Skills Sub-Group (led by Essex County Council) 11-19 Strategy Group</p>

	<p>Children and Young People’s Partnership Youth Cabinet</p>
<p>Meeting plan (subject to change as review progresses).</p>	<p>End of November / Early December</p> <ul style="list-style-type: none"> • Group Leaders to nominate Members to the Task & Finish Group. <p>December</p> <ul style="list-style-type: none"> • Officers to conduct research and prepare information pack for Members. <p>January – 1st meeting of the Review Panel</p> <ul style="list-style-type: none"> • Receive and scrutinise information pack. • Agree Terms of Reference • Portfolio holder witness session. • Officer witness session <p>February 2015 Evidence gathering with key stakeholders. Could include Stakeholder event, visit to partners or meetings with local industry leaders.</p> <p>Mid-Late February 2015</p> <ul style="list-style-type: none"> • Gather and review evidence and make recommendations. • Final meeting of review panel to prepare final report for Overview and Scrutiny Committee. (Deadline 24 February 2015). <p>March 2015</p> <ul style="list-style-type: none"> • Report back to Children’s Overview and Scrutiny on 10 March 2015.