

Scottish Apprenticeship Advisory Board (SAAB)

Employer Equalities Group (EEQ)

Terms of Reference

Purpose

The purpose of SAAB Employer Equalities Group is to address under-representation in apprenticeships and support better access and participation.

The group gathers evidence on inequalities, diversity and inclusion in relation to apprenticeships and provides expertise to address challenges and offer solutions within the wider labour market. The group will further strengthen employer contribution to apprenticeships in Scotland ensuring they are aligned with industry, economic growth, job opportunities and Fair Work.

It works closely with key stakeholder groups, including: the other SAAB groups, the Scottish Government and its agencies, qualification bodies, trade unions, training and learning providers, membership and industry groups.

Its activities will reflect an ambitious, collaborative and committed approach.

The Employer Equalities Group's roles and responsibilities are to:

- provide advice to the other SAAB groups on the strategies, content and policies which are most likely to impact on employer behaviour and to improve representation in participation and outcomes.
- act as ambassadors for diversity in apprenticeships
- develop tools and resources for employers
- share and promote best practice amongst employers in addressing under-representation, through appropriate networks and channels
- commission research on subject areas in relation to equality and diversity, affecting apprenticeships, to create evidence-based approaches which help to identify and remove barriers to access and participation
- work closely with the other groups across the SAAB structure to ensure Scottish apprenticeships align with economic growth, job opportunities and Fair Work

Membership/ composition

The Chair of the EEQ should be a **senior industry leader** and be a member of the SAAB Group Board.

The EEQ membership will comprise of a minimum of 70% employers, reflecting a mix of sectors, sizes and workforce diversity. Members must have expertise in equality, diversity and inclusion and preferably have knowledge of skills, apprenticeships or career programmes.

A representative each from Scottish Government, Skills Development Scotland and Scottish Funding Council will attend scheduled meetings as an 'observer'.

Quorum

The quorum for meetings shall be 10 or more members being present at meetings – with at least 70% employer members in attendance.

Meetings

There will be a minimum of three separate meetings during each financial year, normally hosted by members or at a suitable location. Meetings will normally be hybrid (online with face-to face option), with venue options – where appropriate - provided by members.

Reporting

- The chair of the group is responsible for providing biannual updates to the SAAB Group Board and quarterly updates to the Minister.
- EEQ will contribute to SAAB's Annual Report.

Review

On an annual basis the EEQ will:

- review and amend the group's work plan
- review the groups terms of reference to affirm fit for purpose
- review and amend, as required, the membership of the group
- participate in the annual SAAB Effectiveness Survey

**Scottish Apprenticeship Advisory Board
October 2022**

Next Review Date: December 2023