

Scottish Apprenticeship Advisory Board (SAAB)

Employer Equalities Group (EEQ)

Terms of Reference

Purpose

The overall aim of this group is to address under-representation in apprenticeships and support better access and participation. The group will gather insight on inequalities in relation to apprenticeships and any challenges or good practice from employers. Its work will inform the other SAAB groups.

The group will further strengthen employer contribution to the development of apprenticeships in Scotland ensuring they are aligned with industry, economic growth, job opportunities and Fair Work. This group's specific role is to

The main responsibilities of the SAAB Employer Equalities Group are to:

Informing & Influencing

- 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.

Ambassadorial

- 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 appropriately, identified networks and channels including social media

Membership/ composition

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

The EEQ must have a **majority representation of industry** (employer membership) and be comprised of at least 20 members (senior figures from a wide range of sectors) who will support a two-way relationship between SAAB, other boards and groups, their representing sector and industry-led skills groups.

Representatives from the following organisations will attend scheduled meetings as 'observers' – Scottish Government, Scottish Funding Council and Scottish Training Federation.

Quorum

The quorum for meetings shall be 10 or more members being present at meetings.

Meetings

There will be a minimum of three separate meetings during each financial year, normally hosted by members or at a suitable location.

Reporting

Updates from the Chair of EEQ on the Group's activities and findings will be provided at the next SAAB Group Board meeting following each EEQ meeting. The SAAB Group Board then reports into the Skills Development Scotland Board and any necessary items are reported to Scottish Government.

Updates from the SAAB Engagement Manager on the Group's activities and findings will be provided at the following Frameworks & Standards Group and Employer Engagement Group meetings following each EEQ meeting.

Review

The EEQ work plan will be kept under regular review by the EEQ and amended as necessary, taking account of business also being considered through other SAAB Groups. Where matters arise in the work of the EEQ that are considered appropriate to raise with other SAAB Groups, these will be included within the work plan.

The EEQ will produce an Annual Report, covering the following: (i) a business review summarising the activities during the period; (ii) a self-evaluation of the Group's own performance and effectiveness and (iii) a review of the Group's Terms of Reference and membership to ensure and affirm that they are fit for purpose.

Scottish Apprenticeship Advisory Board November 2020

Next Review Date November 2021