**PUBLIC SECTOR NETWORK – TERMS OF REFERENCE**

**Background**

1. The Public Sector Network is a joint initiative between Scottish Government & Skills Development Scotland, established to create opportunities for young people in the Public Sector, in line with the Young Person’s Guarantee. The Network seeks to support government policy and public sector collaboration on Youth Employment.
2. The main focus is youth employment, but the Network can also provide insight into employability, workforce planning and development, and widening participation in the workforce.

**Purpose**

1. The main objectives of the Network are:
   1. Create more opportunities for young people in the public sector as part of the Young Person’s Guarantee
   2. Identify and share guidance on the range of interventions and support available to public bodies
   3. Create a forum to identify learning and share best practice
   4. Raise the profile of the public sector as an employer of choice
   5. Support the development and implementation of relevant employment strategies, including the Young Person’s Guarantee

**Membership**

1. The membership of the Network will include the relevant HR Professionals from interested public sector employers.
2. The Steering Group will consist of no more than 18 permanent members, deputies can be identified if members wish. The Steering Group will provide direction for the Network and agree priorities for each year. Steering Group members have a responsibility to provide their input and help inform the decisions taken by the group.

**Working Method**

1. The Steering Group will meet on a bi-monthly basis for 90 minutes. At the beginning of each year the Steering Group will agree priorities for the coming year. This will be shared with Ministers and the Network along with a summary of achievements in the previous year.
2. The Steering Group will also consider whether expert members or invited guests should be asked to attend future meetings in order to better inform and develop the debate.
3. The Network will be regularly updated via email on interventions, support, events and best practice examples throughout the year. There will also be ad hoc training, events, workshops and virtual conferences available for the Network.

**Reporting**

1. The work of the Steering Group and Network will regularly be reported to Ministers through the Chair of the Network. Feedback from Ministers will be shared with the Steering Group and the Network.
2. The minutes of each Steering Group meeting will be issued as soon as possible following each meeting. These will also be available to members of the Network on request.