



Outer West Community Committee
Business, Employment & Skills Sub Group

Terms of Reference

Name: Business, Employment & Skills Sub Group

Aim: Delivering actions which drive business enterprise, the local economy and quality learning, training and employment opportunities

Objectives:

The main drivers of the Business, Employment & Skills Sub Group are:

1. Working with small and medium local businesses to develop a sustainable local economy.
2. Understand the provision for business made with the Community Plans and link with the Forums, and Business Support Groups
3. Oversight of employment and skills services (Council and Partners/Providers) in line with local needs and priorities.
4. Understanding the NEETs and maximising the support to SME's for apprenticeship opportunities.
5. To look for opportunities for improving work readiness for local school, college and university leavers.
6. Learning provision including skills to meet the needs of the local communities.
7. Linking through the theme lead role to the Executive Member for Digital and Creative Technologies, Culture and Skills

Membership:

Membership should include the following partners:

- Outer West Councillors (at least one elected member per ward)
- WNW Area Support Team
- Economic Development
- Employment & Skills
- Leeds Libraries
- Regeneration
- Ahead Partnership
- Local business support groups / business forum chairs

Chair:

The Chair of the Group shall be a Ward Councillor as part of the Outer West Community Committee. The Chair should rotate on an annual basis.

Meetings:

Meetings will be held every **3** months or as and when required.

Status:

This group is directly accountable to the Outer West Community Committee and will set the strategic priorities for how resources are targeted at addressing this agenda.

Terms:

The terms of reference will be reviewed on an annual basis