



Employment and Skills Multi Agency  
Task Force

## **Multi Agency Task Force (MATF) for Employment and Skills**

The PUSH Multi Agency Task Force brings together expertise from many parts of the public sector and partner agencies to improve services to residents in Urban South Hampshire to give them the skills to gain and remain in employment.

It represents a change in the way the public sector works together, supporting the work of the South Hampshire Employment and Skills Board and implementing the key messages of the Leitch report.

The Task Force was formed in October 2008 and has worked on a number of activities which will help deliver the employment and skills elements of our Multi Area Agreement (MAA).

Team members include representatives from  
Business Link  
Eastleigh Borough Council  
Gosport Borough Council  
Hampshire County Council  
Hampshire Economic Partnership  
Havant Borough Council  
Jobcentre Plus  
Learning and Skills Council  
Portsmouth City Council  
Portsmouth University  
Southampton City Council,

We are working together to ensure we have as many residents in work as possible during the economic downturn, as well as giving residents the skills to help them return to work. We are also working to give those in employment the skills to develop in their job.

The Task Force allows us to be flexible and work jointly to make sure we give a good service to anyone who becomes redundant and ensure they have access to all the services that will help them get back into work as quickly as possible.

## **Employment and Skills Multi Agency Task Force Terms of Reference**

### **Remit and Function**

The Task Force: -

- Has been created as the delivery arm for the PUSH Employment and Skills Board (ESB). It will undertake a programme of activities as detailed in the full strategic documents to drive forward the integration of Employment and Skills services within urban South Hampshire.
- Has taken on delegated responsibility for the achievement of skills and labour market objectives that are integral to the PUSH Multi Area Agreement (MAA) and its supporting strategies, namely the Business Plan, Economic Development Strategy and the Skills for Employability and Growth Strategy.
- Is accountable to the Employment and Skills Board which, through existing PUSH governance arrangements, has direct links to the Economic Development Delivery Panel, the PUSH Programme Board and Joint Committee.
- Task Force achievement to be reviewed on a quarterly basis

### **Leadership, Membership and Resources**

The Task Force is a Multi Agency group resourced from across the sub region's Public Sector (currently Unitary and Local Authorities, Higher Education, Jobcentre Plus, Learning and Skills Council, Regional Development Agency). All Task Force staff have been nominated by their parent agency at an "opportunity cost". The diversity of the task force reflects that of PUSH and its partners,

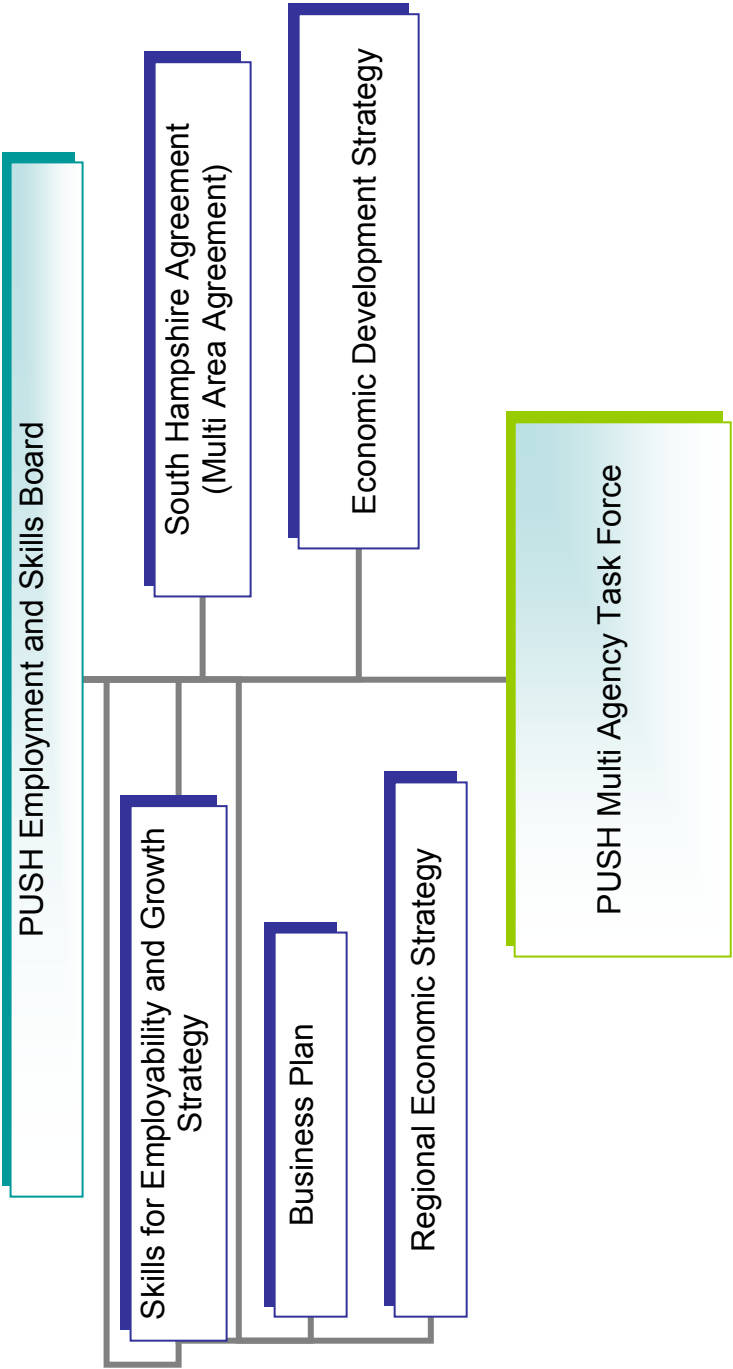
- **The Programme Director** will;
  - co-ordinate Task Force activities.
  - identify necessary changes to the Task Force membership and seek ESB endorsement for any addition or reduction.
  - take responsibility for enlisting specialist short term membership to support the Task Force as appropriate.
- The Task Force has been accommodated within LSC premises in Segensworth. It has office and conferencing facilities available to it and Task Force members' I.T. and Telephony requirements have been met.
- The Task Force does not hold its own budget. Any proposed expenditure will be referred to the ESB as the Decision Making body. Staffing costs will be met by the parent agencies.

### **Structure and Delivery**

- The Task Force will produce an Implementation Plan and a programme of activities for ESB endorsement.
- The Programme Director will take responsibility for ensuring these activities underpin task force purpose and achievement.

- The Task Force will organise its activities through a series of Task & Finish Groups (TFGs) led by those with specialist expertise. These will be nominated by the Task Force and agreed with the Programme Director.
- TFG leads will be accountable to the Programme Director for their group's outputs. (The structure of the Task Force and individual TFGs needs to be flexible in order to respond to the changing demands that will be made upon it.)
- The Task Force are empowered to make decisions about how it undertakes activities and deploys its resources to deliver outcomes. It will refer decisions regarding funding, governance, strategy etc to the ESB so as not to impede the flow of operational work.
- Task Force members are senior representatives of their parent agencies. They will be expected to influence and commit resources from within their own agencies to support delivery of Task Force Objectives.
- Task Force team meetings to be held monthly as a minimum to facilitate information exchange between various TFGs and feedback from other Push or Agency activities that may impact upon the Task Force Work Plan.
- A communications officer has been appointed within the task force membership to ensure effective internal communications. Other solutions, for example a web page are also under consideration as a vehicle for external communications.
- The Task Force will prepare a quarterly report for the ESB detailing their achievements.

Outline of relationship between



PUS  
Task Force, relevant strategies.

HESB,

## **The Multi Agency Task Force is currently working on the following projects :-**

Identify growth and decline business sectors within PUSH area to inform current skills demands and anticipate future requirements. Collect information on current Marine Sector support – leads, activity, location, rationale, timelines. Identify single points of contact and establish a communication network.

Jointly develop a co-ordinated approach across the PUSH area to the negotiation and delivery of Section 106 Employment and Skills Plans.

An Advancement Network Prototype (ANP) Pilot to inform and help shape the Adult Advancement Careers Service which will start in Autumn 2010.

Improve access to redundancy support information for employers and employees

Supporting the delivery of Future Jobs Fund activity in partnership with successful bidders.

Support the Sub Regional Public Sector in becoming exemplars in developing the Employment and Skills Agenda by securing commitment to Skills Pledge, LEPs, Apprenticeships and measuring activity

Raise the profile of Task Force Activity, using the PUSH website as the primary vehicle to achieve this and develop a more far reaching understanding and value of Task Force work

These projects support the development of employment and skills in South Hampshire and have been developed by identifying key areas of activity required from the following key documents:-

The Multi Area Agreement (MAA)

[http://www.push.gov.uk/Publications\\_and\\_Documents/Publications/maa.aspx](http://www.push.gov.uk/Publications_and_Documents/Publications/maa.aspx)

The PUSH Business Plan

[http://www.push.gov.uk/Publications\\_and\\_Documents/Business\\_Plan/intro.aspx](http://www.push.gov.uk/Publications_and_Documents/Business_Plan/intro.aspx)

The Skills for Employability and Growth – A Strategy and Action Plan

<http://www.push.gov.uk/pdf/pjc-090729-r03-appendix.pdf>

The Economic Development Strategy

<http://www.push.gov.uk/pdf/Official%20Documents/ED%20Strategy.pdf>

## **Employment and Skills Multi Agency Task Force Communications Strategy**

We will adhere to the PUSH Communication Principles:-

- Our communication will be open, honest and trustworthy;
- We will strive to avoid jargon, acronyms and local government language;
- We will establish and use the most appropriate communication tools to reach our audiences;
- We will always provide a feedback method when communicating messages to our audiences;
- Our material will be written in plain English, sensitively designed and well produced;
- We will strive to achieve value for money in all our communication activities; and
- We will strive to ensure information provided is accurate, up to date, and accessible.

We will support the PUSH Communication Objectives by: -

- Promoting awareness of the role of MATF in the development of employment and skills in South Hampshire;
- Increasing the effectiveness of MATF communications with PUSH and its agencies