

**Appendix 1**

**CITYWIDE EMPLOYERS' FORUM  
DRAFT TERMS OF REFERENCE**

**October 2012**

## 1. Introduction

Belfast City Council (BCC), the Department for Employment and Learning (DEL) and Business in the Community (BitC) are committed to working in partnership to deliver employer-led employability interventions across Belfast. A key pillar is the establishment of a Citywide Employers' Forum to channel employer skills, resources and expertise to ensure a greater alignment between employability and skills development and employer needs. This will build on the work of the West Belfast and Greater Shankill Employers' Forum.

## 2. Purpose

The Citywide Employers' Forum will oversee a programme of employment interventions to assist unemployed and economically inactive individuals move into sustained employment and to address skills deficits in key sectors. The programmes will complement existing programmes and services delivered by the Department, the Council and BitC.

## 3. Programme of Work

The full programme of work is outlined in the attached proposal which is aligned with the Belfast City Council Investment Programme 2012-2015. The key elements include: (***note – detailed programme of work to be finalised***).

#### 4. Structures

- *Reporting structures to be agreed.*
- *Regular reporting mechanisms outside Employers' Forum meetings to be agreed (involving DEL, Belfast City Council and Business in the Community) to ensure progress against target.*

#### 5. Role of Forum

The Citywide Employers' Forum will comprise employers from a range of sectors across Belfast city. It will seek to have representation from the sectors key to future jobs growth. The Forum will:

- Provide strategic oversight of the overall programme;
- Monitor progress of the employability interventions against agreed outcomes;
- Provide advice on the types of intervention required to enable employers to assist the unemployed and economically inactive into employment;
- Act as a best practice model for employers of proactive engagement;
- Promote networking opportunities;
- Engage in and promote innovative approaches, in line with corporate priorities of the partner organisations.

## **6. Membership**

The current Forum membership includes the following organisations:

Belfast City Council  
Belfast Health and Social Care Trust  
Belfast Metropolitan College  
Bombardier Aerospace  
Botanic Inns  
Delta Print and Packaging  
Diageo  
Energy & Utility Skills  
Farrans Construction  
FG Wilson Engineering  
Gilbert Ash  
Graham Construction  
H & J Martin Limited  
HCL  
Henderson Group  
J Sainsbury  
JP Corry Ltd  
Lagan Construction Group  
LBM  
Lloyds Banking Group  
Marks & Spencer  
McLaughlin & Harvey  
Montupet  
Mount Charles Catering  
Northstone NI  
O'Hare & McGovern  
Phoenix Natural Gas  
Ryobi  
Teletech  
Tesco  
Wastebeater  
Whitemountain Quarries

The Forum is currently chaired by Michael Ryan, Bombardier Aerospace.

***It was agreed that this membership needs to be revisited to include representation from priority skills areas.***

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