

**Edinburgh Chamber of Commerce  
Inspiring Talent Group**

**Terms of Reference  
Updated December 2018**

**Purpose:**

- An Inspiring Group consisting of a cross section of Education providers and Businesses; bringing them together to form partnerships which influence and contribute to the talent and skills agenda of the City for the benefit of all sectors. The group will do so by:
  - Consulting with businesses on long-term skills and talent needs
  - Bringing together educational organisations and businesses - from SME's to large corporates - to form partnerships which will influence the skills agenda
  - Understanding and identifying what the skills and talent needs are within businesses in Edinburgh. With Brexit and the City Region Deal on the horizon, there are lots of opportunities for employment but also gaps in specific some sectors, such as hospitality and retail
  - Sharing ways of working – between businesses, schools, the Chamber, apprenticeship providers, colleges and universities

**Constituent Groups:**

- The group will be made up of representatives from each of the following sectors:
  - Primary Schools
  - High Schools
  - Independent Schools
  - Colleges
  - University and Graduate Apprenticeships
  - Edinburgh Chamber of Commerce
  - Developing the Young Workforce
  - Businesses from the range of sectors who make up our membership

In line with the Edinburgh Chamber of Commerce Constitution, the Group will be Chaired by a member of the Edinburgh Chamber of Commerce Council.

**Notes:**

- 'Chatham House Rules' will apply in discussion groups, though members should be aware that some actions and outcomes of the Group's work (e.g. events/achievements) may be shared with Chamber members to inform them on our work on this issue.
- Meetings will be held bi-monthly to keep momentum and ensure maximum engagement.
- Meeting arrangements and logistics will be managed by Chamber staff, in consultation with the Chair. Where possible and practical, meetings will be held at member premises on a rotational basis.
- Minutes and actions will be issued by Chamber staff after each meeting.
- Membership of the Group is exclusive to Edinburgh Chamber of Commerce members. Only one representative per organisation will be permitted to join.

- When a prospective member is identified, a call will be arranged with the Inspiring Talent Group Chair to introduce the concept of the group and discuss its' work. The member will then be approved to join and added to the circulation list, invited to meetings etc.
- At least 5 members of the Group should be present at each meeting to constitute a quorum.
- If group members do not attend for more than 3 meetings in a row, they may be asked to stand down from the group. This will be at the discretion of the Chair, and will be managed on a case by case basis.