

## **Appendix 1**

### **Get Sussex Working Partnership Group - Terms of Reference**

#### **Background and context**

**Local Get Britain Working Plans** are key to the Government's ambition to build a thriving labour market, improve access to quality employment and lower unemployment rates, through a focus on six labour market issues:

- 1) Exclusion of those with health conditions, caregiving duties, or lower skills.
- 2) Limited support for the young to gain skills and secure career opportunities.
- 3) Widespread insecure, low-paid jobs undermining economic stability and wellbeing.
- 4) Barriers for women with family responsibilities to stay and progress in work.
- 5) Labour and skills shortages slowing economic growth and increasing reliance on overseas labour.
- 6) Unequal employment outcomes across regions and demographic groups.

In recognition of the likely Sussex Mayoral Combined Authority from May 2026, it has been agreed with the DWP that we will develop a '**Get Sussex Working Plan**' providing an overarching, interconnected vision and narrative for Sussex, and shared priorities. The plan will also reflect place-based insight, trends, and differences, including those of coastal and rural communities.

More detailed action plans will be agreed for each of the constituent Local Authority areas – West Sussex, East Sussex and Brighton and Hove. The Sussex-wide plan will align with (Local Skills Improvement Plan for Sussex- LSIP) and Sussex Integrated Care Board (ICB) geographies.

Working together in this way will support greater local system integration, and the ability to collaborate on decision-making, share analysis, and engage with common stakeholders.

The **Get Sussex Working Plan** will:

- Enable a whole-system approach to employment challenges, involving stakeholders from the economic, skills and health sectors across Sussex.
- Identify and address local labour market issues, demonstrating how tailored, localised solutions support national objectives.
- Align and integrate with existing local strategies, including Integrated Care Strategy and Plan, Local Growth Plans and the LSIP.
- Strengthen public service coordination and enhance collaboration through shared understanding of priorities, challenges, and solutions.
- Shape future employment support strategies and policies, ensuring alignment with stakeholder needs and regional priorities.
- Set ambitious long-term labour market objectives alongside actionable short-term goals, with regular review against key employment indicators.

#### **Purpose of the Get Sussex Working Partnership Group**

The Get Sussex Working Partnership is a formal group of key strategic stakeholders that advise and guide the plan's development. The group will ensure that the plan

reflects local labour market needs and opportunities, aligns health and employment priorities and supports integrated, place-based solutions.

## **Membership**

The Get Sussex Working Partnership group will be composed of representatives from East Sussex County Council, Brighton & Hove City Council and West Sussex County Council, the DWP, the Integrated Care Board, Public Health and the Employer Representative Body for the Local Skills Improvement Plan, Sussex Chamber of Commerce.

## **Endorsement of the Get Sussex Working Plan**

Upper Tier local authorities are accountable for leading the development and submission of the Local Get Britain Working Plan (where there is no Mayoral Combined Authority currently in place). As agreed with the DWP, East Sussex County Council, Brighton & Hove City Council and West Sussex County Council will ensure endorsement of the Plan and action plan through local advisory arrangements that will include representation from the voluntary, community, and social enterprise (VCSE) sector, education and skills providers, employer and business representative organisations and other relevant local stakeholders.

The Partnership Group will be required to formally agree the Plan by the DWP's deadline of 1<sup>st</sup> September 2025. The plan will then go for approval through respective Local Authority governance arrangements.

## **Ways of Working**

The Partnership will operate collaboratively and transparently, ensuring effective and supportive communication, accountable and informed decision-making, and adherence to the shared objectives of the Get Sussex Working Plan.

- An agenda will be circulated to all group members with the meeting invitation.
- Partnership Group members will be invited to add items to the agenda.
- Meetings will follow the format of the agenda.
- If urgent matters arise between meetings, they will be addressed by email.
- A high-level summary of discussion points and actions will be noted and circulated to all members within 7 days of the meeting.
- WSCC's Economic Growth Team will provide secretariat support to the Partnership.

## **Membership and Structure**

The Get Sussex Working Partnership Group consists of the following members:

<b>Organisation</b>	<b>Nominated representative</b>
West Sussex County Council (WSCC) *	Sarah Bennetts, Economic Development Manager / Carolyn Carr, Economic Development Strategic Lead
East Sussex County Council (ESCC) *	Caroline Bragg, Employability and Skills Strategy Manager / Holly Aquilina, Employability and Skills Strategy Manager

Brighton & Hove City Council (BHCC) *	Carla Butler, Head of Skills and Employment / Lisa Mitchell, Skills and Partnership Manager
Department for Work & Pensions (DWP)	Anna Marshall, Head of Employer & Strategic Partnerships SE with Sophia Sami, acting Service Leader for S&S District, as substitute
Integrated Care Board (ICB)	TBC
LSIP Employer Representative Body, Sussex Chamber of Commerce	Ana Christie, Chief Executive, with Kirsten Trussell or Claire Witz as substitutes.
WSCC Public Health	Alison Challenger, Director of Public Health with Claire Currie, Consultant in Public Health FFPH, as substitute
ESCC Public Health	Darrell Gale, Director of Public Health, substitute Anna Merla or Jo Bernhaut
BHCC Public Health	Kathleen Cumming, Public Health Consultant as substitute.

Meetings will be co-chaired on rotation by the nominated representatives of the 3 constituent Sussex Local Authorities as indicated \* above. WSCC will organise and administrate the meetings. One attendee from local authorities to attend each meeting.

### **Meetings**

Three online meetings will be convened to support and enable the formation and endorsement of the Get Sussex Working Plan. These will be held on:

- Weds 21<sup>st</sup> May, 3pm-4pm
- Weds 25<sup>th</sup> June, 9am-10am
- Thursday 21<sup>st</sup> August 2-3pm

Beyond the plan's publication in September 2025, the Partnership Group will decide on any future meeting arrangements.

