

## TOP TIPS FOR SUCCESSFUL:

### EMPLOYER LED SECTOR GROUP

1. **Involvement** - gain active and sustained involvement from employers right from the start.
2. **Leadership** - strong leadership is a necessity, preferably using a senior employer as chair.
3. **Terms of Reference** – identify and stick to clear terms of reference and roles.
4. **Facilitator** – utilise a dedicated facilitator with a sound background and networks in your sector. This person will:
  - Engage employers
  - Gather views
  - Collect and summarise secondary research
  - Do any "leg work" required to move the action team and agreed actions forward
  - Put projects together - write specifications, select participants, get them going
  - Bid for funding
5. **Priorities** – ensure that there are clear priorities for the Group and its members
6. **Critical Mass** – create a critical mass of employers along the following lines:
  - For Action Team membership - at least 10
  - For each meeting - at least 4 employers (recognising that not all employer members will be able to attend every meeting)
7. **Balance** - the ratio of employers to other organisations at meetings should not be more than 1:2. Anything more will mean that the meeting will not work for both employers and others. This may mean that the other organisations have to agree rotation or that others will represent their views.
8. **Quick Decisions** – save time and resources by agreeing quick decisions on activities
9. **Good Communication** - within the members of the Action Team and any external partners. Good communication is the key to the success of any team.
10. **Activity** – ensure that there is *action* between meetings
11. **Budget** – earmark a dedicated budget for the Action Team - to pay for the facilitator, pilots, projects and incidental expenses.

12. **Meet** – at least three or four times per year.
13. **Dissemination** – ensure that there is wide dissemination of information to the supply side.
14. **Evidence** – rely *only* on a good evidence base.
15. **Research** - Primary research will be of little value. There is plenty of secondary research available and there is rarely enough money to do it properly to a point where it would add value to the body of knowledge already in existence.