

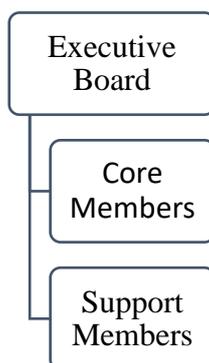
**DATA SKILLS
TASKFORCE**Terms of Reference 2022

1 Purpose:

- 1.1 Collaborate to share and identify good practices for data science and artificial intelligence (AI) education in the arena of national skills challenges and policy while identifying and advising on viable solutions.
- 1.2 Raise awareness of the value of data for UK businesses, examine the needs of SME's and identify training and skills gaps for the workforce, highlighting the potential of data.
- 1.3 Monitor progress against key recommendations of the National Data Strategy, and highlight critical gaps, undertaking research to ensure this stays relevant in the coming years.
- 1.4 Quantify and address skills gaps to ensure that data skills are accessible and made available to diverse people and businesses.
- 1.5 Provide the infrastructure for people to use the valuable data skills that can be harnessed for a dynamic, fulfilling, and comfortable career.
- 1.6 Develop links between government, industry, and subject matter experts to forge stronger connections and propel the recommendations put forward in Analytic Britain while providing a platform to deliver input on consultations, National Strategies, and government initiatives.
- 1.7 Act as a knowledge and best practice sharing forum for leaders in industry, higher education, schools, learned organisations and other representative groups.
- 1.8 Promote the importance of data skills and analytics across these interested groups and extend that mission into new areas to build increased diversity and inclusion.

2 Structure:

- 2.1 The Data Skills Taskforce (DST) is co-chaired by Ray Eitel-Porter (Managing Director, Accenture Analytics) and Sir Adrian Smith (Institute Director and Chief Executive, The Alan Turing Institute).
- 2.2 The Executive Board consists of the co-chairs, representation from DCMS, Dr Matthew Forshaw (Senior Advisor for Skills) and Bridget Nea (Training



- Officer) from The Alan Turing Institute.
- 2.3 The greater membership consists of a core and support group – divided in terms of their level of engagement with DST planning and work.
 - 2.3.1 **Core members** attend the three general meetings per year to shape the focus for work and research areas, working closely with our Project Leads in task-and-finish groups across one or more of our priority areas outlined in Section 3.
 - 2.3.2 **Support members** do not attend the three general meetings per year but may be called upon to contribute and attend. Support members can also work with Project Leads in task-and-finish groups across one, or more of our priority areas outlined in section 3.
- 2.4 New members are recruited via an open call and ratified by the Executive Board.

3 Project Collaboration:

- 3.1 Guided and facilitated by the Executive Board, Project Leads will head task-and-finish subgroups with member input to work on deliverables and policy

artefacts across one and/or more of the following thematic areas identified as national challenges.

- 3.1.1 Organisational Data Readiness ([AI Council Roadmap: “National, Cross-sector Adoption: Business as smart adopters”](#)).
 - 3.1.2 Professionalisation ([NDS: 5.1.1 Definition of data skills and role descriptors](#), [AI Council Roadmap](#): Recommendation 6: Commit to achieving AI and data literacy for everyone. Recommendation 5: Make diversity and inclusion a priority).
 - 3.1.3 School-level data literacy ([AI Council Roadmap](#): Recommendation 6: Commit to achieving AI and data literacy for everyone. Recommendation 5: Make diversity and inclusion a priority).
 - 3.1.4 Equality, Diversity, and Inclusion / Widening Participation ([AI Council Roadmap](#): Make diversity and inclusion a priority.)
 - 3.1.5 Data Skills in Higher Education
- 3.2 Task-and-finish subgroups meet once a month for a maximum of two hours to attend workshops with Project Leads and provide advice, expertise and support on deliverables and artefacts.
 - 3.3 Members and their organisations are credited for all work produced by the subgroups, and their input is key.

4 DST convenor expectations and responsibilities

- 4.1 Provide all information regarding governance and structure to always achieve transparency.
- 4.2 Update the Terms of Reference and any governance materials annually, or as the Group sees fit.
- 4.3 Update members on all DST activities, new members and projects via communications and external outputs. This is achieved via regular communication and three annual meetings.
- 4.4 Provide an appropriate forum and tools for members to give relevant, high-quality expert input while keeping members informed on how their input is being used.

- 4.5 Build and maintain the core public profile of the DST via a website page, and an asset pack available to members.
- 4.6 Provide clear guidance on which meetings and information shared among the DST is for private and public knowledge.
- 4.7 Minutes, agendas, and papers will normally be circulated at least one week in advance of the meeting. Late papers may be circulated up to two days before the meeting. Only in the state of extreme urgency and with the agreement of the Chair will papers be tabled at meetings of the group.
- 4.8 A meeting shall comprise at least ten individual members, including representatives of each sub-group.

5 Member expectations and responsibilities¹

5.1 Core members:

- 5.1.1 Attend three annual DST meetings and get involved in projects, collaboration, and research areas where interest is provided and sufficient notice is given.
- 5.1.2 Members are expected to bring informed and relevant expertise to core meetings and provide input when identifying key themes, collaboration opportunities and shaping the DST Strategy.

5.2 Core and support members:

- 5.2.1 Act with good faith/according to Seven Principles of Public Life² to avoid actual or perceived conflicts of interest. Please see the DST Conflict of Interest form.
- 5.2.2 Provide constructive critique and challenges when needed, using expertise and research to support arguments and build a stronger framework for the DST.
- 5.2.3 Engage with the DST via external outputs such as the website and social media to increase the profile of the Group and create wider transparency.

¹ Member expectations are motivated by the *DCMS College of Experts, Terms of Reference*.

² [Seven Principles of Public Life](#), Gov.UK, 31 May 1995.

- 5.2.4 Respond to requests to attend meetings, add items to the agenda and participate in workshops or projects within the deadline provided, where possible.
- 5.2.5 Take individual and collective ownership of the input provided and outcomes of the Group whilst recognising the separation of that advice from responsibility for the decisions made.
- 5.2.6 Provide evaluation and feedback on activities of the Group, when needed.
- 5.2.7 Use their profile as members to improve two-way communications within their respective stakeholder communities
- 5.2.8 Members are required to declare any personal, private or commercial interests that may cause conflict with the interests of the DST.
Members can then withdraw from discussions or projects where conflict may be present.

Any concerns or feedback can be raised via email to the dataskillstaskforce@turing.ac.uk.