

Coast to Capital Local Enterprise Partnership

Terms of Reference for the Careers Hub Steering Group

Context

Coast to Capital is one of 34 LEP areas to have a Careers Hub, which is jointly funded by the Careers and Enterprise Company and Coast to Capital LEP, and overseen by the Skills 360 Board (the Skills Advisory Panel for the area).

The Careers Hub aims to support schools in making progress towards, and achieving the 8 Gatsby Benchmarks of good careers guidance, as set out in the Department for Education's Careers Strategy (December 2017).

The Careers Hub is underpinned by the work of the Enterprise Adviser Network programme, which is made up of Enterprise Advisers who are volunteers drawn from businesses who work directly with a school or college's senior leadership team. The Enterprise Advisers are supported by our Enterprise Coordinators, to develop a plan to meet the Gatsby Benchmarks.

This careers education planning undertaken by the Careers Hub, Enterprise Coordinators, Enterprise Advisers and schools/colleges will be based on a detailed analysis of the results of the Compass+ tool.

The Careers Hub is expected to achieve annual KPIs as set out in the Careers and Enterprise Company's Grant Offer Letter with Coast to Capital LEP.

Purpose

The purpose of the Careers Hub Steering Group is to direct and support the establishment and delivery of the Careers Hub within Coast to Capital. It will set out priorities and provide direction for the Enterprise Adviser Network and Careers Hub Lead and the Enterprise Coordinators, ensuring that resources and expertise are deployed efficiently and effectively to achieve maximum impact in line with the programme's aims and outcomes.

Responsibilities

The main responsibilities of the Careers Hub Steering Group will be:

- To agree priorities and set the direction of the Careers Hub in accordance with the programme's aims and required outcomes
- To provide oversight and enable the coordination of key stakeholders, strategies and spending to ensure a clear, long-term vision for the Careers Hub

- To provide on-going review of the programme, so that it continues to adapt according to changes in circumstances and funding
- To advocate for and publicise the activities of the Careers Hub and the Enterprise Adviser Network
- Be representative of Coast to Capital employers and sectors to support understanding of industry expectations
- Provide advice and support activities that enable the recruitment of suitable Enterprise Advisers and Industry Champions to support the outcomes of the Careers Hub
- Monitor and review spending and communications
- Wherever possible ensure that the Careers Hub and Enterprise Adviser Network is promoted to and linked with existing business networks, initiatives and opportunities
- Support to embed the Careers Hub to ensure long-term sustainability beyond the period of funding
- Monitor and review progress of schools in achieving of the 8 Gatsby Benchmarks
- Monitor and review performance of the Careers Hub against Careers and Enterprise Company KPIs
- Challenge stereotypes and promote diversity within careers guidance
- Provide challenge and feedback to the Careers and Enterprise Company

How the Steering Group will work, frequency of meetings and decision making

The Steering Group will act as the strategic body for the Careers Hub and feed into the Coast to Capital Skills 360 Board, who act as the advisory group for the overall Enterprise Advisor Network programme.

The Steering Group will:

- Report to and seek guidance from the Skills 360 Board on progress in achieving the Careers Hub aims, outcomes and KPIs
- Communicate Careers Hub actions and decisions clearly and transparently to interested organisations and individuals within and outside of the Coast to Capital area, on a regular basis.

The Steering Group will meet on a quarterly basis.

Half of the members of Careers Hub Steering Group will constitute a quorum. Decisions will be made by a majority of the number of members present and voting at meetings. In the event of a drawn vote, the Chair will make the casting vote.

Membership

Members of the Careers Hub Steering Group will be representatives from local schools, colleges, communities, employer bodies and key sectors who are of sufficient seniority to

make decisions on behalf of their organisations and to influence the actions and decisions of other organisations.

Members are expected to attend all Careers Hub Steering Group meetings. Where attendance falls below 50% of meetings, membership will be reviewed and agreed by the group. In exceptional circumstances, with the consent of the Chairs, members may send a substitute. Requests to send substitutes should be made to the Chair at least three days before the meeting.

Members of the Careers Hub Steering Group will:

- Promote the Careers Hub vision and priorities within their organisations, communities and partnerships, acting as Careers Hub Champions both within and beyond the Coast to Capital area
- Be the main link between the Careers Hub Steering Group and those that they represent, including:
 - Bringing forward issues and ideas for debate and decision at the Careers Hub Steering Group
 - Ensuring that best practice is widely communicated
 - Feeding out and in from the sector or organisational groups represented to ensure comprehensive input to the Careers Hub Steering Group

The Steering Group Chair will:

- Chair the Steering Group meetings, and provide the casting vote where necessary.
- Agree all Careers Hub Steering Group papers and minutes before circulation
- Ensure that all representatives have a fair and equal opportunity to contribute to debate without censor.
- Report on the progress of the Careers Hub Steering Group to the Skills 360° Board
- Act as the key spokesperson for the Careers Hub Steering Group, where necessary.
- Make sure that conflicts of interest are properly managed or avoided.

Board structure

The Careers Hub Steering Group will be formed of up to 12 members including the Chair.

Members will be from organisations within the Coast to Capital LEP area and comprise of:

- A businesses representative from the Skills 360 Board will act as the Steering Group Chair
- 4 other representatives from private/public business sector
- The Careers Lead from the Careers Hub Lead College
- The Careers Lead from the Careers Hub Lead School
- One representative from each of the Upper Tier Local Authorities within the Careers Hub area – West Sussex County Council and Surrey County Council
- One representative from the Department for Work and Pensions (DWP)

- One representative from the Sussex Learning Network
- One representative from an Independent Training Provider Network

Officers for the Steering Group include:

- The Coast to Capital Skills Manager
- The Enterprise Adviser Network and Careers Hub Lead
- Two Careers Hub Enterprise Coordinators
- The Regional Lead – South East Region from the Careers and Enterprise Company

The Careers Hub Steering Group will report into the Coast to Capital Board via the Skills 360 Board Chair.

Tenure

The remit, role and membership of the Careers Hub Steering Group will be reviewed after the pilot year has concluded.

Secretariat

The Secretariat for Careers Hub Steering Group will be provided by Coast to Capital LEP.

Its main responsibilities will be to:

- Organise Steering Group meetings, agreeing dates and venues, and providing agendas and background papers at least five working days prior to meetings
- Minutes of actions and decisions will be circulated to members no later than ten working days following each meeting, and actions will be monitored as a standing item at subsequent meetings.
- Liaise with the Careers Hub Steering Group Chair and members on other matters as required

Conflict of Interest

A Register of Interests shall be held by the Steering Group Secretariat. All members are required to complete a Declaration of Interest form, recording details of any relationship or other financial or personal interest which might conflict with their duties to the Steering Group. Copies of all declarations are retained by the Secretariat.

If any members, through personal interests, employment, relatives or close personal friendship, have any interest at all, these should be declared through the Chair at the beginning of each meeting and this will be recorded in the minutes.

Equality and Diversity

Coast to Capital is committed to achieving diversity and equality of opportunity. Members of the Careers Hub Steering Group are required to adhere to the Coast to Capital Equality & Diversity Policy and to maintain high standards in the way they undertake their duties. All members are de-facto representatives of Coast to Capital LEP, and therefore their actions impact on the way in which the Coast to Capital LEP is viewed by the public.

Transparency

Meetings are not public meetings but will endeavour to operate in an open and transparent manner at all times.

Approved minutes and other relevant documents such as Term of Reference and Steering Group membership shall be made publically available via the Coast to Capital LEP website in line with the agreed process and timescales for the publication of agendas, papers and minutes.