

## **The Marches Careers Hub**

### **Terms of Reference**

#### **The Marches Careers Hub Steering Group (MCHSG)**

##### **1. Remit**

1.1 The aim of the Marches Careers Hub, across Herefordshire, Shropshire and Telford & Wrekin, is to create a community of schools/academies/colleges which, by working collaboratively, accelerates the achievement of the 8 Gatsby benchmarks across the Hub ensuring that career outcomes for young people are improved.

1.2 The role of the Marches Careers Hub Steering Group (MCHSG) is to:

- Provide a unified management system to monitor delivery against all 8 Gatsby benchmarks.
- Analyse progress data, identify trends and patterns and share this intelligence with Hub schools and the CEC so that resource management can be optimised and resources targeted appropriately.
- Co-ordinate activity by building local networks with employers, businesses, key stakeholders, higher and further education providers.
- Establish opportunities to create innovative support for schools/academies/colleges which will positively impact on the achievement of the Gatsby benchmarks.
- Establish a network of Careers Leaders within each hub school/academy/college, building a community of practice that encourages collaboration, professional development and signposts Careers Leaders to appropriate information, opportunities and sources of support.
- Ensure that the Hub is closely aligned to the Enterprise Adviser Network and that each school/academy/college in the hub is supported by an Enterprise Co-ordinator and an Enterprise Adviser.
- Support Hub schools/academies/colleges to build capacity to deliver consistent, comprehensive and high-quality career guidance for all students and challenge all schools/academies/colleges to achieve the 8 Gatsby benchmarks.

- Support schools/academies/colleges in the Hub to meet the requirements of the Department for Education’s statutory guidance for careers education.
- Create opportunities for non-Hub schools/academies/colleges to access the learning and best practice from the Careers Hub and actively promote the achievement of the 8 Gatsby benchmarks to all secondary provision schools/academies/colleges within the Marches region.

## **2. Scope**

2.1 The MCHSG will cover the whole spectrum of Careers Hub matters to ensure the delivery of the agreed outcomes and thereby enhance careers education, advice and guidance across the Hub’s schools/academies/colleges.

## **3. Terms of Reference**

3.1 The MCHSG will:

- Endorse, support and oversee the Marches Careers Hub Implementation Plan, bringing together the requirements of the Gatsby benchmarks, needs of young people and the collaboration of employers, FE/HE providers, and service providers.
- Provide guidance to the Careers Hub Lead and appointed Education Leads.
- Agree the initial Careers Hub budget and approve the accounts for the project.
- Agree the initial and overall objectives supporting target setting and timelines.
- Ensure that monitoring, evaluation and reporting arrangements are in place, including the identification of key outcomes, delivery arrangements, key stakeholders, income and expenditure.
- Identify means of collaboration in pooling resources and/or other investments in the development and delivery of the Careers Hub objectives.
- Provide a focus for careers education development in the wider context of the Careers Hub community by:
  - Supporting the engagement of businesses and strategic partners to create innovative opportunities for schools/colleges which will impact on the achievement of the Gatsby benchmarks.
  - The agreement and implementation of the Communication Plan.

## 4. Protocols

4.1 The Steering Group will meet at least 3 times a year and representatives must attend each meeting, or send a suitable representative.

## 5. Membership

Area of Representation	Nominee	Organisation
Local Authority	Alexia Heath	Herefordshire Council
Local Authority	Janine Vernon	Shropshire Council
Local Authority	Sue Marston	Telford & Wrekin Council
Employers/Cornerstones	Jane Pritchard, Lily Ellis	Aico
DWP	Louise McMinn	DWP
Business Voice/Enterprise Adviser	Hollie Whittles	Purple Frog Systems
Community & Voluntary Sector	Phil Taylor	Landau
Business Support	Yasmin Sulaman	Marches Growth Hub
National Careers Service	Kalpana Patel	Prospects
Employers/Cornerstones	Maddie Silman	Sequani
Business Voices/Chambers of Commerce	Robert Elliot	Herefordshire & Worcestershire Chamber of Commerce
School Senior Leadership Team	Awaiting nominee	
Youth Representation	Awaiting nominee	
Funding Agency	Angela Tellyn	The Careers & Enterprise Company
Marches LEP	Kathryn Jones	Head of Partnerships & Strategy
Marches LEP	Andriané Usherwood-Brown	Marches Careers Hub Lead

## 6. Decisions

6.1 All decisions required by the MCHSG will be decided by a majority vote. If votes are equal, the Chair will have the casting vote.

## 7. Urgent Matters

7.1 For urgent matters which require a decision outside of an MCHSG meeting, the Chair and LEP's nominated Skills Representative may make decisions on behalf of the Group. Any decisions taken in this manner will require a full written update to be taken to the next MCHSG meeting setting out why an urgent decision was required, and the actions taken.

## 8. Conflicts of Interest

8.1 The MCHSG may be involved with commenting or advising on funding. Should any members of the group, through personal interests, their employment, or through relatives or close personal friendship, have an interest, these should be declared through the Chair at the beginning of each meeting and this will be recorded in the notes. If appropriate, members may be asked to temporarily leave the meeting.

## 9. Code of Conduct

- **Selflessness** Holders of public office should take decisions solely in terms of the public interest. They should not do so to gain financial or other material benefits for themselves, their families or their friends.
- **Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Objectivity** In carrying out public business, including making public appointments, awarding contracts or recommending individuals for awards and benefits, holders of public office should make choices on merit.
- **Accountability** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to whatever scrutiny is appropriate to their office.
- **Openness** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Honesty** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Leadership** Holders of public office should promote and support these principles by leadership and example.

## 10. Amendment, Modification or Variation

10.1 Any changes to these Terms of Reference must be agreed by the Chair of the MCHSG and subsequently endorsed by all members at the next Group meeting.