



Terms of Reference: Careers Hub Strategy Group

1. Purpose

1.1. The Cumbria Careers Hub Strategy Group will deliver the strategic oversight of the performance and development of the Careers Hub on behalf of the LEP's People, Employment and Skills Strategy Group (PESSG), providing advice and recommendations on the delivery of projects and interventions required to secure the shared ambition of world class careers education in Cumbria.

1.2. It will ensure that schools and Colleges are assisted to tailor support to the needs of their students, schools, and clusters. It will work with employers to drive forward employer contributions to careers education and encourage a continued focus on careers education within skills plans and strategies developed by the LEP and its partners.

1.3. The strategy group will champion world class careers education for all young people across Cumbria and highlight the opportunities that exist across the Cumbrian economy for rewarding careers.

2. Roles and Responsibilities

2.1. The Careers Hub Strategy Group will:

2.1.1. Develop a strategy for the delivery of Careers Hub ambitions in line with Careers and Enterprise Company requirements, Careers Strategy ambitions and strategies developed by the PESSG

2.1.2. Identify, develop, and implement a programme of innovative activity and support to deliver the agreed strategy

2.1.3. Develop a detailed understanding of the range of activity available to support young people to understand the careers and opportunities available to them and secure alignment to deliver maximum impact

2.1.4. Review progression against the Gatsby Benchmarks, Career and Enterprise Grant conditions and the Cumbria Career Hub bid priority impact measures

2.1.5. Agree actions, targets and recommendations that contribute towards progression and achievement of the targets.

- 2.1.6. Build a library of good practice based on case studies from the area clusters focusing on impact
- 2.1.7. Provide Feedback on the Career and Enterprise “What works” research to ensure Careers Hub activity is evidence based.
- 2.1.8. Promote and share examples of innovation, good practice, and success
- 2.1.9. Contribute to the development of LEP strategies and plans
- 2.1.10. Develop responses to national consultations, Select Committees, APPGs etc. on issues that are relevant to careers education and identify the opportunities and challenges relevant to Cumbria.
- 2.1.11. Act as ambassadors in championing Cumbria as the place for growth.
- 2.1.12. Identify key relevant delivery risks and mitigate these or escalate to the Investment Panel for resolution.

3. **Membership**

3.1. The membership of the group recognises the model of Hub delivery set out in the Careers Hub proposals developed by Cumbria LEP and partners.

3.2. The group will comprise:

- Lead schools from each geography
- Lead FE College
- Employer representation or representative group
- Providers of careers education
- Cumbria Association of Secondary Heads
- University of Cumbria
- Cumbria County Council
- Careers and Enterprise Company
- Cumbria Local Enterprise Partnership

3.3. Current membership is set out at Appendix 1 to the terms of reference

3.4. Members will be expected to represent the views of their cluster, organisation and/ or sector, whilst ensuring that any potential conflict of interest is effectively managed. During the meetings all members will be expected to operate in the best interests of Cumbria, its economy, its businesses, and people.

4. **Meetings**

4.1. **Frequency**

4.1.1. Meetings will take place on a termly basis. The Chair of the Strategy Group will determine whether these need to occur more or less frequently as business determines.

4.2. Meeting Papers

4.2.1. The Secretariat function for the meeting will be undertaken by the Cumbria Careers Hub team, led by the Careers Hub Manager. Meeting papers will be circulated at least 5 working days in advance of the meeting.

4.2.2. A note of the meeting will be produced by Cumbria Careers Hub. This will record the key points of discussion, decisions made, and actions agreed. The note of the meeting will ordinarily be circulated in 10 working days, following agreement by the Chair. There will then be a 10-day response period for members to raise any issues with accuracy or content.

4.3. Written Procedures

4.3.1. Occasionally, it may be necessary to seek the views of the Strategy Group on an urgent basis, outside of the ordinary meeting cycle. In these circumstances a paper will be issued, which provides a minimum of 5 working days for a response. Agreement to the recommendation will require a majority (at least 50%) decision, in line with CLEP's procedures.

4.4. Conduct

4.4.1. All members will be expected to operate in a professional, courteous, and productive manner and in a way that is consistent with building consensus and fostering productive partnership working. Members who do not adhere to these standards will be invited, by the Chair, to consider their ongoing membership of the Strategy Group.

4.5. Conflict of Interest

4.5.1. Although the Strategy Group does not have direct investment decision making responsibilities, it does have influence on strategy and project development and access to privileged information about future investment opportunities. It is therefore essential that any member who may have pecuniary or non-pecuniary benefit from any discussions in the Strategy Board declare these.

4.6. Collaborative Working

4.6.1. The Strategy Board will work collaboratively with the other Strategy Boards and Sector Panels to ensure that commonality of challenges and opportunities are identified, and joint working takes place on shared issues.

Careers Hub Strategy Group – Membership

Role	Name	Job Title	Organisation
Chair	Kelvin Nash	Principal	Kendal College
Lead School - North	Tracey Hill	SLT Careers Lead and Student Participation	William Howard School
Lead School – West	Hugh Carter	Assistant Headteacher	Cockermouth School
Lead School - Furness	Abbie Rawlinson	Director of PSHE, Careers and Guidance	Furness Academy
Lead School - South	Cathy Harrison	Vice Principal	Queen Elizabeth School
Lead College	Adele Mundy	Student Services and Marketing Manager	Kendal College
Employer representative	TBC		
Provider representative	Sarah Harrington	Director	Inspira
	Sarah Glass	CEO	Centre for Leadership Performance
	Grace Sheldon	Head of Region	Speakers for Schools
Local Authority representative	Ez Wealleans	Post-16 Officer	Cumbria County Council
Cumbria Association of Secondary Heads			
Higher Education	Lisa Jackson	Programme Manager	Hello Futures
	Daniel Dutton	Head of Student Recruitment and Outreach	University of Cumbria
Careers and Enterprise Company	Caroline Ledward	Regional Lead Northwest	Careers and Enterprise Company
LEP	Jo Lappin	Head of Skills	Cumbria LEP