



Dorset Careers Hub Steering Group

Terms of Reference

November 2019

THE CAREERS &
ENTERPRISE
COMPANY

Background

The Dorset Local Enterprise Partnership (LEP) is the key interface and lead for economic development in Dorset.

Dorset Local Enterprise Partnership (LEP)'s modern industrial vision is to double Dorset's productivity and economic output to £35.6 billion over the next twenty years, generating 80,000 jobs, building around 78,000 new homes, and creating a local economy that is sustainable, innovative and inclusive.

The Dorset Horizon 2038 publication outlines several key opportunities for Dorset, these include:

- Growth in existing and new sectors
- Accessible and modern public services, education and leisure
- Dorset's natural capital – countryside and coast – promoted and enjoyed
- Nationally significant arts and culture
- Housing that supports growth and meets local needs
- Improved transport links with London and the south east
- Modern public service delivery
- A pioneering approach to healthy living Dorset's demographics

All opportunities above depend on a strong and vibrant careers culture in our schools and colleges but the opportunities listed below are of particular significance:

- Partnership and cross regional working
- Growth in digital and knowledge-based economies
- Investment in skills and cutting-edge research and development
- Stronger collaboration with our two world-class universities

Dorset LEP will shortly be publishing its Local Industrial Strategy underpinned by up to date Dorset Skills Analysis findings. Its emerging Skills Plan for the region has been created in response to an in depth analysis of both supply and demand skills needs and engagement with a very wide range of stakeholders from providers to employers.

There have been a number of up-date publications in response to shifts in public policy, economic and technological change; and reflecting a sharper focus on productivity. All of which are available on the Dorset LEP website. Within this context supporting the development of skills and talent of the current and potential workforce including ensuring stronger school performance and attracting and retaining talent was cited as a key driver for improving productivity.

In this regard the Dorset LEP works with key partners to support the delivery of high quality employer driven skills provision, ensuring businesses are able to access the skilled staff required to help their businesses grow and ensuring our all residents are able to participate and progress in the labour market. Overseeing the work is the Skills Advisory Panel and Board working with partners to collaborate on joint strategy and policy development for employment and skills. It has lead responsibility for the Dorset LEP Skills agenda, ensuring the work supports the Strategic Economic Plan and Local Growth Deal.

As part of the implementation of the emerging Skills Plan the Dorset LEP has been leading on the delivery of an Enterprise Adviser Network (EAN) across the Dorset since late 2015 in partnership with the Careers and Enterprise Company, delivered by Enterprise Co-ordinators based at the local councils. With all 69 schools engaged in the programme to date; the ambition is to roll out the offer to all education establishments (including FE colleges, sixth forms, PRUs and SEND schools) by August 2020.

In December 2017 Government published a [Careers Strategy](#), which builds on the EAN work, using the [Gatsby Benchmarks](#) as the framework for 'good careers guidance in schools'. Within the Careers Strategy, the Careers and Enterprise Company (CEC), are given a prominent role in supporting schools and colleges to deliver career guidance. As part of the broader work the CEC are pilot funding [Careers Hubs](#) across the country. LEPs were invited to bid for a Careers Hub covering 20-40 schools and colleges. In Dorset a successful application was made led by the Dorset LEP and its partners at Dorset Council and BCP Council, to cover 40 schools and colleges in the pan-Dorset area, with a specific focus on Weymouth & Portland. The Dorset Career Hub commenced in September 2019.

Statutory guidance for [schools](#) and [colleges](#) have been published in support of the Career Strategy, with the most recent updates published in October 2018. This includes the requirement that every school should have a [Careers Leader](#) who has the skills, commitment and backing from their senior leadership team, in place by September 2018.

Purpose of the Dorset Careers Steering Group

The Steering Group will provide governance and leadership on the implementation of the Dorset Careers Hub. The Group will steer the strategic direction, advise on the scope, provide operational advice, and manage change, directing the programme of activity within agreed constraints including expenditure. The Group will report directly into the Skills Advisory Panel and Board.

The Dorset Careers Hub is delivered in partnership with the Careers and Enterprise Company. As part of the conditions of funding, the LEP is required to deliver against the specific outputs contained in the Dorset Careers Hub proposal, appendix A and the delivery targets for the funding period 2019-2020 in appendix B. The Dorset Careers Hub Steering Group will work with the Careers Hub Lead to monitor and track progress and ensure the outputs and outcomes for the initiatives are delivered.

Relationship and Role with the Dorset LEP Governance Structure

Membership and Structure of the Dorset Careers Hub Steering Group

The Steering Group will comprise of private, public, and educational representation at all levels. This diversity will ensure the decision making process benefits from the business acumen of private sector whilst also proving the accountability for public funds. The Careers Hub Steering Group will consist of up to 15 members including the Chair. The Steering Group will meet termly, with the Dorset LEP providing the secretariat support. The Steering Group sits within the Dorset LEP Governance

Structure and will have regard for, and act in accordance with the relevant scheme of delegation and the Dorset LEP Assurance Framework.

Member	Organisation
(Chair) to be drawn from LEP Board/Skills Board	
LEP Board member with lead for Skills	
CEC Regional Coordinator	
Careers Hub Lead	
Cluster Lead Head teacher Dorset	
Cluster Lead Head teacher BCP	
Further Education representative	
Higher Education / NCOP representative	
BCP Local Education Authority	
Dorset Local Education Authority	
Enterprise Adviser Dorset	
Enterprise Adviser BCP	
Key sector representative	
Key sector representative	

Accountability

The Dorset LEP is committed to transparency, and to ensuring that the Careers Hub Steering Group remains accountable for its actions and has the required legitimacy in order to direct the use of public funds. Steering Group members will have due regard for this commitment to transparency in all activities of the Steering Group, whilst from time-to-time be expected to consider commercial in-confidence information.

Quorum

No business decisions shall be agreed at a meeting of the Steering Group unless at least 5 members are present, one of which must be the Chair, the LEP board member and or LEP Executive.

The Chair and members of the Steering Group shall be appointed for the period up to August 2020, which is the end date for the pilot. Should it be required, the reappointment of the Chair shall be at the discretion of the relevant Dorset LEP Board Director lead. Similarly the reappointment of members of the Steering Group shall be at the discretion of the Steering Group Chair and the relevant Dorset LEP Board Director lead.

Members of the Steering Group may resign their position at any time by giving notice in writing to the Steering Group Chair. The Chair of the Steering Group may resign by giving notice in writing to the Chair of the Dorset LEP.

Removal from Office

A member of the Steering Group may be removed from office by the Steering Group by notice in writing if he or she has been absent from meetings of the Group for a period longer than three consecutive meetings without the Chair's permission or is unable or unfit to carry out the functions of a member.

Decisions and Voting

It is expected that the decisions of the Steering Group will normally be reached by consensus after due debate but if a vote is required decisions shall be made on the basis of a majority of those members attending and voting at a quorate meeting. In the event of an equality of votes being cast, the Chair of the meeting shall have a casting vote.

Members of the Steering Group may not vote by proxy or by post. A member will be deemed to be in attendance if the meeting is conducted using electronic mail, teleconferencing or video-conferencing facilities.

The Role of the Chair

The Chair will be responsible for agreeing the agenda for each meeting and deciding the order of matters to be discussed.

The Chair will chair all the meetings of the Steering Group. If the Chair is unable to attend a meeting, the Chair and/or the relevant Dorset LEP Board Director lead will nominate a Deputy Chair from amongst the Group membership to stand in their absence for the duration of the meeting.

The Chair will decide the order in which members will be called to speak ensuring that all members present, who wish to, are given an opportunity to speak and also seeking to ensure that all views are fairly represented.

The Chair may suspend the meeting if in his or her view this is necessary; for whatever period of time he or she thinks appropriate.

Ordinarily, Steering Group members may not send substitutes to represent them if they are unable to attend a meeting as they have been individually appointed. Individual requests to send a substitute will be considered by the Chair.

Conduct of Group members

All Dorset LEP Steering Group Members are expected to follow "The 7 principles of public life" code of conduct and an LEP Code of Conduct has been established which all Directors are required to sign. A copy of the LEPs Code of Conduct is available [here](#).

Declarations of Interest

In accordance with Article 46 of our Articles of Association a register of interest has been established by the Dorset LEP and all Directors have a statutory duty to declare their interests (direct or indirect) in transactions or arrangements involving the Dorset Local Enterprise Partnership. This requirement has been extended to all Chairs and Members of dedicated delivery sub-panels of the Dorset Local Enterprise Partnership, Section 151 Officers and Chief Steering Officers of any accountable body organisation operating on behalf of the Dorset Local Enterprise Partnership and Any other persons with significant influence over the activities of the Dorset Local Enterprise Partnership (for example, senior Dorset LEP employees and senior points of contact at accountable body organisations such as legal and financial contacts).

Those attending meetings of the Steering Group, whether as an observer or officer of the Dorset LEP, shall declare any direct or indirect interest in any matter which is to be considered at a meeting. It shall be for the members of the Steering Group to determine whether the interest is such that the person should withdraw. In a case where the secretary to the meeting declares a direct or indirect interest in any matter to be considered at the meeting and in the event they should withdraw, another shall be appointed to clerk for that item.

The notes of meetings of the Steering Group will record any declarations of interest made, and whether the person withdrew from the meeting for that item.

Gifts and Hospitality

The Dorset LEP also maintains a register of events attended and gifts or hospitality received or given by all persons in their capacity as representatives of the Dorset Local Enterprise Partnership or whilst carrying out Dorset Local Enterprise Partnership duties. Gifts and hospitality of a significant value arising received by Group Members in their capacity of representatives of the Dorset Local Enterprise Partnership should not be accepted. The giving of gifts or hospitality of significant value should also be avoided.

Equalities, Complaints and Whistle-blowing

The Dorset LEP recognises that corporate delivery and investment Groups perform at their best when they include people who come from a range of perspectives and backgrounds. As such, equality and diversity are considered throughout our governance structures. The Dorset LEP has established a Complaints and Whistle-Blowing Policy.

All policies and procedures can be found on the Dorset LEP website [here](#).