

South Yorkshire Careers Group (All Age)



An All-Age Careers Service for South Yorkshire is one of the priorities that South Yorkshire Mayoral Combined Authority (SYMCA) set out in its [Strategic Economic Plan](#). To support drive and achieve this priority, SYMCA have formed the South Yorkshire Careers Group (All Ages) to work collaboratively with strategic partners.

TERMS OF REFERENCE

Purpose: To support the development and delivery of a careers advice and guidance service that meets the needs of South Yorkshire's young people and industry and helps shape an All-Age careers service for South Yorkshire.

Objectives: The objectives of the group will include,

- Sharing local place knowledge and experience that will help to inform, shape, and develop an effective school careers provision, incorporating local LMI, and aiming to match then exceed national standards in the long term.
- Support and inform the aims and objectives of the South Yorkshire Careers Hub.
- Support and inform the strategy to narrow the skills gaps in South Yorkshire.
- Contributing to any careers related actions that are set by the All-Age careers group.
- Avoiding displacement of activities and ensure people in SY have access to quality careers guidance and to make well informed and sustainable careers choices.
- Capture, share learning and good practice ensuring that the group direction remains current and does not duplicate existing activity.
- Inform and collaborate toward the Strategic Plan and to track progress and insights.
- Identifying funding streams that will add value and enhance the careers service provision for young people across SY, whilst also contributing to the 'All-Age Careers Service' priority.

Budgetary control:

There is currently no budget responsibility for this group.

Membership:

SYMCA	Adam Greenwood, Assistant Director Skills & Employment
SYMCA	Keir Birch, Strategic Careers Hub Lead (Chair)
SYMCA	Zoe Healey, Operational Careers Hub Lead
CEC	Angela Ellis, Regional Lead North East Midlands
Barnsley MBC	Angela Lomax, Group Leader – Raising Participation
Doncaster OA / MBC	Robin MacNeill, Doncaster OA Programme Manager
Rotherham MBC	Simeon Leach, Economic Strategy & Partnership Manager
Sheffield CC	Fiona Fletcher, Program and Project Coordinator
Sheffield Hallam Uni	
HEPP	Gemma Styles, Director
South Yorkshire Futures	TBC

National Careers Service	Emma Fitzsimmons, Operations Manager
Employer representative	TBC
Employer representative	TBC
Employer representative	TBC
Secondary School representative	TBC

In attendance:

SYMCA	Khalil Kirkwood, Senior Development Manager
SYMCA	Tina Slater, Senior Development Manager
SYMCA (secretariat)	Denise Marriott, Careers Hub Support Officer

From time to time, representatives from other organisations / careers programme teams will be asked to attend in an advisory capacity.

Format of meetings:

- Meetings will be chaired by the SY Careers Hub Strategic Lead, SYMCA.
- Meetings will be serviced by the Project Support Officer, SYMCA.
- Quorum is 6 members of the Steering Group with at least two local authorities represented.
- Meetings will be held termly with the ability to arrange extra-ordinary meetings as necessary.
- Papers will be circulated one week in advance of the meeting.
- The first half of the meeting should be spent evaluating careers for young people with a focus on impact, and direction for Schools, colleges, and NEETS.
- The second half of the meeting should be spent evaluating regional provision impact, and direction for all age careers.
- Opportunities for both careers area to inform and support overall progress should be taken to ensure the most effective provision is enabled.

The ToR for this group will be reviewed initially at 6 months and then every 12 months thereafter.

Attendance

Members must commit to attend each meeting. If a member is unable to attend a meeting, it is required that they send a representative or send comments by email to the Chair so their view can be tabled.

If a member has a continued reason for absence for two or more meetings, then (with the prior agreement of the Chair) a designated interim replacement can be appointed.

Equality & Diversity

The SY Careers Group (Young People) has responsibility to equalities and diversity and will value, respect, and promote the rights, responsibilities, and dignity of individuals within all our professional activities and relationships.

Declarations of Interest

Members are required to declare any relevant interests relating to the agenda at each meeting.

Governance

The work of the SY Careers Group (All Ages) will report directly to the ESE (Education, Skills and Employment) Board. It will update on the region's approach, attendance, and progression, which will be facilitated by the Careers Hub Strategic Lead.

The work of the SY All-Age Careers Group provides oversight and co-ordination in working with partners across the region and reports to the Education, Skills and Employment Board on any work undertaken on its behalf.

Meeting dates

Meetings to take place at 9:30-11:30 on the following dates:

- Monday 16th January 2023
- Monday 17th April 2023
- Monday 14th August 2023