

TERMS OF REFERENCE

Post 16 Steering Group

PURPOSE

The Post 16 Steering Group works to ensure significant and sustained reductions in the number of young people who are NEET (not in employment, education or training) or at risk of becoming NEET, and strives towards a NEET free county.

The main aims of group are:

- To develop and review NEET strategy to ensure provision is in place for those at risk of becoming NEET and to reduce NEETs
- To monitor the Monmouthshire Youth Engagement and Progression Framework Implementation Plan progress on the six key areas and take necessary measures to ensure its success
- To target appropriate provision for young people aged 11-24years who are at risk of becoming NEET or are identified as NEET
- To guarantee there is multi-agency provision to support issues that are identified or arise
- To ensure that all providers share provision plans to enhance curriculum development
- To ensure that provision meets the needs of Labour Market Intelligence
- To ensure there are links to all related strategies which encompass the needs of young people
- To establish a Monmouthshire information sharing protocol

The Post 16 Steering Group is endorsed by MCC Local Education Authority, 14-19 Curriculum Group, Youth Support Services and Public Service Board, and contributes to Outcomes 3 & 8 of the Single Integrated Plan.

BACKGROUND

The Post 16 Steering Group was established to monitor and review NEET's, work collaboratively to deliver on the six areas of the Youth Engagement and Progression Framework and to ensure that every young person leaving school in either year 11, 12 or 13 has a confirmed progression route.

The Post 16 Steering Group contributes to outcomes 3 & 8 of the Single Integrated Plan which are:

- **Outcome 3: Good Access and Mobility**
 - *"We want people to be able to access the services and activities they need, when they need them".*
- **Outcome 8: Access to practical & flexible learning**
 - *"We want people in Monmouthshire to enjoy the opportunities that learning presents at all stages of their lives. It will be flexible and provide development opportunities across vocational and academic routes at all stages".*

MEMBERSHIP

NAME	DESIGNATION	ORGANISATION
Hannah Jones	Youth Engagement and Progression Co-ordinator	MCC Youth Service
	A representative	Schools
Keith Backhouse	Director of Usk and Pontypool Campus	Coleg Gwent
	A representative	Additional Learning Needs
Sarah Rees Mikki Downs	Local Manager Area Manager	Career Wales
Sian Farquharson	Challenge Adviser Post 16	Education Achievement Service
Melanie Mills	Learning Support Development Manager	Torfaen Training
Charlotte Evans	Engagement Tutor	Learn About
Pauline McLennan	Senior ETE Specialist	Youth Offending Service
Mike Logan	Project Co-ordinator	Building Bridges Project
Hannah Keating	Practice Manager	Choices
Jane Grayer	Project Co-ordinator	Dads Can
	A representative	Transition Worker
	A representative	Flying Start
Sian Sweet	Youth Volunteering Advisor	GAVO
Jane Bedborough	Partnership Manager	Job Centre Plus
Sam Deere	Team Leader	Llamau
Catherine Murray	Employability Officer	MHA
	A representative	Melin Homes
	A representative	Charter Housing
	A representative	Solas Housing
	A representative	MCC Housing
Debbie Jones	Support Worker	MCC Children & Young People's Support Team
	A representative	MCC Adult Education
	A representative	Remploy
Jenny Park	Project Manager	Young Carers

CHAIR: The Chair will be nominated by the Youth Service Manager and Vice Chair will be appointed by the membership of the group on a 2 yearly basis. A representative from each of the identified agencies on the membership list for the Post 16 Steering Group will attend the quarterly meetings.

MEETING FREQUENCY

The Post 16 Steering Group meets quarterly.

REPORTING ARRANGEMENTS

The Post 16 Steering group reports directly to the Public Service Board's Programme Board annually and on an exception basis.

STRATEGIC LINKS

Monmouthshire Single Integrated Plan

<http://www.monmouthshire.gov.uk/app/uploads/2013/08/Single-Integrated-Plan-2013-2017.pdf>

Welsh Government; Youth Engagement & Progression Framework Implementation Plan

<http://wales.gov.uk/docs/dcells/publications/131007-ye-framework-implementation-plan-en.pdf>

DOCUMENT CONTROL

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