

## Terms of Reference

### **Tendring District Council (Career Track) Apprenticeship Governance Board**

#### **About Career Track**

Career Track is a training service provided by Tendring District Council delivering all-age apprenticeship programmes for a number of local authorities within Essex and beyond as well as for private sector providers and the NHS. It aims to offer employer partners easy access to quality training and vocational qualifications relevant to national, industrial, commercial, and professional practice standards.

#### **Role of the Board**

The aim of the Apprenticeship Governance Board is to achieve effective governance, that:

- sets the tone from the top and ensures that delivery matches up with an organisation's values and ethos.
- provides strategic direction and control to Career Track by creating robust accountability, oversight and assurance for educational outcomes and financial performance.
- requires confidence and ability to challenge conventional wisdom, ask tough questions and nurture strong relationships.

To implement and provide a quality experience for apprentices and employers and meet the expectations of funders and regulators, the Board will undertake to:

- Formulate and agree the vision and strategy as part of the People Strategy including defining the ethos and policies of Career Track
- Provide clarity between the Board and the Cabinet with a yearly update
- Adopt a financial approach and funding plans which ensure sustainability. Demonstrate assurance that public funds are well spent, the Board will be transparent and openly accountable
- Share information and horizon scan to inform and future-proof organisational strategy
- Ensure exceptional teaching, training, and learning by adopting effective underpinning policies and systems
- Ensure that the needs of our learners and employers are met through monitoring of performance data which also encourage and facilitate the learner and employer voice
- Meet and aim to exceed statutory responsibilities for equality and diversity and for ensuring that all learners are safe
- Ensure delivery is compliant to the ESFA funding rules and in line with the accountability framework
- Determine effective governance arrangements, regularly reviewing governance performance and effectiveness

**Board Membership**  
The Board will comprise:

<b>Name</b>	<b>Job Role/Organisation</b>	<b>Board Function</b>
Cllr. Gina Placey	Portfolio Holder for Partnerships, Tendring District Council	Chair
Emma Haward	Leadership Support Officer, Tendring District Council	Secretariat / Note taker
Ian Davidson	Chief Executive, Tendring District Council	Representative
Anastasia Simpson	Assistant Director, Partnerships, Tendring District Council	Representative
Richard Barrett	Assistant Director, Finance and IT, Tendring District Council (deputy for Ian Davidson)	Representative
Carol Magnus	Organisational Development Manager, Tendring District Council	Representative
Debianne Messenger	Work Based Learning Manager, Tendring District Council	Representative
Robin Harbord	Acting Strategy Development Lead in Education, Essex County Council	Independent
Jess Douglas	Strategic People and Performance Manager, Colchester City Council	Independent
Hassan Shami	Commissioner for Skills, Essex County Council	Independent

**Term, Frequency, Duration and Location**

- This Terms of Reference is effective from August 2023 and will be formally reviewed every 12 months.
- Board meetings will be held termly (in October 2023, February and June 2024 and held via Teams unless otherwise arranged)
- Meetings will be 2 hours in length.
- Informal training/update sessions will be held in between governance meetings (in August, December 2023 and April 2024, face to face unless otherwise arranged)
- 50% attendance at meetings throughout a twelve month period will be the minimum attendance level (2 out of 3 formal meetings, and 1 out of 3 informal meetings).
- In the case of special circumstances attendance can be waived.
- Extraordinary meetings will be called where necessary.

**Agenda**

Board meetings will use a standing agenda as follows:

<b>Item 1:</b>	Welcome and apologies
<b>Item 2:</b>	Previous meeting review of actions
<b>Item 3:</b>	Thematic Updates <ul style="list-style-type: none"> <li>a. Business Development / Employer Engagement</li> <li>b. Funding and Finance</li> <li>c. Quality</li> <li>d. Our People</li> <li>e. Policy and Legislation</li> <li>f. Safeguarding and Prevent</li> <li>g. Risk, Compliance and Complaints</li> </ul>
<b>Item 4:</b>	Matters Arising
<b>Item 5:</b>	Risk Register Review
<b>Item 6:</b>	Any other business

Topics for item 4 - Matters arising, will be generated by Board members following a call for items 2 weeks ahead.

Any papers and reports to support items will be shared with Board Members at least 1 week prior to the meeting.

**Document Storage**

All Board reports, papers, minutes and action logs will be stored on the network within the Career Track g drive. These can easily be made available upon request to relevant stakeholders i.e., Ofsted, , DfE, ESFA.

**Decision Making**

Apprenticeship Board decisions will normally be reached by consensus and only in exceptional circumstances should a formal vote be necessary.

All decisions will be recorded in the notes/minutes.

Where a vote is used, all members have equal voting rights, a decision will be reached by majority vote. The result of the vote, alongside its subsequent decision, and minority views will be recorded in the minutes/notes. Invited attendees will not have voting rights.

**Lines of Reporting**

The Board will directly report into Cabinet on a yearly basis, with a formal update and progress report.

### Governance Code

Career Track has adopted the AELP Governance Code. It is based on the following expectations of good governance, which illustrate the values and beliefs of the provider’s non-executive directors, directors, and trustees, or equivalent:

- Putting the learner, apprentice, and employer first.
- Promoting high expectations and ambitions for learners, apprentices, and staff.
- Listening to learners, employers, and staff.
- Promoting inspirational training, teaching, and learning and assessment.
- Creating a safe environment for learners and apprentices to train, learn and develop.
- Providing strong strategic leadership and challenge to the senior team.
- Demonstrating accountability to all stakeholders, including publishing accurate and timely information on performance.
- Ensuring the achievement of equality of opportunity, diversity, and inclusion throughout the organisation.

### Effective Behaviours and Personal Attributes for Board Members

The personal attributes of Board Members are as important as their skills and knowledge. As ethical standards expected of public office holders, we commit to the Nolan Principles. They are:

Selflessness	Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family 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 seek to 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 rewards and benefits, holders of public office should make choices on merit.
Accountability	Holders of public office are accountable for their decisions and actions to the public 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 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.



**Conflict of Interest**

All Board Members must declare any personal or business interests which may conflict with their responsibilities as a member of the Board with oversight of Career Track.

**Quorum**

The quorum necessary for the transaction of business shall be 4 members.