

**Bridgend County Borough Council  
Youth Engagement and Progression Framework  
Steering Group**

**TERMS OF REFERENCE  
(November 2014)**

**Roles and responsibilities**

1. To monitor and review the implementation of and delivery against the actions within the Welsh Government – Youth Engagement and Progression Framework (YEPF).
2. To advocate ‘The Right Systems, Right Support, Right Provision’ approach to multi agency working within each sector agency and service area.
3. To be the central reference group to oversee the development and review of Education, Employment and Training (EET) provision across BCBC for young people aged 14-25.
4. To utilise available data effectively to plan monitor and review actions within the framework in order to measure the impact of the framework.
5. To contribute to relevant service evaluations.
6. To ensure that meaningful consultation and participation with children, young people and their families, as well as relevant stakeholders, takes place and informs the development and implementation of the Youth Engagement and Progression Framework.
7. To provide direction and guidance to agencies and staff, where appropriate, to integrate their mode of working with the agreed Careers Wales 5 Tier Model of Engagement approach to post-16 service provision and support and established early identification mechanisms as set out in the Youth Engagement and Progression Framework.
8. To provide and disseminate relevant information to and from individual service areas and agencies to identify and close gaps in service provision and reduce duplication.
9. To provide and maintain a formal link between the YEPF Steering Group and the Youth Support Services in supporting a co-ordinated approach to the provision of services.
10. To provide and maintain a formal link between the YEPF Steering Group and the ACL Partnership in supporting a co-ordinated approach to the provision of services.
11. To promote the agreed strategic approach to ensure effective delivery of Youth Engagement and Progression Framework related services to children, young people and their families.

12. To contribute to the development and implementation of the Youth Engagement and Progression Framework Action Plan.
13. To report progress to the Local Service Board (through the Skills and Economy Programme Board) and Welsh Government as required.

### **Membership**

The membership of the YEPF Steering Group, and its task and finish groups, will be reviewed and agreed annually by partners. Membership of the Steering Group will include representation from:

- BCBC Education and Lifelong Learning (Attendance and Wellbeing Service, Adult Education, Services for Young People, Access and Inclusion, 14-19, Systems and Management Information Team, School Improvement).
- Schools.
- BCBC Children's Services.
- BCBC Community Services.
- Communities First.
- Careers Wales.
- Job Centre Plus.
- Probation / Parc Prison
- Training Providers – national training federation for Wales.
- Voluntary Sector Providers.

All members of the YEPF Steering Group, and associated task and finish groups, will commit to support the stipulated aims and objectives of the Youth Engagement and Progression Framework.

### **Meetings**

YEPF Steering Group meetings will be held on a 6 monthly basis. (January and September, typically starting at 2pm and closing at 4.30pm.)

Task and Finish Groups will convene as and when required and agreed by the YEPF Steering Group. Task and Finish Groups will feedback to the YEPF Steering Group via the Engagement and Progression Co-ordinator.