

Consortium Board: Notes of Meeting

Date: 26th January 2012 1400-1600 **Venue:** LSIS Offices, Savoy Street, The Strand, London

Present: Dame Ruth Silver (Chair of Board), David Andrews (CEIAG Consultant), Duncan Baldwin (ASCL), Vince Barrett (ACEG), Joy Mercer (AoC), David Milton (ICG), and Claire Nix (Careers England) plus Paul Chubb (Project Leader and Organising Secretary for the CB).

Apologies: Lesley Gannon (NAHT), Graham Hoyle (AELP) and Ruth Spellman (CPA).

NOTES OF MEETING

1/12 Welcomes & Introductions

Dame Ruth welcomed all to the inaugural meeting, and invited all to introduce themselves. She set the scene, context and the high national profile for the Quality in Careers Standard (QiCS) and the Board.

2/12 Detailed Context, Progress & latest Position on the QiCS

The paper from Paul Chubb was discussed, with the following decisions made:

- The Board welcomed the report, noted the fully documented background and the actions taken by Dame Ruth & Paul to secure and begin to utilise the DBIS funding available until 29.6.12. In doing so the Board noted the details of the outcomes required by the DBIS contract, and the agreed expenditure.
- The Board welcomed the proposed suite of QiCS materials and (with the amendment to the four 'grades' in assessment to replace 'poor' with 'inadequate', the Board authorised publication of the QiCS Guide and the Self Assessment booklet. The Board also authorised further work on the draft Assessment Board template.
- The Board confirmed the next actions and priorities set out by Paul, including (i) the issue of the Press Notice by Paul (drafts of which the Board resolved to receive electronically and comment upon for final sign off by Dame Ruth and Paul); (ii) authorising Paul to initiate the tri-partite meeting with emqc (matrix Standard) and CPA re a joint approach to the three agreed prongs of quality from the Board's perspective, also to feature in the Press Notice; (iii) and authorised Paul to proceed with convening and establishing the foundations for the 'small and dynamic team' of expert assessment panel/report writers.

3/12 Fees for Assessments

Paul introduced the paper setting out the background from the Report for the establishment of the CB and QiCS. The Board resolved that in the first year of the QiCS it would be pragmatic to confirm the suggested rates for fees as set out in the original Report from the consultations. In doing so the Board resolved the following:

- Expert team members assisting Assessment Panels and writing Assessment Reports should be paid a fee of £380 per day plus approved expenses.
- CEIAG Quality Award providers seeking assessment should be charged £1500 for the Panel {To enable the Consortium Board to cover costs incurred which will principally be preparatory work for the Panel by the appointed Assessment Report writer, travel expenses for the Panel, and the preparation and issue of the Assessment Report}; No fee for an appeal; and £750 for a second stage assessment if required {This would be a reduced fee as less work should be required of the appointed Assessment Report writer for a second stage assessment}.

4/12 Protocols & Constitution

Paul presented a report setting the context for the discussion on constitution, which was a further item the Report establishing the CB and QiCS had recommended the new Board itself should address.

The Board discussed the issues raised, and a number of 'rules' or 'protocols' to govern the Board. The following resolutions were made by the Board:

- Paul should proceed to finalise the draft constitution considered by the Board, in order to approve it as the constitution for "The Quality in Careers Consortium", which would be an unincorporated association, governed by the Consortium Board. Paul would seek to complete this through circulating further drafts which the Board resolved to receive electronically and comment upon for final sign off by Dame Ruth and Paul.
- In terms of the Board, a nominated substitute would be acceptable by exception, on the strict proviso that he/she should be fully briefed.
- The Board resolved that, wherever possible, all governance matters for the Board should be enabling, not constraining - hence for decision making the Quorum should be 3 members of the Board (noting that Paul is a non-voting member).
- Once decisions are made, the Board resolved that these are collectively to be supported. As noted already, the Board would seek to make decisions between meetings through electronic means; urgent decisions may be made either by Paul and/or Dame Ruth and reported thereafter to the Board.

- E-mail communications would be kept to confidential levels, or personal levels, unless the requirement to enable 'reply to all' was deemed essential.
- The notes of the meetings (to be produced by Paul), will be relatively brief recording decisions, with all notes to be treated as 'public' unless for reasons of confidentiality additional 'private' notes are required - and the 'public' notes will be posted on the Careers England website which is dedicated to the QiCS.
- Income and Expenditure related to the QiCS will be handled by the Careers England treasurer, who has established a separate CE-QiCS Account (this is required for accounting purposes to funders such as DBIS, for example). Trading accounts for the Quality in Careers Consortium will, therefore, be readily able to be produced. Expenditure will be approved by the authorisation of either Dame Ruth or Paul (neither may authorise any expenditure which directly relates to them; the other must approve).

5/12 Ambitions for the year

Dame Ruth opened up a free discussion on hopes for the future and ambitions for the Consortium and the Standard.

The Board resolved that its ambitions for 2012 would include:

- To secure circa 50% of the current CEIAG Quality Awarding Bodies as becoming "committed to work towards national validation" (Step 1 in the national validation process).
- To secure that 6 of the current CEIAG Quality Awarding Bodies come forward for formal assessment (Step 4 in the national validation process).
- To maintain the active involvement and support of the founding member organisations/parties to the Board and the Consortium.
- To establish and implement a comprehensive strategy to promote the QiCS throughout the country. *{note: this to form a major item on the next agenda, and to be acted upon with priority by Paul should opportunities arise before then}.*
- To publish lists of those CEIAG Quality Awarding Bodies that are "committed to work towards national validation" (Step 1 in the national validation process), and of those CEIAG Quality Awarding Bodies which are accredited after formal assessment (Step 6 in the national validation process).
- To fulfil all of the outcomes required by the current DBIS contract by the end of June 2012; and thereafter to become self-financing in all QiCS operations.

6/12 Obstacles to seek to address in the year

Following on from the discussion on Ambitions, the Board discussed the potential obstacles which might hamper success in fulfilling the Board's ambitions.

All agreed that there were aspects of Government policy for CEIAG which were at the very least unhelpful, not least the repeal of the statutory duty for careers education (however the overt support from John Hayes, Minister for Skills, was warmly acknowledged as a positive). The Board's major concerns are the constraints on finances that will be available to enable:

- Schools, Colleges and WBL providers to seek accreditation by a CEIAG Quality Award
- Local Authority/other funding to sustain and develop some of the existing Awards {hence concerns over the viability of some of the existing Awards}
- Schools to commission external careers advice and guidance of sufficient quality and quantity to meet young people's needs; and
- All, many or some of the existing Awarding Bodies to be able to fund the development work required as well as the costs for the full process of meeting the national validation criteria for the QiCS.

Despite these concerns, the Board resolved that – on balance – it was optimistic that its ambitions could be achieved. The Board believes that the QiCS is a beacon of hope for the future of CEIAG support for young people.

7/12 Review of Decisions taken and setting the dates of next meetings

Dame Ruth reviewed decisions taken throughout this inaugural meeting, now duly noted in these notes. The Board resolved to set four meetings per annum as the 'norm'.

Hence three further meetings were confirmed as:

- **JUNE 12th, 1400-1600** [confirmed with Karen Adriaanse, Lead HMI for Ofsted on careers guidance, who will meet us for the first hour of this meeting to discuss the forthcoming 2013 Ofsted Thematic Survey of how schools are discharging their new duty to secure careers guidance]. Venue confirmed as LSIS Offices, Savoy Street, The Strand, London.
- **SEPTEMBER 26th, 1400-1600** [venue tbc in London]
- **DECEMBER 12th, 1400-1600** [venue tbc in London]

Meeting closed.

Notes prepared by Paul A. Chubb, 8th February 2012