

Cambridgeshire and Peterborough Youth Forum Terms of Reference

Purpose

The Forum's purpose is to steer the development of the Youth Guarantee offer in Cambridgeshire and Peterborough, ensuring it meets diverse needs and achieves the best possible outcomes for young residents. Members will review gaps in current skills provision and employment opportunities, including Apprenticeships. The Forum will be asked to advise on further methods of engaging young people, and will be asked to co-produce ideas and concepts and will be consulted with regarding key decisions relating to the Youth Guarantee Trailblazer.

Priorities

- Identifying barriers to skills provision and employment/Apprenticeships faced by local young people, in addition to gaps in current provision.
- Embedding lived experience in the Youth Guarantee trailblazer's delivery.
- Ensuring effective promotion and publicisation of high-quality careers advice and guidance and skills and employment/apprenticeship opportunities for young people.
- Steering collaboration with key stakeholders, including employers.
- To promote the importance of youth voice in the work of the Combined Authority.

Accountability

The CPCA Lead Officer for the Youth Forum is Eva Woods. The Senior Responsible Officer is Andrea Wood, Assistant Director for Skills and Employment. Decisions and recommendations reached by the Forum, as well as any other work undertaken, will be reported to the Skills and Employment Committee.

Meetings

The Forum will meet a minimum of once a month throughout the duration of the Youth Guarantee Trailblazer's delivery, and is responsible for agreeing dates, times and locations of meetings, to ensure participation is accessible to Members with varying needs and responsibilities. Apologies should be sent via the CPCA Lead Officer.

Membership and Structure

Forum membership should comprise at least one representative living in each of the six Combined Authority districts.

Applications, whilst open to any young person aged 16-21 or 16-25 in the case of SEND, will be encouraged from young people who fall into any category considered a risk factor for becoming NEET. This includes young carers, young people who are care-experienced, with SEND, affected by a physical or mental health condition, refugees or asylum seekers, who have experienced homelessness or who do not possess a qualification at Level 1 or above.

Members will be recruited through an application process promoted by local youth workers in February 2025. Should any of the original cohort leave the Forum, the vacancy will be readvertised as appropriate, and a new member can be co-opted through a vote of the forum members. A member's term should be the duration of the Youth Guarantee trailblazer programme.

District	Peterborough	
	Fenland	
	Huntingdonshire	
	Cambridge City	
	South Cambridgeshire	
	East Cambridgeshire	
Co-opted	<i>Applications encouraged from young people who fall into any category considered a risk factor for becoming NEET.</i>	

Young People will elect two co-chairs as part of their first session, who will: co-produce agendas with officers, lead meetings and ensure participation from a diverse range of young people, making sure all voices are considered.

Governance and Voting

CPCA officers will present the forum with decisions and choices for consideration and will co-produce agendas with the co-chairs. The Forum will receive an agenda prior to all meetings outlining discussions to be had and decisions to be made. Before reaching a decision, co-chairs should ensure the Forum has:

- Accesses all relevant information
- Considered the goal of a decision or recommendation
- Discussed all choices available and any practical constraints
- Considered the voices and best interest of all young people in our region to the best of their ability

Decisions can be made by consensus or a simple majority vote. Any conflicts of interest should be declared to the co-chairs. Attendance of six youth forum members will be considered quorate.