

TERMS OF REFERENCE FOR THE HOME TO SCHOOL TRANSPORT POLICY PANEL

1. Name

1.1 The panel shall be called the Home to School Transport Policy Panel (“the Panel”).)

2. Purpose and remit

2.1 The Panel shall:

- Review the current issues and challenges around the home to school transport service and oversee any results of the Independent External Review;
- Provide advice and make recommendations to the Children, Young People and Skills Committee as well as to the Acting Executive Director, Families, Children & Learning, as necessary.

3. Status

3.1 The Panel have the status of a task and finish policy panel. It will be an advisory body and will not have subcommittee status. The political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply.

4. Reporting

4.1 The Panel will report to the Children, Young People and Skills Committee with recommendations, but may also provide advice to the Executive Director for Families, Children & Learning as necessary.

5. Membership

5.1 Membership of the Panel shall consist of 6 elected Members, 2 each from the three political groups on the Council nominated by their Groups.

5.2 The appointments may be made, in accordance the wishes of the political Groups, at the meeting of the Children, Young People & Skills Committee when the terms of reference are agreed or notified to Executive Director by the relevant Group following the meeting.

5.3 Nominees will normally be selected from the membership of the relevant parent committee(s).

6. Chairing of meetings of the Panel

- 6.1 The Chair of the Panel shall be appointed by the Children, Young People and Skills Committee from members of the Panel who are members of the opposition.
- 6.2 If the Committee does not appoint the Chair, the Panel itself will appoint the Chair at its first meeting. An Officer authorised by the Executive Director will preside over the appointments process.

7. Meetings and ways of working

- 7.1 The Panel will agree ways of working appropriate to its role and remit at the scoping meeting (the meeting to discuss how the work will be organised, who to invite, and timescales.)
- 7.2 In line with normal practice, it is expected that the Panel will have 3 or 4 meetings, but this is without prejudice to the ability to have additional meetings if the Panel consider it necessary.
- 7.3 The Panel will decide whether some or all of its meetings are open to the public having regard to the nature of the issues to be discussed, the wishes of witnesses and any legal or commercial sensitivities.

8. Duration

- 8.1 As an ad-hoc panel, the Panel will come to an end when it concludes its deliberations and submits its report, if any, to the Parent Committee. This is expected to be early in the new year.