

Proposed Cross Party School Organisation Working Group - Draft Terms of Reference

Purpose

The purposes of the Cross Party School Organisation Working Group will be:

- To keep under review pupil number projections for Brighton & Hove
- To consider actions required to ensure that the Council fulfils its duty to secure sufficient school places for children and young people and advise the Children and Young People Committee (CYPC) accordingly
- To advise the CYPC regarding the schools capital programme
- To comment on an annual five year School Organisation Plan for endorsement by the CYPC and approval by full Council.

Membership and Chairing Arrangements

Membership of the Working Group will include the Chair and Deputy Chair of the CYPC and lead spokespersons for the other party groups, and one further representative from each of the other party groups

The Working Group will be advised by the Assistant Director, Children's Services (Education & Inclusion), the Head of Education Planning and Contracts, the Head of Capital Strategy and Development Planning (Property & Design) and other officers of the Council as may from time to time be required

The first meeting of the Working Group will be chaired by the Executive Director of Children's Services. Subsequent meetings will be chaired by the Executive Director of Children's Services or the Assistant Director (Education and Inclusion)

Operating principles

It is intended that the Working Group operate in partnership and its goal is to attempt to reach decisions by consensus

The Working Group may call upon specialist advice from legal, financial, property and other officers of the Council, and external consultants, as it sees fit

The Working Group will meet every six to eight weeks, with a schedule of meetings for the year agreed at the start of each school year. At the end of the year the Children & Young People Committee will determine if a further schedule of meetings is required.

Papers and minutes of each meeting will be issued within seven days of the meeting and will be confidential; Members will decide at the end of the meeting those items which may be discussed more widely

Administration for the Working Group will be provided by Children's Services (the Education & Inclusion team). The agenda and accompanying papers will normally be circulated one week in advance of meetings, but additional material may be sent later or tabled where necessary