

REVIEW OF THE CONSTITUTION – JULY 2019**OFFICER AMENDMENT**

Procedural Rule 14.3

To note that in relation to the following Working Groups approved by the Policy, Resources & Growth Committee at its meeting on the 11th January, there is a need to update the terms of reference for the School Organisation Working Group and the Cross-Party Youth Group.

Revised terms of reference are listed with this amendment and the changes shown in bold italics below to the specific paragraphs. The full Council is asked to note the amendments as shown which the Monitoring Officer has enacted having been authorised to make any amendments and re-publish the constitution as necessary.

13. School Organisation Working Group – Terms of Reference

5. Membership of the Working Group will consist of ~~3~~ **6** elected members, nominated by group leaders.

15. Cross-Party Youth Group – Terms of Reference

4. Governance and decision making

The Children, Young People and Skills Committee is the council Committee which is responsible for education, children's health and social care services, public health for children and young people, including services to young people up to the age of 19 ***or in some cases the age of 25.***

7. The Working Group meetings are to be held every 3 months for 1.5 hours and will ***generally*** start at 5.30pm ***or as agreed.***

13. SCHOOL ORGANISATION WORKING GROUP - TERMS OF REFERENCE

1. Name

School Organisation Working Group

2. 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 & Skills Committee (CYPS) accordingly
- To advise the CYPS regarding the schools capital programme
- To comment on an annual five year School Organisation Plan for endorsement by the CYPS and approval by Full Council, as required.

3. Status

The Board shall be an advisory board to the Children and Young People & Skills Committee. The Board will not have sub-committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

4. 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 & Skills Committee will determine if a further schedule of meetings is required.

Administration for the Working Group will be provided by Education & Skills. 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. 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.

5. Membership and Chairing Arrangements

Membership of the Working Group will consist of 6 elected members, nominated by group leaders.

The Working Group will be advised by the Assistant Director, Families, Children & Learning (Education & Skills), the Head of School Organisation, the Head of Education Capital (Property & Design) and other officers of the Council as may from time to time be required.

6. Review

These terms of reference may be reviewed and amended by the Children & Young People & Skills Committee from time to time.

15. CROSS PARTY YOUTH GROUP - TERMS OF REFERENCE

1. Name

Cross-Party Youth Group

2. Purpose

The purpose of the Cross-Party Working Group will be to gather the views of young people to feed into Councillors and the Director / Assistant Director of Families, Children and Learning to inform decisions.

3. Status

The Group shall be an advisory board to the Children and Young People & Skills Committee and to the Health & Wellbeing Board. The Group will not have sub-committee status and the political balance rules in section 15 of the Local Government and Housing Act 1989 will not apply. However, it is expected that the Board will be established on a cross party basis.

4. Governance and decision making

The Children, Young People and Skills Committee is the council Committee which is responsible for education, children's health and social care services, public health for children and young people, including services to young people up to the age of 19 or in some cases the age of 25.

The full Council is the highest decision-making body for the Council and agrees the budget for the Council once a year.

Views and recommendations from the Youth Cross Party Working Group will be taken into account and will be represented at the Children, Young People and Skills Committee by the Councillors and Youth Council representative.

5. Membership and Chairing Arrangements

Membership of the Working Group will include one Member from each of the three political groups in the council who attend the Children, Young People and Skills Committee, together with either the Executive Director or Assistant Director for Families Children & Learning.

The group will develop representation from young people from different areas, groups and youth services in the city. To start with this will include representatives from the Youth Council, Children in Care Council and the commissioned neighbourhood youth projects. The group will consider how to ensure the views of a wider range of young people can be gathered including whether representatives from other youth organisations should join the group

The meetings of the Working Group will be co-chaired by the chair of the Children, Young People and Skills Committee and by the Youth Council representatives on the Committee.

6. Operating Principles

It is intended that the Working Group operate in partnership and its goal is to reach recommendations by agreement.

This Working Group will be the main way that young people can influence the Children, Young People and Skills Committee of the Council.

The Working Group may ask for advice from legal, financial, property and other officers of the Council, or external advice.

Any discussions and papers from this group will be open and transparent and can be shared.

7. Frequency of Meetings

The Working Group meetings are to be held every 3 months for 1.5 hours and will generally start at 5.30pm or as agreed.

The frequency of the steering group is to be reviewed and increased or decreased, as required.

8. Administration

Administration for the Working Group will be provided by the Early Years, Youth and Family Support service. 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. The minutes of each meeting will be issued within ten days of the meeting.

Members will decide at the end of the meeting how the discussion of the group will be shared more widely.

9. Review

These terms of reference may be reviewed and amended by the Children & Young People & Skills Committee from time to time.