



Buckinghamshire County Council

Report

REVIEW OF THE TERMS OF REFERENCE AND CONSTITUTION OF THE SCHOOL ORGANISATIONAL COMMITTEE (UPDATE OF PROCEDURAL AND ORGANISATIONAL MATTERS)

AGENDA ITEM 4

Date 27 February 2001

Title School Organisation Committee

Author Legal Services Manager

A PURPOSE OF REPORT

1 To report back to the Committee with an amended Terms of Reference and Constitution of the School Organisation Committee following the meeting on 21 November 2000.

B PROPOSED ACTION

2 The Committee is asked to **CONSIDER** and **APPROVE** the amended Constitution and Terms of Reference (Agenda Item 4A) and the protocol for addressing meetings (Agenda Item 4B).

C RESOURCE APPRAISAL

3 There are no resource implications arising directly as a consequence of this report.

D SUPPORTING INFORMATION

4 Members of the Committee will recall that at the meeting of the Committee on 21 November 2000, it was agreed that the Constitution and Terms of Reference of the Committee be updated and be submitted to this meeting for approval. In addition it was also agreed that the protocol used by Northamptonshire on addressing meetings of the Committee be adopted, with certain amendments, and be submitted to this meeting for approval.

5 Members will note that the Constitution and Terms of Reference has been amended as follows:-

- (i) The Learning and Skills Council has replaced the Further Education Funding Council (see paragraph 1);
- (ii) The Head of Legal Services (or her representative) has replaced the Director of Education as Secretary for this Committee, (see paragraph 5);
- (iii) There is now provision for the Secretary to convene a meeting of the Committee on the direction of the Chairman/Vice-Chairman in cases of urgency (see paragraph 6.2);
- (iv) There is now provision for any matter (other than decisions on the School Organisation Plan and Statutory Proposals) to be decided by a majority vote (see paragraph 11.2);
- (v) Specific reference is made to the approved protocol on addressing meetings of the Committee (see paragraph 12.2);
- (vi) Reference is made to the quorum required for meetings to proceed (see paragraph 14).

6 Appendices to this paper are the following (attached to agenda):-

- 4A - Terms of Reference and Constitution of Buckinghamshire School Organisation Committee.
- 4B - The protocol for addressing meetings of the Committee.

For further information please contact: Raj Popat on 01296 383710.

Cleared by: Monitoring Officer Chief Financial Officer Head of Cabinet Support

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