
Meeting: Central Bedfordshire Schools Forum
Date: 4 March 2013
Subject: Review of the Forum's Constitution and Terms of Reference
Report of: Mel Peaston, Committee Services Manager
Summary: This report enables the first stage of a review of the Constitution and Terms of Reference as previously requested by the Central Bedfordshire Schools Forum.

Advising Officer: Mel Peaston, Committee Services Manager
Contact Officer: Martha Clampitt, Committee Services Officer
Public/Exempt: Public
Wards Affected: None
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

- Improved educational attainment.

Financial:

1. N/A

Legal:

2. The Constitution and Terms of Reference of the Schools Forum were previously drawn up to comply with Regulations issued in 2010. New Regulations were issued in 2012.

Risk Management:

3. N/A

Staffing (including Trades Unions):

4. N/A

Equalities/Human Rights:

5. To ensure that any decision does not unfairly discriminate, public authorities must be rigorous in reporting to Members the outcome of an equality impact assessment and the legal duties.

6. Public Authorities must ensure that decisions are made in a way which minimises unfairness, and without a disproportionately negative effect on people from different ethnic groups, disabled people, women and men. It is important that Councillors are aware of this duty before they take a decision.

Public Health

7. N/A

Community Safety:

8. N/A

Sustainability:

9. N/A

Procurement:

10. N/A

RECOMMENDATION(S):

The Forum is asked to:

consider the revised draft Central Bedfordshire Schools Forum Constitution and Terms of Reference, compliant with the Regulations issued in 2012.

Information

11. The Central Bedfordshire Schools Forum Constitution and Terms of Reference has previously been amended to comply with the provisions of The Schools Forum (England) Regulations 2010. New Regulations were issued in 2012, which include a requirement to comply with the membership provisions by 1 October 2012.
12. The Forum has accordingly updated its membership provisions, but requested at its last meeting (minute CBSF/12/63 refers) that the Constitution and Terms of Reference be brought back for further consideration. The 2012 Regulations, with which the document must comply, are attached at Appendix A.
13. The Forum agreed at their meeting on 24 January 2013 (minute CBSF/12/85 refers) to send any suggested changes to the Committee Services Officer, who would provide a track changed version of the Constitution and Terms of Reference for consideration. A copy of the track changed document is attached at Appendix B.

Amendments

14. Quorum

The Regulations require 40% of the membership to be present. The provision in the Terms of Reference for quorum has therefore been updated to 9 (Total membership = 21).

15. Working Groups

Currently the Terms of Reference are silent on the subject of Working Groups, which are permitted under 1.44 of the Guidance. The Forum is asked to consider whether to add the proposed paragraph.

16. Consultation on Contracts

A revised paragraph is proposed to reflect the current regulations.

17. Voting

The proposed additional paragraph reflects changes in the Regulations.

Appendices: Appendix A – The Schools Forums (England) Regulations 2012
Appendix B – Constitution and Terms of Reference

Background Papers: (open to public inspection) None