

Item 2. Re-drafted RPG constitution

LONDON COUNCILS: YOUNG PEOPLE'S EDUCATION AND SKILLS

CONSTITUTION

1. Purpose

- 1.1 The role of London Councils: Young People's Education and Skills (YPES) is to provide pan-London leadership for 14-19 education and training provision in relation to the current and future needs of learners and employers, support local authorities in undertaking their statutory functions, and assist other stakeholders in planning, policy and provision
- 1.2 The key tasks of London Councils: Young People's Education and Skills is to:
- 1.2.1 develop the strategic vision of the market for 14-19 provision in London, influencing and shaping sufficient diversity and specialism to promote full participation;
 - 1.2.2 lobby for the best resources for London's young learners;
 - 1.2.3 in partnership with the LSEB/LEP, develop a clear picture of the changing jobs landscape and skills needs in London to help shape the development of provision;
 - 1.2.4 contribute to the production and analysis of data, including demographic data, to inform planning at a provider level;
 - 1.2.5 promote consistent scrutiny of 16-18 provision, challenging poor quality and championing excellence across the capital;
 - 1.2.6 support local authorities and other stakeholders with the provision of high-quality impartial information for all London's young people;
 - 1.2.7 alert London providers to regionally unmet need and gaps in the market;
 - 1.2.8 support local authorities and providers to operate in the collective interest of London, particularly in addressing the needs of vulnerable learners;
 - 1.2.9 co-ordinate the development of specialist education and training across London – including both provision of learners with learning difficulties and disabilities and specialist vocational provision; and
 - 1.2.10 undertake any other tasks as directed by London Councils Leaders' Committee.
- 1.3 In pursuing these ambitions it is recognised that there may be the need to undertake specific commissioning activities at a regional level on behalf of local authorities, based on clear business cases.

2. Definitions

- "ALDCS" is the Association of London Directors of Children's Services.
- "ASCL" is the Association of School and College Leaders

“Association of Colleges”	is the body which represents and promotes the interests of colleges of further and higher education at national and regional level.
“CELC”	is the Chief Executives’ London Committee.
“Forum of London Councils”	is a working party established by Leaders’ Committee to act in an advisory capacity in relation to such issues as shall be determined by Leaders’ Committee.
“Leaders’ Committee”	is the committee comprising the Leaders of each of the London Local Authorities which discharges the functions delegated to London Councils by the London Local Authorities.
“London Councils”	is the joint committee of all the London Local Authorities constituted under an Agreement dated 13th December, 2001 as varied by an Agreement dated 1st February, 2004.
“LEP”	is the London Employment Partnership, which will subsume the London Skills and Employment Board (“LSEB”) established to provide leadership in improving skills and employment for adults in London.
“LWBLA”	is the London Work-based Learning Alliance.
“LDA”	is the London Development Agency.
“NAS”	is the National Apprenticeship Service.
“NATSPEC”	is the body which represents and promotes the interests of independent specialist colleges for learners with learning difficulties and/or disabilities.
“The Agency”	is the Skills Funding Agency.
“YPLA”	is the Young People’s Learning Agency.

3. Relationship with London Councils

3.1 London Councils: Young People’s Education and Skills is established by a decision of Leaders’ Committee¹ of 25 September 2009 as a Forum of London Councils to carry out the tasks set out in Clause 1, above.

4. Voting Members

4.1 The members of London Councils: Young People’s Education and Skills Board entitled to vote on matters arising are:

¹ Note the group was originally constituted under the name London 14-19 Regional Planning Group (LRPG)

- 4.1.1 **London Local Authority Members** comprising one councillor nominated by each of the Conservative, Labour and Liberal Democrat party groups.
- 4.1.2 **London Local Authority Officers** comprising two Directors of Children's Services to be nominated by ALDCS and one Chief Executive to be nominated by CELC.
- 4.1.3 **London Strategic Partners** comprising one nomination from each of the Greater London Authority and the LEP; who should be a representative of London employers.
- 4.1.4 **Providers of education services** comprising three representatives to be nominated by the Association of Colleges after consultation with Sixth Form College Forum and NATSPEC (one shall be a Sixth Form College, and one shall represent learners with learning difficulties and/or disabilities in both mainstream and specialist colleges); together with one representative from LWBLA; and one representative from a school sixth form via ASCL. Each of these representatives shall be a direct provider in their own right.

All of the above nominations to be subject to the approval of Leaders' Committee. Members will be expected to declare any conflicts of interest and withdraw from voting where necessary.

5. Non-Voting Members

5.1 The members of London Councils: Young People's Education and Skills Board not entitled to vote are:

- 5.1.1 **Additional London Strategic Partners** comprising one nomination from each of the Agency; the LDA; the NAS and the YPLA.

6. Additional members

6.1 Additional members may be admitted on such terms as may be approved by Leaders' Committee.

7. Chair

7.1 The Chair of London Councils: Young People's Education and Skills Board shall be the London Councils Executive Member for Children and Young People for the time being.

8. Resignations and termination of membership

- 8.1 A member of London Councils: Young People's Education and Skills Board may resign by giving notice in writing to the Chair. Upon acceptance of a resignation the nominating organisation will be asked to put forward a new representative.
- 8.2 Membership – either individual or organisational – may be terminated by a majority decision of Leaders' Committee on a recommendation of London

Councils: Young People's Education and Skills Board if, in the reasonable opinion of that Committee, the member is failing properly to discharge the duties of the office, by reason of non-attendance, conduct or otherwise. The termination of an individual's membership will not automatically terminate the membership of their organisation, which will be asked to provide a replacement representative. Before deciding to terminate any individual's membership, Leaders' Committee will take into account any views of the London Councils: Young People's Education and Skills Board.

- 8.3 A casual vacancy arising as a result of a resignation or termination may be filled in accordance with the nomination procedure set out in Clause 4, above. The term of office of a member appointed to fill a casual vacancy shall terminate at the annual meeting following his/her appointment.
- 8.4 Each member will be entitled to nominate a substitute from the nominating organisation to represent them in their place if they are unable to attend London Councils: Young People's Education and Skills Board. Only one member will be entitled to vote.

9. Chair of London Councils: Young People's Education and Skills Board

- 9.1 The Chair of London Councils: Young People's Education and Skills Board shall be the London Councils Executive Member for Children and Young People for the time being. Two Vice Chairs will be appointed, including a Vice Chair who is a Director of Children's Services (or equivalent title)

10. Meetings

- 10.1 London Councils: Young People's Education and Skills Board shall hold a minimum of three meetings each year, at one of which appointments for the following year shall be made.
- 10.2 Meetings of London Councils: Young People's Education and Skills Board shall be conducted in accordance with the Standing Orders which are annexed to this constitution.

11 Delegation

- 11.1 London Councils: Young People's Education and Skills Board may delegate to committees and sub-groups, and/or officers such tasks and activities as it considers appropriate.

12 Observers and members of the public

- 12.1 Observers may be admitted to meetings of London Councils: Young People's Education and Skills Board at the discretion of the Chair.

13. Business Plan and Budget

13.1 London Councils: Young People's Education and Skills Board shall prepare annually a Business Plan and Budget for consideration by Leaders' Committee. If, in the course of any year, any material change to the Business Plan and/or Budget is required as a result of a change in government policy or for any other reason, such change shall be subject to the approval of Leaders' Committee.

14. Employees and Contracts

14.1 The London Councils: Young People's Education and Skills team staffing complement shall be agreed by Leaders' Committee in the context of the annual Business Plan. YPES team employees shall be employed by London Councils on London Councils' terms and conditions of employment (except where TUPE applies).

14.2 In the event London Councils: Young People's Education and Skills Board wishes to enter into a contract, for the appointment of consultants or otherwise, any such contract shall be let by London Councils in accordance with London Councils' Financial Regulations.

15. Variations

15.1 Variations to this constitution may be agreed by a two-thirds majority vote of members present at the meeting at which the variation is proposed, subject to the approval of Leaders' Committee.

16. Termination and Dissolution

16.1 London Councils: Young People's Education and Skills Board may be dissolved by Leaders' Committee if, as a result of a change in government policy, an inadequacy of available funding, or any other reason, the continued operation of the Board becomes unviable.

LONDON COUNCILS: YOUNG PEOPLE'S EDUCATION AND SKILLS BOARD

STANDING ORDERS

Meetings

1. London Councils: Young People's Education and Skills Board shall hold a minimum of three meetings each year.
2. Any member of London Councils: Young People's Education and Skills Board may give written notice of an item to be placed on the agenda for any meeting. All notices of agenda items and reports for circulation with agendas must be received by the Director of London Councils: Young People's Education and Skills not less than ten working days prior to the meeting to which the agenda relates.
3. Meetings shall normally be held at the offices of London Councils but may be called at such time and such place as may be determined by London Councils: Young People's Education and Skills.
4. If so determined by London Councils: Young People's Education and Skills, a meeting may take place by means of telecommunications providing that each member participating in the meeting can communicate with the others.
5. The Director shall, not less than seven clear days before an intended meeting of London Councils: Young People's Education and Skills Board, circulate a notice to each member. The notice shall set out the time and place of the meeting and the business to be transacted and shall be accompanied by such reports as are available. No business other than that set out in the summons shall be considered at the meeting unless by reason of special circumstances, which shall be specified in the minutes, the Chair of the meeting is of the opinion that the item should be considered as a matter of urgency.
6. The notice and reports shall be sent by electronic means unless a member requests otherwise.
7. The failure of any notice to be delivered shall not affect the validity of the meeting.
8. The business for ordinary meetings shall be:
 - the election of a person to preside if the Chair and Vice-chairs are not present
 - the approval as a correct record and signature of the minutes of the previous meeting;
 - the receipt of any declarations of interests from members;
 - the consideration of reports/presentations;
 - the consideration of motions;
 - the consideration of any other business specified in the summons to the meeting;
 - the reporting of any decisions taken since the last meeting under urgency procedures.

Quorum

9. The quorum shall be one quarter or the number nearest to one quarter of the members of London Councils: Young People's Education and Skills Board. If, within half an hour of the time appointed for the meeting to commence, a quorum is not present, the meeting shall dissolve.

Procedure

10. The procedure to be followed at meetings, unless specified in these Standing Orders, shall be decided by the person presiding at the meeting and his/her decision shall be final.

Voting

11. Decisions at meeting of London Councils: Young People's Education and Skills Board shall be taken by simple majority vote. In the case of an equality of votes, the Chair shall have a second or casting vote.
12. When making recommendations to Leaders' Committee, London Councils: Young People's Education and Skills Board will provide a record of voting on the subject of the recommendation.

Urgency

13. If, at any time, the Director of London Councils: Young People's Education and Skills considers that any matter is urgent and should be decided on prior to the next meeting of the Board, then he/she shall consult the Chair and Vice Chairs of London Councils: Young People's Education and Skills Board and, if they agree the matter is urgent and agree the Director's recommendation, then the decision shall be taken by the Director and reported to the next meeting of the Board. If neither the Chair nor the Vice Chairs are available, the Director shall consult such members of the Board as he/she considers appropriate.

Declarations of interests

14. Any member of London Councils: Young People's Education and Skills Board having a financial interest, direct or indirect, otherwise solely as a trustee, in any matter under consideration at a meeting, shall:
 - forthwith declare his/her interest;
 - not speak or vote thereon;
 - at the request of the Chair withdraw from the room whilst the matter is under consideration.
15. For the purposes of Standing Order 14, a member shall be treated as having an indirect financial interest in any matter if:
 - she/he or any nominee of his/hers is a shareholder member of a profit-making company or other body (apart from any public body) which has a direct financial interest in the matter;
 - he/she is a partner, or in the employment of, a person with a direct financial interest in the matter and a member shall be treated as having a direct or indirect interest if the member's spouse or partner has such an interest.

Code of Conduct

16. Members shall comply with the National Code of Conduct for Members of Local Government in force from time to time.

***Ex Officio* members**

17. The Chair and Deputy Chair of London Councils shall be *ex officio* members of London Councils: Young People's Education and Skills Board. They shall be entitled to speak but not to vote in meetings in that capacity.

Variation and Revocation

18. Any addition to, or revocation of, these Standing Orders shall be by majority vote of those present and entitled to vote provided that any such addition or revocation shall require confirmation at the next meeting of London Councils: Young People's Education and Skills Board; shall comply with any legislation in force from time to time and shall not conflict with the Standing Orders of London Councils.