

London 14-19 Regional Planning Group

Operational Sub-Group Terms of Reference

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Summary This paper sets out the Terms of Reference for the RPG's Operational Sub-Group

1 Background

- 1.1 The London Regional Planning Group (RPG) is now operating on behalf of the 32 London boroughs in accordance with the London proposals for 14-19 education and training agreed with the Department for Children, Schools and Families (now Department for Education). It is subject to London Councils governance.
- 1.2 At its December 2009 meeting, the RPG agreed a proposal to formalise its sub-group structure. This provided for;
 - 1.2.1. Regional Allocations Group (RAG) to seek consensus of all local authority stakeholders to recommend a regional commissioning plan to the RPG via the RPG Director;
 - 1.2.2. Disputes Panel, which sits alongside the RPG to arbitrate where disagreements arise between local authorities, or local authorities and providers, where a dispute cannot be resolved locally. The panel is made up of three members of the RPG and reports directly to the RPG;
 - 1.2.3. Operational Sub-Group (OSG) to co-ordinate the work of other sub-groups as required and to oversee workstrands as directed by the RPG. It reports directly to the RPG via the RPG Director.

2 The Aim of the OSG

- 2.1 The aim of the OSG is to help strategically guide, and provide scrutiny of, the RPG's work-plan, and to provide advice and support to the RPG Director in accordance with the RPG principles (attached as Annex A).

3 The Role of the OSG

- 3.1 **Direct and oversee workstrands.** The RPG Director shall agree with the Leaders Group each year on behalf of, and with the agreement of, the RPG a work plan and annual operating budget, including projects. The OSG shall monitor the progress in implementing the work plan and shall evaluate the projects conducted by the RPG Director;
- 3.2 **Identify and co-ordinate other sub-groups.** The RPG has the following sub-groups that shall agree their terms of reference with and report to the OSG:
- 3.2.1. Achieving Excellence in Advice and Guidance Task Group;
 - 3.2.2. Data Advisory Group;
 - 3.2.3. Learners with Learning Difficulties and Disabilities (LLDD) Stakeholder Group. This Group also has a reporting line into the Skills Funding Agency;
 - 3.2.4. Offender Learning Stakeholder Group;
 - 3.2.5. ESF 14-19 Steering Group.

The OSG will also take responsibility for establishing of other sub-group(s) – permanent or otherwise – identified by RPG at any time according to specific need.

Additionally the OSG shall maintain a close relationship with other key stakeholder groups, such as the Local Authority Sub-group of the London Apprenticeships Taskforce, ensuring a representative holding cross-membership with this group.

- 3.3 **Support the work of RAG.** By contributing to RAG meeting agendas, and assuming responsibility for appropriate tasks determined as necessary by RAG.
- 3.4 **Competence to decide or recommend.** The OSG can recommend courses of action to the RPG. The OSG can only make decisions that have been formally delegated to it by the RPG and such delegation shall express the extent of any decision that the OSG may make. The OSG does not have a delegated budget.
- 3.5 **Propose and plan events.** The OSG shall advise the RPG on the conduct, content and organisation of events sponsored by or held in the name of the RPG.

4 Membership of the OSG

- 4.1 The membership of the OSG will comprise:
- 4.1.1. RPG Director (Chair)
 - 4.1.2. London Councils Policy And Public Affairs Directorate
 - 4.1.3. Association of London Directors of Children's Services (ALDCS)
 - 4.1.4. Department for Education (DFE)
 - 4.1.5. Government Office for London (GOL)
 - 4.1.6. Young People's Learning Agency (YPLA)

- 4.1.7. London Skills and Employment Board (LSEB)
- 4.1.8. London Development Agency (LDA)
- 4.1.9. Nominated members of each of the sub-groups set out in paragraph 3.2
- 4.1.10. Representative from London Apprenticeships Taskforce Local Authority Sub-group
- 4.1.11. Local authority representatives (up to five and drawn appropriately to reflect pan-London representation)
- 4.1.12. Provider representatives (up to three and reflecting different provider types)
- 4.2 The membership composition of the OSG may only be amended by RPG.
- 4.3 The OSG may co-opt advisers without voting rights permanently or to attend all or any part of any meeting or sequence of meetings. Chairs or other officers of working groups or temporary task groups may be similarly invited by the Chair.
- 4.4 Named substitutes for OSG members are permitted. However, no more than one representative per membership place will be expected to attend any one OSG meeting, unless specifically agreed by the chair.
- 4.5 If a member fails to attend either three consecutive OSG meetings or more than 50% of OSG meetings within any given year without notification and/or good reason, they shall forfeit their membership and a new representative will be sought.
- 4.6 Votes:
 - 4.6.1. The decision to take a recommendation to a vote rests solely with the Chair.
 - 4.6.2. Prior to any vote being taken, the Chair shall identify whether any member of the OSG has a conflict of interest and shall, in the event of a prejudicial interest, ask such member(s) to withdraw from the matter being discussed
 - 4.6.3. Each member may cast one vote only. If a member be represented by more than one person, there shall be only one vote cast on behalf of that member.
 - 4.6.4. The quorum for voting purposes only is one-half of the members.
 - 4.6.5. The Chair votes only in the instance of a tie.
- 4.7 The OSG shall also nominate a four-person executive to liaise with the RPG Director during periods between OSG meetings and advise on decisions where it is not possible to take a matter to full OSG (due to time constraints etc.)

5 Key Responsibilities of OSG Members

- 5.1 OSG members attend in an individual capacity and not as delegates of any other organisation. They have a responsibility to provide guidance, advice and information germane to their areas of expertise. It is, however, expected that members will keep other bodies informed about relevant OSG work.
- 5.2 OSG members, in their capacity as representatives of the RPG, have a

responsibility to advise and support local authority colleagues in matters relating to the work of the RPG.

6 Officers and Secretariat Function

- 6.1 The Chair of OSG shall be the RPG Director. The OSG shall elect a Vice-Chair who shall be a Local Authority representative. All members shall be appointed for a fixed and renewable twelve month period of office at an RPG meeting to be held between 1 June and 30 September each year.
- 6.2 The Secretariat Function for the group will be provided by the RPG Director within the resources agreed by London Councils Leaders Group.

7 Frequency of Meetings and Quorum

- 7.1 OSG shall meet within four weeks of a scheduled meeting of the RPG (in order to agree recommendations that the OSG shall put to the RPG) and no later than four weeks after each scheduled meeting of the RPG (to ensure that the work-plan is updated appropriately). Additional meetings may be held at the discretion of the RPG director.
- 7.2 The quorum shall be one quarter or the number nearest to one quarter of the members of OSG. If, within half an hour of the time appointed for the meeting to commence, a quorum is not present, the meeting shall dissolve.

8 Accountability of the OSG

- 8.1 The strategic accountability for the London 14-19 offer sits with the RPG and shall be supported by the OSG. The OSG is accountable to all local authorities through the RPG.

The Regional Planning Group (RPG) has established the following principles to underpin the new arrangements from April 2010:

- i. **Making the learner central:** and ensuring as much funding as possible goes to the front line. The new arrangements should further equity and inclusion for London's young people.
- ii. **Provider-neutral commissioning:** with commissioning choices made on the basis of effectiveness and responsiveness alone.
- iii. **Demand-led:** commissioning choices will focus on learner and employer needs and ensure that they are engaged and consulted.
- iv. **Employment and skills:** new arrangements should make best use of data and be responsive to the London skills agenda so that (in conjunction with effective IAG) they contribute to the employability of young people and meeting London's business needs.
- v. **Quality and curriculum:** new arrangements must support a focus on improving the quality of provision and providing learners with a comprehensive curriculum offer and range of pathways to further qualifications.
- vi. **Local decision making:** all 16-19 commissioning decisions should be taken within authorities local to the provision. Regional or other arrangements should be developed only in support of local decision-making and to provide a strategic context for decision-making.
- vii. **Transparency:** the new arrangements must be straightforward for learners, providers, employers and local authorities, with clear structures for decision-making and funding flows.
- viii. **Reducing bureaucracy:** the new arrangements should reduce bureaucracy for providers and local authorities.
- ix. **Collaboration:** commissioning will facilitate partnership working and ensure provider strengths, specialisms, expertise and innovation are used to secure the greatest benefit for all learners.
- x. **Progression:** there needs to be seamless progression for learners at key transition points (pre-14, post-16 and post-19).