

LONDON 14-19 REGIONAL PLANNING GROUP

CONSTITUTION

1. Purpose

- 1.1 The purpose of the London 14-19 Regional Planning Group ("LRPG") is to provide strategic leadership of the 16-19 commissioning process across London in relation to the current and future needs of learners and employers.
- 1.2 The role of the LRPG will be to oversee the commissioning of education services for 16-19 years at a pan-London level. The key tasks of the group will be to:
 - 1.2.1 support and co-ordinate the commissioning process at borough and inter-borough level, with the aim of ensuring consistency, where appropriate;
 - 1.2.2 write and distribute a regional statement of priorities, in line with national guidance, to inform local commissioning priorities;
 - 1.2.3 undertake specific commissioning tasks at a regional level on behalf of all the London boroughs;
 - 1.2.4 lobby for sufficient resources for London's learners;
 - 1.2.5 submit a regional commissioning plan to the Young People's Learning Agency (YPLA) within the timetable of the National Commissioning Framework;
 - 1.2.6 seek to resolve conflict at a borough or inter-borough level and administer a complaints procedure, as required;
 - 1.2.7 undertake such other tasks as shall be agreed having regard to guidance on Regional Planning Groups published from time to time by the Department for Children, Schools and Families (DCSF).

2. Definitions

"ALDCS"	is the Association of London Directors of Children's Services.
"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.
“LSEB”	is the London Skills and Employment Board, which is established to provide leadership in improving skills and employment for adults in London.
“LWBLA”	is the London Work-based Learning Alliance.
“NATSPEC”	is the body which represents and promotes the interests of independent specialist colleges for learners with learning difficulties and/or disabilities.
“LDA”	is the London Development Agency
“YPLA”	is the Young People’s Learning Agency.
“SFA”	is the Skills Funding Agency.
“NAS”	is the National Apprenticeship Service.
“DCSF”	is the Department for Children, Schools and Families.
“GOL”	is the Government Office for London.

3. Relationship with London Councils

- 3.1 The LRPG is established by a decision of Leaders’ Committee 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 LRPG entitled to vote on matters arising are:

- 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 LSEB and 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. 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 LRPG not entitled to vote are:

5.1.1 **Additional London Strategic Partners** comprising one nomination from each of the DCSF; the LDA; the GOL, the NAS; the SFA; and the YPLA.

6. Additional members

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

7. Term of office

7.1 The term of office of each member shall be one year, with the exception of the Chair of LRPG, who shall be the London Councils Executive Member for Children and Young People for the time being.

7.2 Nominations for membership shall be made at each annual general meeting of LRPG. The term of office of a member may be renewed, subject to the approval of Leaders' Committee.

8. Resignations and termination of membership

8.1 A member of LRPG may resign by giving notice in writing to the Chair.

8.2 Membership – either individual or organisational - may be terminated by a majority decision of Leaders' Committee on a recommendation of LRPG 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 RPG.

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 LRPG. Only one member will be entitled to vote at LRPG.

9. Chair of LRPG

9.1 The Chair of LRPG 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

10. Meetings

10.1 LRPG shall hold a minimum of three meetings each year, one of which shall be an annual general meeting at which appointments for the following year shall be made.

10.2 Meetings of LRPG shall be conducted in accordance with the Standing Orders which are annexed to this constitution.

11. Delegation

11.1 LRPG 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 LRPG at the discretion of the Chair.

13. Business Plan and Budget

13.1 LRPG 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 LRPG staffing complement shall be agreed by Leaders' Committee in the context of the annual Business Plan. LRPG employees shall be employed by London Councils on London Councils' terms and conditions of employment.

14.2 In the event LRPG wishes to enter into a contract, for the appointment of consultants or otherwise, any such contract shall be let on LRPG's behalf 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 LRPG 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 LRPG becomes unviable.

LONDON 14-19 REGIONAL PLANNING GROUP (LRPG)

STANDING ORDERS

Meetings

1. LRPG shall hold a minimum of three meetings each year, one of which shall be an annual general meeting.
2. Any member of LRPG 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 LRPG 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 LRPG.
4. If so determined by LRPG, 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 LRPG, 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. At the annual general meeting, appointments of for members of LRPG for the ensuing year shall be made, in addition to any other business to be transacted at the meeting.
9. 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

10. The quorum shall be one quarter or the number nearest to one quarter of the members of LRPG. If, within half an hour of the time appointed for the meeting to commence, a quorum is not present, the meeting shall dissolve.

Procedure

11. 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

12. Decisions at meeting of LRPG shall be taken by simple majority vote. In the case of an equality of votes, the Chair shall have a second or casting vote.
13. When making recommendations to Leaders' Committee, LRPG will provide a record of voting on the subject of the recommendation.

Urgency

14. If, at any time, the Director of LRPG considers that any matter is urgent and should be decided on prior to the next meeting of LRPG, then he/she shall consult the Chair and Vice Chairs of LRPG, 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 LRPG. If neither the Chair nor the Vice Chairs are available, the Director shall consult such members of LRPG as he/she considers appropriate.

Declarations of interests

15. Any member of LRPG 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.
16. For the purposes of Standing Order 15, 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

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

***Ex Officio* members**

18. The Chair and Deputy Chair of London Councils shall be *ex officio* members of LRPG. They shall be entitled to speak but not to vote in meetings in that capacity.

Variation and Revocation

19. 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 LRPG; shall comply with any legislation in force from time to time and shall not conflict with the Standing Orders of London Councils.

London 14-19 Regional Planning Group – Membership: February 2009

ORGANISATION

London Councils CYP Executive Member (Lib Dem)
London Councils Conservative Group
London Councils Labour Group
Chief Executives' London Committee
Association of London Directors of Children's Services
Association of London Directors of Children's Services
Greater London Authority
London Skills & Employment Board
London Employer
Association Of Colleges (FE College)
Association Of Colleges (Sixth Form College)
Association Of Colleges/NATSPEC (LLDD Needs)
School Sixth Form
London Work-Based Learning Alliance

Department of Children, Schools and Families
Government Office for London
London Development Agency
National Apprenticeship Service
Skills Funding Agency
Young People's Learning Agency

REPRESENTATIVE

- Cllr Nick Stanton
- Cllr David Simmonds
- Cllr Jackie Smith
- Rob Whiteman
- Frankie Sulke
- Pat Reynolds
- Pam Chesters
- Jack Morris
- Vacant
- Frank McLoughlin
- Dr Jane Overbury
- Caroline Allen
- Vacant
- Vic Farlie

- Vacant
- Clive Senior (interim)
- Denise Burke (interim)
- Vic Grimes
- Christopher Wright
- Michael Pettifer