

# Young People's Education and Skills Operational Sub-Group

## Terms of Reference

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### 1 Background

- 1.1 London Councils: Young People's Education and Skills operates on behalf of the 33 London councils in accordance with the London proposals for 14 to 19 education and training agreed with the Department for Children, Schools and Families (now Department for Education). It is subject to London Councils governance and the requirements of London local government through the Leaders' Committee.

### 2 The Aim of the Operational Sub-Group (OSG)

- 2.1 The aim of the OSG is to help strategically guide and provide scrutiny of the London Councils Young People's Education and Skills work, and to provide advice and support to the Strategy Director. OSG members will undertake these tasks with reference to the Young People's Education and Skills purpose listed in section 1 of the London Councils Young People's Education and Skills Constitution (Annex 1).

### 3 The Role of the OSG

- 3.1 **Direct and oversee work strands.** The Strategy Director shall agree with the Leaders Group each year on behalf of, and with the agreement of, the Young People's Education and Skills Board, a work plan and annual operating budget, including regional projects. The OSG shall monitor the progress in implementing the work plan and shall evaluate the projects conducted by the Strategy Director.
- 3.2 **Identify and co-ordinate project/task and finish groups.** The Young People's Education and Skills Board, working through the OSG, will take responsibility for establishing project/task and finish groups identified at any time according to specific need.
- 3.3 **Support cross-borough and pan-London dialogue.** Communicate before and after each meeting of the OSG with officers in each borough in the sub-region, organise meetings of appropriate officers sub-regionally and support pan-London seminars and training events.
- 3.4 **Competence to decide or recommend.** The OSG can recommend courses of action to the Young People's Education and Skills Board. The OSG can only make decisions that have been formally delegated to it by the Young People's Education and Skills Board 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 Young People's Education and Skills Board on the conduct, content and organisation of events sponsored by or held in

the name of London Councils Young People's Education and Skills.

#### **4 Membership of the OSG**

- 4.1 The membership of the OSG will comprise:
  - 4.1.1 Young People's Education and Skills Strategy Director
  - 4.1.2 Local authority representatives (a minimum of four, drawn appropriately to reflect pan-London representation) – through sub-regional organisations nominated by the Association of London Directors of Children's Services
  - 4.1.3 Provider representatives (up to three and reflecting different provider types)
  - 4.1.4 Nominated members project/task and finish groups set out in paragraph 3.2
  - 4.1.5 London Councils Policy and Public Affairs Directorate
  - 4.1.6 Education and Skills Funding Agency (ESFA)
  - 4.1.7 The London Economic Action Partnership officer (LEAP)
  - 4.1.8 Greater London Authority - Children & Young People (GLA)
- 4.2 The membership composition of the OSG may only be amended by the Young People's Education and Skills Board.
- 4.3 The OSG may co-opt advisers without voting rights to attend all or any part of any meeting or sequence of meetings. All London local authorities shall be invited to nominate an observer to each meeting of the OSG.
- 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 per cent 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-quarter of the members.
  - 4.6.5 The Chair votes only in the instance of a tie.

#### **5 Key Responsibilities of OSG Members**

- 5.1 All members have a responsibility to provide guidance, advice and information germane to their areas of expertise. Although OSG members attend in an individual capacity it is expected that they will keep other bodies informed about relevant OSG work.
- 5.2 All OSG members, in their capacity as representatives of London Councils Young People's Education and Skills, have a responsibility to advise and support local authority colleagues in matters relating to the work of Young People's Education and Skills. Sub-regional local authority members will be expected to share information relating to OSG

meetings with local authority colleagues in their sub-region.

## **6 Officers and Secretariat Function**

- 6.1 The OSG shall elect a Chair and 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 the first Young People's Education and Skills Board meeting in each academic year.
- 6.2 The Secretariat Function for the group will be provided by the Strategy Director within the resources agreed by London Councils Leaders Group.

## **7 Frequency of Meetings and Quorum**

- 7.1 OSG shall where possible meet within four weeks of a scheduled meeting of the Young People's Education and Skills Board (in order to agree recommendations that the OSG shall put to the Board) and no later than four weeks after each scheduled meeting of the Board (to ensure that the work-plan is updated appropriately).
- 7.2 Each meeting of the OSG will provide a report, delivered through the Young People's Education and Skills Strategy Director, to the Young People's Education and Skills Board. Each report will comprise an update on the progress being made against the work plan and towards the Board's annual priorities.
- 7.3 Additional meetings of the OSG may be held at the discretion of the Strategy Director.
- 7.4 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 to 19 education and training offer sits with the Young People's Education and Skills Board and shall be supported by the OSG. The OSG is accountable to all local authorities through London Councils.

**Extract from London Councils: Young People's Education and Skills Constitution****1 Purpose**

- 1.1 The role of the London Councils Young People's Education and Skills Board is to provide pan-London leadership for 14 to 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 the London Councils Young People's Education and Skills Board are to:
  - 1.2.1 develop the strategic vision of the market for 14 to 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 London Economic Action Partnership:
    - 1.2.3.1 develop a clear picture of the changing jobs landscape and skills needs in London to help shape the development of provision;
    - 1.2.3.2 support stakeholders with the provision of high-quality impartial information for all London's young people;
    - 1.2.3.3 alert London providers to known regionally unmet needs and gaps in the market;
  - 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 to 18 provision, challenging poor quality and championing excellence across the capital;
  - 1.2.6 support local authorities and providers to operate in the collective interest of London, particularly in addressing the needs of vulnerable learners;
  - 1.2.7 co-ordinate the development of specialist education and training across London – including both provision for learners with learning difficulties and disabilities and specialist vocational provision; and
  - 1.2.8 undertake any other tasks as directed by 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.