

**CHILDREN AND EDUCATION OVERVIEW AND SCRUTINY**  
**SUB-COMMITTEE**

**MEETING PROCEDURE AND SCHEDULE OF MEETING DATES**  
**2019 -2020**

**1. Chair and Membership**

- 1.1 Sub-Committees will be chaired by a Member of the Overview and Scrutiny Committee. For this Sub-Committee it will be the Lead Scrutiny Member for Children and Education for 2019/20. The membership of the Children and Education Scrutiny Sub-Committee has been determined by the Overview and Scrutiny Committee.

**2. Frequency of meetings**

- 2.1 The Children and Education Scrutiny Sub-Committee will meet 5 times a year. The following dates are available in the Corporate Diary for 2019/20:

- 25<sup>th</sup> June 2019
- 8<sup>th</sup> October 2019
- 17<sup>th</sup> December 2019
- 11<sup>th</sup> February 2020
- 7<sup>th</sup> April 2020

Meetings are scheduled to take place at 6.30pm. The Sub-Committee may arrange other meetings as and when necessary to consider any urgent issues as well as arranging meetings for detailed scrutiny reviews and challenge sessions.

**Support to the Sub-Committee**

- 4.1 The Divisional Director for Strategy, Policy and Performance, will be the senior officer lead and champion the work of the Sub-Committee.
- 4.2 The servicing of meetings will be undertaken by the Council's Democratic Services Team which will include:
- (a) Meeting room bookings, refreshments
  - (b) Agenda preparation and dispatch
  - (c) Taking minutes and recording of actions/decisions

(d) Dissemination of minutes and decisions

The Children and Culture Strategy and Policy Team will provide policy support to the Sub-Committee which will include:

(e) Research and analysis

(f) Work programme development

(g) Support with undertaking reviews and challenge sessions

(h) Drafting review reports and challenge sessions

## **5. Proceedings**

5.1 The Children and Education Scrutiny Sub-Committee will generally meet in public and conduct its proceedings in accordance with the rules and procedure contained in the Council's Constitution such as the:

(a) Council Procedure Rules;

(b) Access to Information Procedure Rules, and

(c) The Overview and Scrutiny Procedure Rules.