

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

**MEETING PROCEDURE AND SCHEDULE OF MEETING DATES
2024-25**

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 2024-25. 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 this year. The following dates are available in the Corporate Diary for 2024/25:

- 11 July 2024
- 24 October 2024
- 05 December 2024
- 13 February 2025
- 08 May 2025

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) Agenda preparation and dispatch
 - (b) Taking minutes and recording of actions/decisions
 - (c) Dissemination of minutes and decisions

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

- (d) Research and analysis
- (e) Work programme development
- (f) Support with undertaking reviews and challenge sessions
- (g) 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.