

Non-Executive Report of the: Children and Education Scrutiny Sub-Committee Tuesday, 15 December 2020	 TOWER HAMLETS
Report of: Corporate Director, Governance and Monitoring Officer	Classification: Open (Unrestricted)
Children and Education Scrutiny Sub-Committee Terms of Reference, Quorum, Membership and Dates of Meetings 2020/21	

Originating Officer(s)	Farhana Zia, Senior Committee Officer
Wards affected	All wards

Executive Summary

This report sets out the Terms of Reference, Quorum, Membership and Dates of Meetings of the Children and Education Scrutiny Sub-Committee for the Municipal Year 2020/21 for the information of Members of the Children and Education Scrutiny Sub-Committee.

Recommendations:

The Children and Education Scrutiny Sub-Committee is recommended to:

1. Note its Terms of Reference, Quorum, Membership and Dates of future meetings as set out in Appendices 1, 2 and 3 to this report.
2. Determine the preferred time at which the scheduled meetings will start

1. REASONS FOR THE DECISIONS

- 1.1 The report is brought annually to assist new and returning Members by informing them of the framework of the Committee set out in the Council's Constitution.

2. ALTERNATIVE OPTIONS

- 2.1 The report asks Members solely to confirm its constitutional arrangements and therefore they are not required to consider any alternative options.

3. DETAILS OF THE REPORT

- 3.1 Each year, following the establishment of the Committee at the Council's Annual Meeting, it is customary that the newly established Committee considers its procedural arrangements.

Overview and Scrutiny Sub-Committee Arrangements

- 3.1 At the Annual General Meeting of the full Council held on 30th September 2020, the Authority approved proportionality, establishment of the Committees and Panels of the Council and appointment of Members thereto. It delegated authority to the Overview and Scrutiny Committee to establish its sub-committees.
- 3.2 The Overview and Scrutiny Committee met on the 19th October 2020 and agreed to set up three sub-committees, including this one, on which occasion they agreed the terms of reference for all three sub-committees. The groups have since submitted their nominations for membership which have been agreed by the Corporate Director for Governance.
- 3.3 The membership of Children and Education Scrutiny Sub-Committee for the municipal year 2020/21 are set out at Appendix 2 to the report.
- 3.4 Having been established by Council, it is customary that the committee (at its first meeting of the municipal year) notes its terms of reference, and quorum. These are set out in Appendix 1 to the report.
- 3.5 The Committee's meetings for the remainder of the year, as agreed at the same meeting of the Council, are also provided at Appendix 3.
- 3.6 Meetings are scheduled to take place at 6:30 p.m. except where the meeting falls within the month of Ramadan where they will aim to take place at 5:30 p.m. The Committee may wish to discuss an appropriate start time that suits its Members at the first meeting of the Committee.
- 3.7 It may be necessary to convene additional meetings of the Committee should urgent business arise. Officers will consult with the Chair and Members as appropriate.

4. EQUALITIES IMPLICATIONS

- 4.1 When drawing up the schedule of dates, consideration was given to avoiding school holiday dates and known dates of religious holidays and other important dates where at all possible.

5. OTHER STATUTORY IMPLICATIONS

5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding.
- Data Protection / Privacy Impact Assessment

5.2 Not applicable to this report.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 This report recommends that the Children and Education Scrutiny Sub-Committee note its Terms of Reference, Quorum, Membership, and Dates of future meetings as set out in Appendices 1 – 3. There are no direct financial implications arising from this report.

7. COMMENTS OF LEGAL SERVICES

7.1. The Council is required to establish an Overview and Scrutiny Committee to discharge the functions under sections 9F to 9FI of the Local Government Act 2000. Establishment of the Children and Education sub-committee is consistent with Part A9 of the Council's Constitution. The proposed membership of the sub-committee complies with the requirements of Schedule A1 to the Local Government Act 2000, and section 9FA of the Local Government Act 2000.

Linked Reports, Appendices and Background Documents

Linked Report

- None.

Appendices

- Appendix 1 – Children and Education Scrutiny Sub-Committee Terms of Reference.
- Appendix 2 – Proportionality and Membership of Children and Education Scrutiny Sub-Committee
- Appendix 3 – Meeting procedure and dates of meeting.

Local Government Act, 1972 Section 100D (As amended)

List of “Background Papers” used in the preparation of this report

List any background documents not already in the public domain including officer contact information.

- None.

Officer contact details for documents:

N/A