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

**MEETING PROCEDURE AND SCHEDULE OF MEETING DATES
2020-2021**

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 3 times this year. The following dates are available in the Corporate Diary for 2020/21:

- 15th December 2020
- 9th February 2021
- 6th April 2021

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.