

Public Document Pack




Meeting: EAP Education, Skills and Employment
Date: Wednesday 30th June, 2021
Time: 9.30 am
Venue: To be held virtually (Executive Advisory Panels are not subject to the full Local Government Act 1972 (as amended), public meeting requirements do not apply).

The meeting will be available for the public to view live at the Democratic Services North Northants YouTube channel:
https://www.youtube.com/channel/UCcH_JAaHaMtqHDeMQEVXi2g

To members of the Executive Advisory Panel for Education, Skills and Employment:

Councillors Edwards (Chair), W Brackenbury, Buckingham, de Capell Brooke, Irwin, Maxwell and Wilkes

| Agenda | | | |
|----------------------------|--|---|------------------|
| Item | Subject | Presenting Officer | Page no. |
| 01 | Apologies for non-attendance | | |
| 02 | Members' Declarations of Interests | | |
| 03 | Notification of requests to address the meeting | | |
| Items requiring discussion | | | |
| 04 | To discuss the terms of reference of the Executive Advisory Panel for Education, Skills and Employment | | |
| Items to note | | | |
| 05 | Overview of Education, Skills and Employment (Presentation) | Cathi Hadley | 5-7 |
| 06 | Key areas of focus from each of the service areas across Education, Skills and Employment (Presentation) | Assistant Directors across Education, Skills and Employment | Verbal Update |
| 07 | Forthcoming Executive papers for 15 July 2021 | Cathi Hadley | Verbal Update |
| 08 | Discussion on developing the forward plan for the Executive Advisory Panel | Cathi Hadley | Panel Discussion |

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| 09 | Close of Meeting | | |
| <p>Adele Wylie, Monitoring Officer North Northamptonshire Council</p>  <p>Proper Officer 23 June 2021</p> | | | |

This agenda has been published by Democratic Services.

Committee Officer: Ben Smith

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Meetings:

This meeting will be held using the Zoom platform. Attendees will receive the required access link and password 3 working days prior to the meeting.

Exempt or confidential business:

Where there is a need for the committee to discuss exempt or confidential business, the press and public will be excluded from those parts of the meeting only and will have to vacate the Zoom call.

Public Participation

The Council has approved procedures for you to request to address meetings of the Council.

Public Participation:

Executive Advisory Panels are not subject to the full Local Government Act 1972 (as amended). Public meeting requirements do not apply for these meetings.

Members' Declarations of Interest

Members are reminded of their duty to ensure they abide by the approved Member Code of Conduct whilst undertaking their role as a Councillor. Where a matter arises at a meeting which **relates to** a Disclosable Pecuniary Interest, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation.

Where a matter arises at a meeting which **relates to** other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but must not take part in any vote on the matter unless you have been granted a dispensation.

Where a matter arises at a meeting which **relates to** your own financial interest (and is not a Disclosable Pecuniary Interest) or **relates to** a financial interest of a relative, friend or close associate, you must disclose the interest and not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting.

Members are reminded that they should continue to adhere to the Council's approved rules and protocols during the conduct of meetings. These are contained in the Council's approved Constitution.

If Members have any queries as to whether a Declaration of Interest should be made please contact the Monitoring Officer at – monitoringofficer@northnorthants.gov.uk

Press & Media Enquiries

Any press or media enquiries should be directed through the Council's Communications Team to NNU-Comms-Team@northnorthants.gov.uk

Public Enquiries

Public enquiries regarding the Authority's meetings can be made to democraticservices@northnorthants.gov.uk

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EXECUTIVE ADVISORY PANEL (EAP)

TERMS OF REFERENCE (GENERAL)

The following applies to all Executive Advisory Panels established under the Council's governance arrangements:-

1. Under the Constitution, the Leader of the Council has discretion to add, amend or delete the EAPs established.
2. Each EAP will be chaired by an Executive Member (to be determined by the Leader of the Council). In the event that the Chair is absent, another member of the Executive may chair that particular meeting.
3. In addition to the Chair, each EAP will consist of 6 non-Executive Members who shall be determined by Full Council.
4. Substitute non-Executive Members will be permitted with the consent of the Chair of the respective EAP.
5. Any member of the Executive may attend an EAP meeting without notice of attendance required, however participation in discussions will be through the Chair of the respective EAP.
6. Although non-decision making each EAP shall be politically balanced to ensure other recognised political groups have representation.
7. EAPs are not subject to the full Local Government Act 1972 (as amended), however they shall be conducted where practicable as if the 1972 Act applied.
8. Meetings of the EAP will normally be held using "virtual meeting" technology and shall be live-streamed, except where confidential or exempt information is to be discussed. Recordings of EAP meetings shall be retained for at least 6-months after the meeting date.
9. An EAP may invite guest speakers or expert witnesses to attend a meeting of the EAP on an ad hoc basis.
10. A member of the Core Leadership Team (CLT) may attend meetings of an EAP without notice of attendance required, however participation in discussions will be through the Chair of the respective EAP.
11. Whilst some matters for discussion will clearly fall within the remit of one EAP, there may be occasions where an agenda item is cross-cutting. The Chairs of the respective EAPs shall decide which EAP acts as "lead". The Leader of the Council shall act as arbiter where a resolution cannot be achieved.

12. Minutes/notes of each EAP shall be prepared and publicly available, except those sections dealing with confidential or exempt information. Full copies of minutes/notes taken shall be circulated to all Executive members and CLT in addition to the appropriate EAP members.
13. Agendas and reports will normally be circulated 5-clear working days prior to the meeting date. Urgency items may be discussed at a meeting, with the consent of the Chair, and subject to an explanation as to why an item is urgent, and notification to EAP members prior to the meeting commencing.
14. Each EAP will normally meet on a monthly basis. A Chair of an EAP may request the cancellation or addition of a meeting having given due notice to the Head of Legal and Democratic Services (or their deputy).

There are five Executive Advisory Panels currently established. These are:-

- **Health and Wellbeing and Vulnerable People**
(Chaired by Councillor Helen Harrison)
Lead Officer- David Watts

Key support Officers –Lucy Wightman, Cathi Hadley
- **Climate Change, Environment and Growth**
(Chaired by Councillor Harriet Pentland)

Lead Officer- George Candler
Key Support Officers –Smith, Rob Harbour, Jonathan Waterworth, Graeme Kane
- **Education, Skills and Employment**
(Chaired by Councillor Scott Edwards)

Lead Officer- Cathi Hadley
Key Support Officers –AnnMarie Dodds, Lucy Wightman, David Watts
- **Service Delivery, Performance and Customers**
(Chaired by Councillor Lloyd Bunday)

Lead Officer- Lisa Hyde
Key Support Officers –Janice Gotts, Guy Holloway, David Watts, Geoff Kent, Adele Wylie

- **Planning Policy**
(Chaired by Councillor Steven North)

Lead Officer- George Candler
Key Support Officers –Rob Harbour

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