

Appendix 3

Draft Terms of Reference for the Joint Executive Group

The Joint Executive Group (JEG) has been established as a forum for Members and Senior Officers of the five participating authorities to discuss monitor and agree issues associated with the Education Achievement Service.

The Collaboration and Members' Agreement provides details of the purpose and responsibilities of the group and should be referred to as the definitive document.

Responsibility of Group

The following areas fall within the remit of the group:

- Approving the business plan for each financial year.
- Approving the annual budget for each financial year
- Approving the Company's objectives
- Approving the Company's priorities for each Financial Year
- Agreeing the Performance Review Proforma
- Agreeing the Commissioned Services to be provided to each Home Authority by the Company for each Academic Year
- Setting and monitoring the Company's performance against the objectives

Specific Tasks

The Joint Executive Group shall agree on or before the last week in September each year:

- each Home Authority's funding contribution for the first Financial Year as set out in the Schedule 2 (Funding);
- the charging model which determines each Home Authority's future obligation to provide funding to the Company set out in Schedule 2 (Funding);
- Objectives for the period from the Commencement Date to 1 September 2015 and set out in Schedule 6 (Objectives);
- the Commission Services standards as set out in Schedule 4 of the Commissioning Agreement; and
- agreeing the Commissioned Services to be provided to each Home Authority in the first Financial Year by the Company.

Membership of Group

Each Home Authority shall, (i) a Cabinet Member responsible for Education and (ii) the Director of Education to be members of the Joint Executive Group.

Any member of the Joint Executive Group may appoint an alternate to attend meetings in his or her place. Prior to the commencement of any Financial Year each Home Authority shall, by written notice to the secretariat nominate its alternate.

The members of the Joint Executive Group shall appoint one member to be the Chair of the Joint Executive Group for a period of 12 months from the date of appointment. The appointment of chair shall rotate in the following order:

Blaenau Gwent County Borough Council

Caerphilly County Borough Council

Torfaen County Borough Council

Monmouthshire County Council

Newport City Council

Administration

The Home Authority of the person appointed as Chair pursuant shall also act as secretariat to the Joint Executive Group and shall deliver such Secretariat Services at no charge to the Home Authorities. If the Chair is absent or unable or unwilling to preside at a meeting of the Joint Executive Group, the members present may appoint another member to chair the meeting. The Joint Executive Group may regulate their proceedings on such terms as they think fit provided the Joint Executive Group meet at least four times in any Financial Year.

The quorum for meetings of the Joint Executive Group shall be four (4) Cabinet Members responsible for Education. No business shall be transacted at any meeting of the Joint Executive Group unless a quorum is present. If no quorum is present within half an hour of the time for which the meeting was called, the meeting shall be cancelled. If a quorum ceases to be present at any time during the meeting, the meeting shall be adjourned. Each member of the Joint Executive Group (or his or her alternate) shall have one vote. Decisions at Joint Executive Group meetings shall only be carried where (1) there is a simple majority of votes in favour and (2) at least four Cabinet Members responsible for Education or their alternates vote in favour. Decisions in relation to the matters identified in the Responsibilities of the Group shall require the unanimous decision of the Joint Executive Group.

Agenda / Minutes

The Agenda for each meeting will be agreed by the nominated chair in liaison with the Lead Director of the EAS and the home authorities. Items for inclusion on the agenda, together with supporting papers, must be passed to the secretariat 10 working days prior to the meeting. Agenda to be issued to all members of JEG five working days prior to the meeting. Draft minutes from meetings to be issued within five working days of the meeting