

**JOINT STRATEGIC GROUP**

**DRAFT TERMS OF REFERENCE**

**Main Purpose**

To develop a strategic framework for Post 16 provision in Harrow. To undertake work that enhances and extends the available evidence base. To use the evidence base to develop options for realistic and sustainable Post 16 provision. To give guidance and leadership on the development of an implementation action plan.

The Steering Group will also:

- ◆ ensure all key partners use their expertise, knowledge and resources to improve choice and quality of Post 16 learning in Harrow
- ◆ further develop and promote a collaborative approach and joint arrangements
- ◆ ensure the effective flow of information among stakeholders
- ◆ agree and follow a common media protocol
- ◆ form and give leadership to working groups, such as the Joint Planning Team, that will be responsible for specific areas of work.
- ◆ oversee the implementation of the action plan
- ◆ contribute to Strategic Area Reviews

**Membership**

Executive Director, London West LSC  
Executive Director (People First)  
College Principals  
Representative Harrow Headteachers  
Chief Executive, London West Connexions  
District Manager, Job Centre Plus  
Manager, West London Learning Partnership  
Representative, Work Based Learning Providers  
Manager, Voluntary Sector Network  
Manager, Business Link  
Director of Planning, London West LSC  
Director of Operations, London West LSC  
A representative of Head Teachers from each borough  
A representative of specialist schools  
A representative of the voluntary sector

**Facilitation**

The Steering Group will be chaired jointly by the LSC and Harrow Service and secretariat, London West LSC  
Consultant support

## **Indicative Tasks**

*June 2003 – September 2003*

- Establish Joint Steering Group
  - Engage all members in a Planning/Away Day
  - Agree Terms of Reference
  - Consider the recommendations in the Post 16 Study, linkages with Area review and inspections, and draw up an action plan

*July 2003 – September 2003*

- Develop and extend the evidence base for Post 16 option development including:
  - Further Data identification collection and analysis
  - Curriculum mapping
  - Collation and analysis of Asset Management Data to identify capital requirements and sources
  - Identify demand and appropriate provision for learners with Special Needs
  - Investigate and develop revenue options
  - Investigate and develop proposals on personnel issues
  - Investigate and develop management models for joint provision across colleges and schools
  - Undertake a consultation on possible models of
- To develop possible operational and policy options for consideration and decision by LSC and Harrow Council

*October 2003 – January 2004*

- Undertake consultation on options to implement to increase Post 16 provision

*January/February 2004*

- Report to Cabinet and LSC Board to agree options for implementation

*January/February – April 2004*

- Publish statutory notices for provision as required
- Continue developing implementation strategy

*April/May 2004*

- Decisions determined and implementation as appropriate.

## **Frequency of Meeting**

To be agreed. Full Steering Group minimum monthly and as required during phases.