

**FLINTSHIRE COUNTY COUNCIL  
LIFELONG LEARNING OVERVIEW & SCRUTINY COMMITTEE**

**Appendix 1**



**PROJECT PLAN FOR EDUCATION FOR ALL TASK & FINISH GROUP**

<p><b>TERMS OF REFERENCE</b></p> <p><i>Set specific objectives.</i></p> <p><i>Be clear as to what is, and, as importantly, what is not, included in the topic.</i></p>	<p>To review FCC Education Otherwise Than At School (EOTAS) provision.</p> <ul style="list-style-type: none"> <li>• To consider how best to maintain learner placements in schools and reduce the number of learners in EOTAS provision</li> <li>• To ensure that EOTAS provision is appropriate to the needs of individual learners</li> <li>• To review and further develop FCC’s Portfolio Pupil Referral Units in terms of structure, provision and funding</li> <li>• To consider regional opportunities where appropriate</li> </ul>
<p><b>EVIDENCE GATHERING</b></p> <p>➤ <b>Documents</b> <i>What? Why?</i></p>	<ul style="list-style-type: none"> <li>• The Taylor Report</li> <li>• Sutton Trust</li> <li>• WG Guidance</li> <li>• Estyn Guidance/thematic review</li> </ul>
<p>➤ <b>Internal Contributors</b> <i>(Both Members and officers) Who? Why?</i></p> <p>➤ <b>External Contributors</b> <i>(e.g. Service users, community representatives, key stakeholders, recognised experts, other organisations etc.) Who? Why?</i></p>	<p>David Messum, John Davies, Jeanette Rock, Cllr C Bithell, Nominated Teachers in Charge, Education Psychologist, PPRU Chair &amp; 2 Members.</p> <p>Parent Governor (PRU), School representative, Learner Voice to provide stakeholder insight. Local universities to be approached regarding available research.</p>

<p>➤ <b>Site Visits</b> <i>Where? Why?</i></p> <p>➤ <b>Consultation/Research/Other Methods</b> <i>Why? What? Who?</i> <i>Does the Committee wish to publicise its review by issuing a Press Release and possibly invite views?</i></p>	<p>Members of the group to visit existing FCC PPRU provision and local examples of effective provision, including independent providers, to inform decision making.</p> <p>Consultation to be undertaken through the existing education fora, e.g. Headteacher Federation Meeting, Specialist ALN Meetings etc to provide the opportunity to feed relevant information/research into the decision making process</p>
<p><b>FORMAT OF MEETINGS</b></p> <p>➤ <b>Venue of Meetings</b> <i>Can they be held in the community?</i></p> <p>➤ <b>Frequency of Meetings</b></p> <p>➤ <b>Co-options</b> <i>Does the Committee wish to co-opt members onto the Committee for the review? If so, who and why?</i></p> <p>➤ <b>Member Involvement</b> <i>Full Committee, task and finish working group or individual or paired Members to drive the review.</i></p>	<ul style="list-style-type: none"> <li>• County Hall, or on site in existing provision where required.</li> <li>• Half-Termly or monthly where decision making timetable requires this.</li> <li>• As required to provide specialist input.</li> <li>• Task &amp; Finish Working Group</li> </ul>
<p><b>TIMESCALES FOR REVIEW</b> <i>Realistic and achievable timescale. Establish a commencement date and set a target date for issue of final report to the full Committee.</i></p>	<ul style="list-style-type: none"> <li>• Commencement date – It is recommended that the first meeting of the Task &amp; finish Group be held in September 2015</li> <li>• Completion date – it is envisaged that the work of the Task &amp; Finish group be completed by August 2016.</li> </ul>

<p><b>FOLLOW UP</b> <i>What happens next?</i> <i>Should a Press Release be issued drawing attention to the Committee's report?</i> <i>Monitoring/progress reports?</i></p>	<ul style="list-style-type: none"><li>• Progress monitoring will be through the Education &amp; Youth Programme Board and the PPRU Governing Body in the form of update reports.</li></ul>
<p><b>LESSONS LEARNED</b> <i>Review the complete process.</i> <i>What went well, what did not go quite so well and what can be learned for future reviews?</i></p>	