

**MONMOUTHSHIRE COUNTY COUNCIL
REPORT**

<p>SUBJECT: MEMBERSHIP OF THE STANDING ADVISORY COUNCIL (SAC) AND FUTURE RECRUITMENT ARRANGEMENTS</p> <p>MEETING: SAC</p> <p>DATE: 4 OCTOBER 2023</p> <p>DIVISION/WARDS AFFECTED: N/A</p>

1. PURPOSE:

- 1.1 Further to the SAC meeting of 14 June 2023, to confirm the membership of the Standing Advisory Council in Monmouthshire and consider future membership appointment arrangements.

2. RECOMMENDATION:

- 2.1 To accept the future recruitment arrangements for SAC as set out below.

3. KEY ISSUES:

- 3.1 Under the SAC Constitution and Terms of Reference, SAC shall consist of representation from the following groups:
- Group 1
Such Christian denominations and other religions and religious denominations, and non-religious philosophical convictions as, in the opinion of the authority, will appropriately reflect the principal religious traditions in the area, together with a place for a group who hold non-religious philosophical convictions. It is recognised that there will be occasions when the interests of efficiency override the requirement for directly proportionate representation (13 members)
 - Group 2
Such associations representing teachers as, in the opinion of the authority, ought to be represented or where suitable appointments from associations cannot be made local head teachers are approached to make appointments from schools directly. (7 members)
 - Group 3
The local authority (LA) (6 members).
- The SAC as a whole (i.e all three above groups) may also appoint up to 2 co-opted members if required although these members have no voting rights.
- 3.2 Each group has a single vote on any matter to be decided by SAC.
- 3.3 Each member will serve a term of four years.

- 3.3 In accordance with section 390(2) of the Education Act 1996 as amended, it is for the LA to appoint the members of each group. The legislation is silent, however, as to the appointments procedure to be followed by the LA.
- 3.4 Under the MCC Constitution, committee appointments are made by Full Council.

4. SAC APPOINTMENT PROCESS

4.1 Appointment of members of Group 1 (faith and belief group)

- 4.1.1 The LA will invite applications from individuals wishing to represent Christian and other religions and denominations, as well as those holding non-religious philosophical convictions.
- 4.1.2 All applicants will need to complete an application form outlining their reasons for wanting to join SAC and the knowledge and skills they can bring (see appendix 1). All applications will need to be endorsed by the relevant governing body.
- 4.1.3 A panel will consider applications. The SAC appointment panel will consist of the SAC Chair and two other LA representatives. The panel will meet twice a year, more frequently if necessary, to consider applications for membership of SAC.
- 4.1.4 The panel will have the power to recommend an applicant's appointment to SAC. The SAC Chair will inform the Full Council of any such recommendation. The final decision to appoint will be made by Full Council.
- 4.1.5 Once a decision to appoint has been made by Full Council, the SAC Chair will inform the applicant of the outcome and, if appointed, invite the latter to the next SAC meeting.

4.2 Appointment of members of Group 2 (teaching group)

- 4.2.1 The LA will invite applications from individuals wishing to represent teachers.
- 4.2.2 All applicants will need to complete an application form outlining their reasons for wanting to join SAC and the knowledge and skills they can bring (see appendix 1). All applications will need to be endorsed by the relevant teaching union or association, or headteacher of a Monmouthshire school.
- 4.2.3 A panel will consider applications. The SAC appointment panel will consist of the SAC Chair and two other LA representatives. The panel will meet twice a year, more frequently if necessary, to consider applications for membership of SAC.

4.2.4 The panel will have the power to recommend an applicant's appointment to SAC. The SAC Chair will inform the Full Council of any such recommendation. The final decision to appoint will be made by Full Council.

4.2.5 Once a decision to appoint has been made by Full Council, the SAC Chair will inform the applicant of the outcome and, if appointed, invite the latter to the next SAC meeting.

4.3 Appointment of members of Group 3 (LA group)

LA representatives are directly appointed by Full Council.

5. OPTIONS APPRAISAL

Do Nothing

Not agreeing to establishing a process for appointing members of SAC runs the risk that the local authority has not constituted SAC appropriately, thereby exposing any decision of SAC to the potential risk of legal challenge. A lack of a formal process also runs the risk of the LA acting inconsistently in the manner in which it appoints new members and being perceived to lack transparency, exposing it to allegations of acting unfairly or unreasonably.

Agree to proposed appointment process

Under the SAC Constitution and Terms of Reference, the responsibility for appointing members of SAC lies with the LA. Recommending the establishment of a formal process to appoint members of SAC will ensure that the LA is acting in a transparent, consistent and fair manner when appointing new members.

6. RESOURCE IMPLICATIONS:

None

7. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

None

8. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS:

None.

8. BACKGROUND PAPERS:

None

9. AUTHOR:

Sharon Randall-Smith, Head of Service: Achievement & Extended Services

Email: sharonrandall-smith@monmouthshire.gov.uk

Appendix 1 –Application Form for Membership of SAC



MONMOUTHSHIRE COUNTY COUNCIL **STANDING ADVISORY COUNCIL** **FOR RELIGION, VALUES AND ETHICS (“SAC”)** **MEMBERSHIP APPLICATION FORM**

Note for all applicants:

Please complete both sides of the form **as fully as possible, (partially completed forms will not be considered)**, using a separate sheet of paper if necessary.

Part 1

<i>Please specify membership category (mark as appropriate):</i>	Group 1 – Faith and belief group (Christian and other religions and denominations, as well as those holding non-religious philosophical convictions) Group 2 – Teaching group (representing teaching associations or otherwise endorsed by a headteacher of a Monmouthshire school)
Name: <i>Your full name</i>	
Address: <i>Your full address</i>	
Postcode:	
Contact No:	
email address:	

I hereby apply for membership of SAC. I understand that my application will need to be endorsed by the relevant governing body or teaching association / headteacher for the group I wish to represent and that I can only represent one group.

Signed: **Date:**
(Applicant)

ENDORSEMENT *(to be completed by the authorised officer representing the relevant religious/denominational/non-religious governing body or teaching association/headteacher)*

I hereby endorse the applicant's application for membership of SAC in the relevant group

Signed: Date:

Print Name:, Position.....

Please return completed form to
Sharon Randall-Smith, Head of Service Children and Young People at
SharonRandall-Smith@monmouthshire.gov.uk

Part 2 – Applicant Number: (to be filled in by the LA)

Please explain why you are interested in becoming a member of SAC?

Please give details of any skills and experience that you could bring to the role.

Please give details of any areas of the work of SAC that you are particularly interested you.

Please supply information about any current and relevant activity that you undertake.

Please supply any other relevant information in support of your application.