

# SOLIHULL SCHOOLS FORUM WORK GROUPS

## TERMS OF REFERENCE FOR THE CAPITAL WORK GROUP

### 1. Role

The Group will consider the long term capital investment priorities in Solihull schools that will transform education and improve standards through better buildings and better facilities and in doing so provide support to the management and governance of schools and the local community.

It will consider how investment supports key national policy objectives in addition to local priorities identified in the Schools Asset Management Plan.

The Group will consider how capital expenditure can be distributed more effectively over the next spending review period and develop an agreed outline plan into a full programme for approval by Cabinet Member and consider the subsequent implementation.

The Group will provide a forum for the evaluation of the capital investment in schools and the communities they serve, fulfilling the Council's policy around consultation with its key stakeholders on the delivery of the Solihull Schools Asset Management Plan

### 2. Tasks

The Work Group will achieve this by:

- 2.1 Ensuring that the AMP and its underpinning programmes and projects are supported by key stakeholders including the evaluation of any risks identified that may impede its implementation;
- 2.2 Evaluating the AMP in its widest context including the potential to align to other funding streams to ensure the best possible impact from programmes and projects;
- 2.3 Contributing towards the general arrangements for monitoring the capital programme and its impact upon schools through the School Organisation Plan
- 2.4 Checking progress against the programmes and projects set out within the AMP;
- 2.5 Appraising the opportunities to embellish the programmes and projects specifically in the context of bringing together revenue and capital opportunities for individual School Development Plans;
- 2.6 Receiving and monitoring updates on the Schools' Maintenance Programme.

### 3. Membership

Membership of the Capital Work Group comprises the following representatives and Council officers:

- Special School representative
- Secondary School representative
- Primary School representatives (1 from each Collaborative)
- Academy representative(s)
- Governor representative(s)
- TU representative
- Roman Catholic Diocese representative
- Church of England Diocese representative
- Chair of Finance Work Group
- Capital Development Manager
- Childrens Services Finance Manager
- Head of Access & Development
- Team Leader – School Place Planning
- Building Services and Asset Manager

Council officers with expertise in other services such as facilities management and procurement may be called for attendance as required.

Members can nominate a colleague to deputise whenever necessary.

**4. Chair and Vice Chair**

The Work Group will appoint from its members a Chair and Vice Chair, the appointment to be reviewed annually.

**5. Quorum**

The Group shall be quorate when 50% or more members are present.

**6. Frequency of Meetings**

The Work Group shall meet at least once a term, but may meet more frequently, as agreed by its members.

**7. Reporting Arrangements**

The Work Group shall provide regular reports to Forum on its activities. All reports to Forum shall represent the consensus view of the Work Group. After approval by the Chair, draft minutes of Work Group meetings are to be published on the SMBC/Solihull Schools Forum extranet site. Information that the Work Group considers confidential can be withheld from open publication.

Agreed by Capital WG on 9 October 2018

To be approved by Forum on 12 December 2018