

DETAILED BRIEF

The purpose of the brief is to provide a solid basis for the project.

It is essential to agree the brief (and any changes made to it in time) with the commissioners before commencing on the detailed work. See the agreement in point 8 below.

1.	Project name	Schools Re-organisation Improvement Workgroup
2.	Workgroup Members	<p>Chair of Improvement Workgroup Representatives from each group to be taken from the Children and Young People’s Scrutiny Committee membership Schools Portfolio Leader to receive an invitation to be on the workgroup as a commentator.</p> <p>The Workgroup work is supported by relevant Officers, including: Iwan Trefor Jones – Corporate Director Dewi R. Jones – Head of Education Seimon Williams – Schools Re-organisation Project Manager</p>
3.	Project definition – brief as identified by the Scrutiny Committee and their expectations as regards quality of work?	<p>Almprovement Workgroup was created to review primary education provision in June 2008. The Workgroup came to an end upon the announcement of the Strategy <i>Excellent Education for Children in Gwynedd</i> and its approval by Gwynedd Council on 2 April 2009.</p> <p>The review of the project which has been presented to the Children and Young People’s Scrutiny Committee on 30 November 2010 suggests establishing a new Workgroup in order to consider the educational provision across the County, including nursery, primary, secondary and special educational needs. It is suggested therefore that the Improvement Workgroup should receive a brief from the Scrutiny Committee to review the County’s educational provision on a catchment area basis, other than when exceptional situations arise which require urgent review on a sub-catchment or cross-catchment basis.</p>

4.	Scope of the work – what are the questions which need answering to meet the Scrutiny Committee brief?	<p><u>Step A – Short Term</u></p> <p>i) Identify, collate and consider relevant internal and external evidence on the Gwynedd Primary Schools Organisation.</p> <p><u>Step B – Medium – Long Term</u></p> <p>i) Draw up proposals for Gwynedd’s educational organisation for the future</p> <p>ii) Present proposals and recommendations to the Children and Young People’s Scrutiny Committee and then full Council</p>
5.	Matters intentionally left out of the Workgroup scope	None
6.	Restrictions: Statutory – Policy – Financial – Time –	<p>There are some restrictions from the human resources perspective as regards time assigned to complete the task.</p> <p>A number of policy, financial and other factors have been identified which drives the work of the Workgroup.</p>
7.	Timetable – intended completion date	It is intended to present a report on the progress of the Workgroup to the Children and Young People’s Scrutiny Committee in the spring/ summer of 2011 which will outline the timetable for reviewing over the next 4 years. The project is a long term one and further reports will follow as work progresses.

8. AGREEMENT

I agree to the detailed brief as outlined above for the Workgroup

Signed

----- **Portfolio Leader**

----- **Scrutiny Committee Chair**

----- **Strategic Director**

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