Terms of Reference:
Partnership User & Development Group

Purpose
1. The primary purpose of the development group is to test and provide recommendations on partnership reporting.

Membership
2. The Development group will be composed of:
   - at least one member representing schools and local authority in the pilot
   - LSC lead officer
   - DCSF

The User & Development Group may wish to invite:
   - other external stakeholders relevant to the work of the group may:

Meeting
3. It is proposed that the development group will meet on one occasion for a workshop on:
   - 14th October 2008
And will review options for any necessary future working.

Communication
4. Additional communication will be by e-mail.

Reporting and governance
5. The Partnership User and Development group will report directly to the LSC Project Board regarding the progress of each deliverable. Issues raised by the group will be reported, by the chair, to:
   - Framework Policy Committee regarding matters requiring a policy resolution
   - Framework Technical Assurance Group regarding matters relating to quality assurance of data sources.
In addition, the group’s chair will be asked to report the progress of the group and any headline issues to the Framework Pilot Project/Policy Manager. It is anticipated that progress reports of the work the development group will be provided to:

- UPPPAF School Pilot Stakeholder Group for comments and advice
- External Stakeholder Group for information
- Sponsoring Board on progress

A summary of the governance and reporting arrangements can be found in Annex A.

**Stakeholders**

7. The chair will act as a conduit to work with other key stakeholders in the school sector and members of the pilot partnership group may wish to support local stakeholder engagement.

**Decision schedule**

8. The following key areas require advice or recommendations from the group. The key decisions are found in Annex B.

**Key Contacts for Pilot school and local authorities**

9. All school and local authority pilot members will feedback to their respective organisations the progress and outcomes of the group.
Annex A Governance and Reporting Structure.

- Framework For Excellence Sponsoring Board
- UPPPAF Stakeholder Group
- Framework For Excellence Policy Committee
- Pilot User and Development Group
- Framework For Excellence Technical Assurance Group

Reports

Advise

Direct

Task

Task
Annex B Partnership User & Development Group

<table>
<thead>
<tr>
<th>Key deliverable</th>
<th>Issues or risk to be resolved</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Identification of the purpose of partnership reporting currently in place among pilot schools and local authorities.</td>
<td></td>
<td>January 2010</td>
</tr>
<tr>
<td>Identification of current practices in partnership reporting.</td>
<td></td>
<td>January 2010</td>
</tr>
<tr>
<td>Identification of any issues or barriers in partnership reporting.</td>
<td></td>
<td>January 2010</td>
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<tr>
<td>Recommendations for the way forward for partnership reporting.</td>
<td></td>
<td>January 2010</td>
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