Terms of Reference:
Local Authority User & Development Group

Purpose
1. The primary purpose of the development group is to test and provide recommendations on the performance indicators within the Framework for Excellence. The scope includes:
   - Reviewing existing or alternative processes of data collection and collation
   - Business use of the Framework performance indicators to support local authorities developing models of good practice for commissioning, quality improvement and planning 16-19 provision
   - Development or refinement of existing or alternative performance indicators
   - Identify any key issues regarding the development or future implementation of the Framework for schools
   - Devise options to resolve any emerging issues identified by the group

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

The Development Group will/may wish to invite:
   - additional special LSC specialist(s)
   - other external stakeholders relevant to the work of the group: including shadow Sub Regional Group

Meeting
3. The development group will meet one for half day on:
   - 16th October 2009 at LSC NO Coventry

And will review options for future working electronically such as video conference, teleconference or e-mail. Two other dates to be agreed by the working group are:
• 25th November 2009 at LSC NO Coventry or as two separate groups to meet respectively on the 23rd November (Bristol LSC) and 26th November (Greater Manchester LSC)

• 25th January 2010 at LSC NO Coventry or as two separate groups to meet respectively on the 27th January (Bristol LSC) and 28th January (Greater Manchester LSC)

**Communication**

4. Additional communication will be by e-mail and when agreed, visits to pilot sites.

**Reporting and governance**

5. The Local Authority 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. Pilot local authorities will also wish to engage relevant key stakeholders within their respective areas.
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. 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
  - Advise
  - Reports

- UPPPAF Stakeholder Group
  - Reports

- Framework For Excellence Programme Board
  - Direct
  - Task
  - Reports

- Framework For Excellence Policy Committee
  - Task
  - Reports

- Pilot User and Development Group
  - Reports

- Framework For Excellence Technical Assurance Group
  - Reports
### Key deliverables

<table>
<thead>
<tr>
<th>Key deliverables</th>
<th>Issues or risk to be resolved</th>
<th>Date</th>
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<tbody>
<tr>
<td>Identify the potential business use of the Framework’s performance indicators for local authority relating to:</td>
<td>Performance indicators may not be fit for purpose for local authorities roles relating to commissioning, quality improvement and planning.</td>
<td>January 2010</td>
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<tr>
<td>Commissioning process</td>
<td>Relevance of the Framework within the National Commissioning Framework consultation and publication</td>
<td>January 2010</td>
</tr>
<tr>
<td>Quality improvement of school 16-19 provision</td>
<td>Role of Heads of school improvement and SiPs understanding of the Framework and use of other key intelligence relating to the school. Relevance of the Framework within the national Performance Management Framework.</td>
<td>January 2010</td>
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<td>Planning to meet LAA NI and NI 16-19 priorities through commissioning</td>
<td>Alignment of performance indicators with National Indicators</td>
<td>January 2010</td>
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<td>Planning to meet local authority children and young peoples plans</td>
<td>Relevance of the Framework performance indicators for local plans and Children’s Trusts for 16-19 young people.</td>
<td>January 2010</td>
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<tr>
<td>Sub Regional Groups in commissioning cross boarder provision</td>
<td>Capacity and standard approaches at both local and sub regional level.</td>
<td>January 2010</td>
</tr>
<tr>
<td>Existing local authority information systems that can support the Framework performance indicators</td>
<td>Incorporation of the Framework data and publication local authorities within existing data management systems</td>
<td>January 2010</td>
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