

Public Document Pack

MEETING	(SACRE) STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION
DATE	Monday, 20th April, 2015 4.00 pm
VENUE	COMMITTEE ROOM 1 - CIVIC CENTRE
ENQUIRIES	SUE LAWRENCE 023 8083 3569 Email: susan.lawrence@southampton.gov.uk
MEMBERS	SEE ATTACHED LIST

A G E N D A

1. **WELCOME, APOLOGIES AND CHANGES OF MEMBERSHIP**

To receive any apologies and changes to membership.

2. **STATEMENT FROM THE CHAIR**

3. **DECLARATION OF INTERESTS**

4. **MINUTES OF THE LAST MEETING INCLUDING MATTERS ARISING**

(Pages 1 - 6)

To approve and sign as a correct record the minutes of the meeting held on 26th January 2015, attached.

5. **SACRE CONSTITUTION** (Pages 7 - 16)

To consider amendments required to update the Constitution, attached.

6. **PROPOSED PROTOCOL FOR VISITING SCHOOLS**

To agree proposals for a protocol for SACRE members visiting schools for monitoring / support purposes.

7. **SCHOOLS AUDIT TOOL OUTCOMES**

Verbal update from Alison Philpott outlining the findings from the returns of the recent Audit Tools of RE in City schools.

8. **AGREED SYLLABUS CONFERENCE**

To agree the way forward regarding the Agreed Syllabus Conference.

Discussion item to be introduced by Alison Philpott.

9. OFSTED UPDATE

Verbal feedback from Elizabeth Jenkerson regarding Ofsted reports and RE in City schools.

(Link to Ofsted webpage ...<http://reports.ofsted.gov.uk/>)

10. FEEDBACK ON EVENTS

To receive feedback from members of the SACRE on any events or training attended including the South Central Hub meeting on 9th February 2015.

11. DATES OF FUTURE MEETINGS

To agree dates for future meetings.

Friday, 10 April 2015

HEAD OF LEGAL AND DEMOCRATIC SERVICES

STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION

MEMBERSHIP

GROUP A

Christian Denominations*

(Religions and other bodies listed in the SACRE Constitution)*

The Roman Catholic Church	David Walford
The Baptists	VACANCY
The Religious Society of Friends (Quakers)	VACANCY
The Greek Orthodox Church	VACANCY
The Fellowship of Independent Evangelical Churches	Margaret Blake
The Methodist Church	VACANCY
The United Reformed Church	VACANCY
The Assemblies of God	Neil Maddock
The Salvation Army	VACANCY

Other Religions

Religions other than Christianity (as listed in the SACRE Constitution) – Baha'i, Buddhism, Judaism, Hinduism, Islam, Sikhism = 6

Baha'i	Elizabeth Jenkerson
Buddhist	David Vane
Hindu	Priti Dave
Jewish	VACANCY (was Nicola Peckham)
Muslim	Anas Al-Korj
Sikh	Harmeet Singh Brar (December 2014 from Hants SACRE)

GROUP B

(Four representatives of the Church of England)

The Church of England

Rev Duncan Jennings
Allan King

From diocesan education team:

Rev Jeff Williams OR Joyce Johnson
Richard Wharton

GROUP C

(Six teachers representing associations recognised by the Authority for the purposes of consultation and negotiation)

National Union of Teachers (NUT)	Jackie Meering
The National Association of Schoolmasters/ Union of Women Teachers (NASUWT)	Mr D Parrott
Voice	Dr R Palmer
The Association of Teachers and Lecturers (ATL)	Julian Waterfield (from February 2015)
Association of School and College Leaders (ASCL)	VACANCY
National Association of Headteachers (NAHT)	VACANCY

GROUP D

(4+substitute) - Four representatives of the Southampton City Council, at least two of whom shall be elected members of the City Council)

Southampton City Council

Councillor Edward Daunt

Councillor Denness

Councillor Dr Darren Paffey

Councillor Brian Parnell

GROUP D SUBSTITUTE

Mrs. K. Martin

OTHERS (Non-voting)

CO-OPTED MEMBERS

South Hampshire Humanists

Liz Mizon

Primary School RE Teacher

Anna Adams

Representative of Teachers' Subject
Network (RE)

Sian Roberts

Southampton City Mission

Chris Davis

OBSERVER

University of Winchester

Natasha Bye-Brooks

(SACRE) STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION
MINUTES OF THE MEETING HELD ON 26 JANUARY 2015

Present:

Group A –

Christian Denominations

None present

Other religions

Anas Al-Korj, Harmeet Singh-Brar and Elizabeth Jenkerson

Group B – Church of England

Richard Wharton

Group C – Teachers

David Parrott - NASUWT

Julian Waterfield - ATL

Group D – Members of the Council

Councillors Daunt, Kaur, Paffey and Parnell

Others (Non-Voting)

Group D Substitute – Kate Martin

Suzanne Underwood – Secondary Schoolteacher – Co-opted

Also in attendance:

Chris Davis – Southampton City Mission

Alison Philpott – Professional Adviser, SCC

35. **ELECTION OF CHAIR**

RESOLVED that Councillor Daunt be appointed as Chair and Elizabeth Jenkerson as Vice-Chair for the remainder of the municipal year.

COUNCILLOR DAUNT IN THE CHAIR

36. **WELCOME, APOLOGIES AND CHANGES OF MEMBERSHIP**

Apologies were received from:

Group A – Margaret Blake, Priti Dave,

Group B - Rev Duncan Jennings and David Walford.

Group C – Jackie Meering,

Group D - Councillors Denness and Paffey

The Chair welcomed Harmeet Singh-Brar as the new Sikh representative to Group A and noted that he also served on the Hampshire SACRE.

Having welcomed Suzanne Underwood and Julian Waterfield to the meeting, it was agreed that they join the SACRE as co-optees, in particular for the purpose of input to the upcoming review of the Agreed Syllabus. However, the Association of Teachers and Lecturers (ATL) had put Julian forward as a representative and therefore he was a member of Group C. It was noted that Suzanne was a secondary teacher from Bitterne Park School and Julian from St Anne's Catholic School.

37. **MINUTES OF THE LAST MEETING INCLUDING MATTERS ARISING**

RESOLVED that the Minutes of the meeting held on 3rd March 2014 and the notes of the informal meeting held on 24th November 2014, be agreed as a correct record.

38. **RE AUDIT OF SOUTHAMPTON SCHOOLS**

The SACRE considered the Audit Tool as sent out on their behalf to all local authority controlled City schools. Alison Philpott reported that the Tool had been based on a previous model and developed with input from Elizabeth Jenkerson and Jackie Meering.

There was a discussion around widening the circulation of the Tool to include all schools in the City and it was agreed that this could be done to include faith schools. It was recognised that there was no obligation for schools to participate.

It was explained that the Tool was a self-evaluation tool for schools to rate themselves. It was highlighted that there were five target areas sub-divided into a number of aspects for grading (Beginning / Developing / Established / Advanced) to best describe practice within the school. The deadline for return was 26 March.

There followed a discussion around possible training that the SACRE might offer – especially in view of anticipated needs around National Curriculum changes and following the introduction of a revised Agreed Syllabus. Alison Philpott emphasised that her role within SACRE did not include any training remit and the training role was probably best fulfilled by the South Central SACRE HUB and by accessing training offered by the Hants SACRE.

39. **FEEDBACK FROM HAMPSHIRE SACRE TRAINING EVENT**

It was reported that Alison Philpott, Elizabeth Jenkerson, Harmeet Singh-Brar, Neil Maddock and Mr Parrott had attended the recent training event held by Hampshire SACRE which had been aimed at new SACRE members.

The training, provided by Pat Hannam, County Inspector Adviser RE / History who was in attendance for the agenda item on the Agreed Syllabus, had covered a brief history of SACREs and various education acts and provided a good opportunity to network with other newer SACRE members across the County. It was cited as an example of training provision at a level not possible for the local SACRE to provide.

40. **OFSTED UPDATE / LOCAL OFSTED REPORTS**

Elizabeth Jenkerson gave a verbal update regarding recent Ofsted reports relating to the provision of RE in schools in the City.

It was noted that there had been 17 reports over an 18 month period all of which had something positive to say. Of the 17 reports one had been judged “outstanding”, eight “good” and one “requiring improvement”. It was noted that the category level of “satisfactory” had been removed since previous reports leaving the categories of:

- Outstanding
- Good
- Requires improvement
- Inadequate

The reports appeared to refer to “provision for the spiritual, moral, social and cultural development of pupils” under the inspection judgement heading of “Leadership and management”. It was hard to distinguish in some cases between spiritual, moral, social and cultural development and religious education.

Alison Philpott was able to report that overall the City had gone up in the league tables.

The main features of the inspection process were outlined and included that:

- very little notice given to the school - no more than half a day.
- The aspects considered for the report included the “Parents View” feedback to the Ofsted website from parents on the school and items about the school in the media.

It was agreed that the detail behind Elizabeth’s verbal update be circulated to SACRE members for information.

41. **RE ATTAINMENT REPORT**

Alison Philpott gave a verbal update regarding RE attainment in schools in the City providing a table of relevant data. Overall this provided a reasonable picture for the City.

Data was broken down under the headings of:

- Comparison by gender of attainment for RE at GCSE full course level and comparison figures for the City against national data.
- Data overview for RE attainment from 2011-14 for both GCSE full and short courses and AS level, again with comparison figures for the City against national data.
- Entry data for both full and short courses.

The main points highlighted by the data included that:

- last year more pupils than ever had taken the RE long course.
- nearly all who had taken that course attained the qualification.
- early entry was possible in some schools.
- the trend was for the City becoming more in line with national statistics.
- It was recognised that whilst non-specialist teachers might be suitably motivated for the subject they may well not have the skills, experience and/or awareness and that the time they had available was often a problem.

There was discussion around the reasons for schools not having specialist teachers for RE – whether this was due to a shortage of RE teachers or a reluctance to recruit for example. It was confirmed that agencies reported there was no shortage and the SACRE felt it was more due to budget pressures not to recruit.

42. **LOCAL DIRECTORY TO SUPPORT RE IN SCHOOLS**

It was reported that this initiative to produce a directory of support for teaching RE in schools had come out of the informal meeting held in November. At that meeting there had been a discussion around producing a list of faith contacts in SACRE and of what members could offer to support faith teaching in schools.

It was stated that some schools in the City were already accessing (and presumably paying for) resources from Hampshire and despite having restricted budgets, schools were having to fund activities and resources from those budgets.

It was agreed that Alison would check with David Vane regarding the existence of a Southampton Council of Faiths directory but it was confirmed that Hampshire did have one.

Members were supplied with and requested to complete a standard form which would be used to compile the directory.

43. **LIVING DIFFERENCE - AGREED RE SYLLABUS**

Pat Hannam, Hampshire County Inspector/Adviser RE (Hants SACRE Professional Advisor) was in attendance and gave a presentation on the Hampshire Agreed RE Syllabus - Living Difference as used in the City. It was noted that this was not about *what* was taught but about *how* i.e. the best process to be used. It was highlighted that what also made Living Difference different to other agreed syllabuses, was having one single attainment target of “Interpreting religion in relation to human experience”.

Members discussed options to adopting the Hampshire Agreed Syllabus (AS) but agreed that due to issues regarding resources and economies of scale, this was indeed currently the best option. It was also noted that the South Central Hub supported the Hampshire AS.

Members noted the timescales involved for the review of the Syllabus and that there were no cost implications for participating. The review process was scheduled to entail two half day meetings and three full days for any re-writing as necessary. Members also noted the probable areas of focus for the review.

Alison Philpott outlined the work she had been doing to establish a working group for the Agreed Syllabus of teachers at various levels from the City and members noted that it would be necessary to convene an Agreed Syllabus Conference at the next meeting. It was reiterated that the next meeting therefore needed to be quorate, with at least one representative from each voting group.

44. **ANY OTHER BUSINESS - DATE OF NEXT MEETING**

Following discussion regarding potential days, venues and dates it was agreed that the date of the next meeting would be Monday, 20 April at 4pm – venue to be arranged as it was expected that there would be no rooms available in the Civic Centre due to elections administration.

It was agreed that members should ensure that at least two members of each of the membership groups would be present for the next meeting as the intention was to instigate working groups to undertake responsibility for tasks such as: reviewing the SACRE Constitution, agreeing protocols for working with schools, Agreed Syllabus review. It was thus particularly important to ensure the meeting was quorate.

Members noted that the next meeting of the South Central SACRE Hub was to be on 9th February and that Alison Philpott, Elizabeth Jenkerson and Richard Wharton expected attend.

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SOUTHAMPTON CITY COUNCIL

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)

CONSTITUTION

1 **AIM**

- 1.1 The aim of the SACRE is to provide advice to the Authority upon such matters connected with collective worship in schools, and the religious education to be taught in accordance with an agreed syllabus.

2 **OBJECTIVES**

- 2.1 The core objectives of the SACRE are:

- to provide independent consultation and detailed scrutiny on any matters within its scope of interest;
- to determine any application from the headteacher of a City school, following consultation with the governing body, for an amendment to the requirement that collective worship be wholly or mainly of a broadly Christian character; and
- to publish an annual report which:
 - i. specifies any matters on which the SACRE has advised the Authority;
 - ii. broadly describes the nature of that advice; and
 - iii. sets out its reasons for offering advice on any matters which were not initially referred to the SACRE by the Authority.

In addition to making the report available for public inspection, a copy shall be sent to the relevant Government Department (currently Ofqual) and to such other organisations, including County, Foundation and Voluntary Schools and Academies and local teacher training institutions as the SACRE considers appropriate.

3 **SCOPE OF INTEREST**

- 3.1 The scope of interest of the SACRE shall include:

- any such matters connected with collective worship in City schools, and the religious education to be taught in accordance with an agreed syllabus as the Authority may refer to the SACRE, or as the SACRE may consider appropriate; and
- the statutory duty of the Authority to review its agreed syllabus every five years and to convene an Agreed Syllabus Conference.

4 RELATIONSHIP OF THE SACRE WITH THE LOCAL AUTHORITY

- 4.1 The SACRE will have a separate identity and independent voice within the arrangements. The SACRE should be consulted by the Local Authority on any issues falling within its scope of interest.

5 ACCOUNTABILITY AND BUSINESS PLANNING

- 5.1 The SACRE is independent of the Council. The Education Reform Act 1988 requires the City Council as a Local Authority to establish a SACRE. When reports and actions are required that need to be considered by the Council they will be formally considered by the Cabinet or Cabinet Member or Officer acting under delegated powers.

6 LEGAL FRAMEWORK

- 6.1 The SACRE is established pursuant to the Education Reform Act 1988.
- 6.2 To facilitate the effective operation of the SACRE in accordance with its aims, the SACRE will respond as necessary to any further government guidance, legislation or new initiatives impacting upon the areas of responsibility of functions of the SACRE.

7 THE ACTIVITIES OF THE SACRE

- 7.1 In pursuit of its aims the SACRE will:-
- operate to a timetable that mirrors the municipal year of the Local Education Authority.
 - hold meetings (including extraordinary meetings) at a time of day and at an appropriate location to allow full participation by members:
 - i. at the Civic Centre and/or other venues;
 - ii. at the end of the school day;
 - iii. or otherwise notified to SACRE members five clear working days before each regular meeting.
 - hold its meetings at least once per term, no less than three times per year;
 - require at least one member from each voting group to be present to constitute a quorum in order to have a fully constituted meeting;
 - always seek to operate on a consensus basis. If it is not possible to reach a consensus, members will be required to undertake a formal vote as set out in paragraph 12 of this Constitution.

- review and recommend to Cabinet (Cabinet Member) any amendments to its Constitution on an annual basis at the first meeting of each financial year following a formal consultation process with the relevant parties;
- review and adopt the terms of reference for any sub-committees on an annual basis at the first meeting of each financial year following a formal consultation process with the sub-committees;
- keep a written record of all SACRE meetings and meetings of its sub-committees;
- any member of the SACRE may submit items to be included on the agenda of a main meeting of the SACRE supported by a written statement/report to the Chair at least 10 working days before the meeting;
- agenda and reports will be circulated generally at least 5 working days prior to the meeting;
- create sub-committees where necessary;
- be able to ask that the Local Authority consider holding an extraordinary meeting of the SACRE at the written request of at least one member.

Confidential Business

- Report authors are responsible for informing the clerk, in advance, of the status of reports to be included on the Agenda and if they contain confidential or commercially sensitive information and with such items of business, the principles of the Local Government (Access to Information) Act 1985 will apply. Reports that are to be treated as confidential should be marked accordingly and contain the appropriate confidentiality clause.
- Where an item of business before the SACRE is marked as confidential, that item of business will be discussed in private. The professional advisors to the SACRE may attend and speak at the SACRE meetings on consideration of all matters considered in private. Members of the public and observers (including other elected Members or Officers of the Council) shall be excluded from the consideration of any confidential item.

8 FREEDOM OF INFORMATION

- 8.1 Request for Information under the Freedom of Information Act will be handled in accordance with the Council's published procedures for dealing with such requests.

Any Member of the SACRE receiving a request under the FOIA will be required to pass that request to Legal & Democratic Services within 24 hours of receipt of that request in order that Legal & Democratic Services may deal with the request on behalf of the SACRE within the 20 working day time limit.

Where a request has been made for the disclosure of information covered by a qualified exemption under the Freedom of Information Act 2000 (or other relevant information), the Chair of the SACRE will be invited to attend a Public Interest Test Panel meeting to consider the potential disclosure. If the Chair is unable to attend the meeting the request will be dealt with by the Panel at their discretion. Where the Panel decides that the balance of interest is in favour of the disclosure of the information requested, Legal & Democratic Services will arrange for disclosure. Where the Panel decides that the balance is in favour of the non-disclosure of the information requested, the information requested will be withheld and Legal & Democratic Services will arrange for the reasons for the decision to be communicated in writing. Such decisions will be made after taking any appropriate legal advice in accordance with the Council's published policies and procedures.

9 MEMBERSHIP

9.1 The SACRE shall comprise members drawn from four groups, appointed by the Authority, as specified below:

GROUP A

One representative of each of the religions and other bodies listed below:

Christian Denominations

The Roman Catholic Church	The Methodist Church
The Baptist Union	The United Reformed Church
The Religious Society of Friends	The Assemblies of God
The Greek Orthodox Church	The Salvation Army
The Fellowship of Independent Evangelical Churches	

Religions other than Christianity

Judaism	Islam
Hinduism	Sikhism
Buddhism	<u>Baha'i</u>

GROUP B

Four representatives of the Church of England

GROUP C

Six teachers representing associations recognised by the Authority for the purposes of consultation and negotiation

GROUP D

Four representatives of the Southampton City Council, at least two of whom shall be elected members of the City Council.

- 9.2 In addition to members drawn from these four groups detailed above, one person appointed in respect of the Academies operating in the City of Southampton which previously had Community or Voluntary status may sit as a member of the SACRE. Academies are included (for non voting purposes) simply because they are not technically represented by any other group and deliver part of the public sector curriculum (albeit with a different status to maintained schools) and effectively replace the old concept of Government Maintained schools. Foundation schools are not specifically included because they are effectively covered elsewhere as they are maintained schools (in common with community and Voluntary schools) and are thus represented by other groups already present on the Committee.
- 9.3 The SACRE may co-opt additional persons, including such teachers as may be necessary to ensure adequate representation of teachers who are actively concerned with religious education in primary and secondary schools. Co-options shall be for the period set by the SACRE.
- 9.4 Members of the SACRE, with the exception of co-opted members, shall be appointed for a period of four years.
- 9.5 In accordance with regulations, the Local Authority will review the membership of the SACRE on an annual basis in line with the Constitutional review, and may terminate the membership of any member of the SACRE by giving one month's written notice.
- 9.6 In addition to the term of office coming to an end, a member ceases to be a member of the SACRE if he or she resigns from the SACRE or no longer occupies the office which he or she was nominated to represent.
- 9.7 A member of the SACRE appointed by the Authority may be removed from membership by the Authority at any time if, in the opinion of the Authority, the person ceases to be representative of either the denomination, religious group, association or Academy which he/she was appointed to represent.
- 9.8 Subject to condition 9.7, above, members of the SACRE having served a full term are eligible for re-appointment.

- 9.9 The SACRE will receive support and advice from the Local Authority School Improvement Officers.
- 9.10 At the discretion of the Chair of the SACRE, Advising Officers can attend SACRE meetings. Advising Officers provide information and professional expertise but are not members of the SACRE and cannot vote.
- 9.11 The Executive Director for Children and Learning and the Executive Member for Children's Services shall have a standing invitation to attend all SACRE and sub committee meetings but are not members of the SACRE and cannot vote. At the discretion of the Chair they may address the meeting.
- 9.12 At the discretion of the Chair of the SACRE, Observers can attend SACRE meetings. Observers are interested individuals who have been invited to attend SACRE meetings. At the discretion of the Chair of the SACRE observers can address the meeting but they are not members of the SACRE and cannot vote.

Meetings of the SACRE are open to the public unless members resolve that an item of business be considered in private session and with such items of business the principles of the Local Government (Access to Information) Act 1985 will apply.

Members of the public do not have a right to speak at any meeting of the SACRE but may address the SACRE at the discretion of the Chair. Members of the public do not have rights to vote.

10 **ELECTION AND NOMINATION OF SACRE MEMBERS**

- 10.1 Members of the SACRE are responsible for the method by which they elect and nominate their representatives, and each representative group within the SACRE will be responsible for the method by which they elect their representatives.
- 10.2 The membership of existing schools members is valid until such members' terms of office come to an end or they resign or they become otherwise ineligible for membership. When a vacancy does arise, the authority must appoint a replacement schools member to the SACRE to represent the same group as the retiring member.
- 10.3 Nomination of members is by a process of self-nomination. The SACRE will formally endorse membership by a simple majority vote at the next available meeting of the SACRE.

11 **MEETINGS**

- 11.1 Meetings of the SACRE shall be held in public.

12 **VOTING**

- 12.1 On any matter to be decided by the SACRE, the four groups A, B, C, and D shall be entitled to vote and each group shall have a single vote. The Academies' representative and the co-opted members do not have a vote.
- 12.2 Decisions within a group about how the vote is to be cast do not require unanimity. Each group is to regulate its own proceedings, including provision for resolving deadlock.
- 12.3 In the event of a tied vote, the Chair shall have the casting vote.

13 **CODE OF PRACTICE**

- 13.1 Members of the SACRE will operate in accordance with the Local Code of Conduct for Members. Members are therefore required to sign a declaration in respect of the Code of Conduct and also complete a Register of their Interests.
- 13.2 Interests, whether personal or prejudicial, should be declared. If a member has a prejudicial interest they should declare that interest and withdraw from the meeting and take no part in the decision.
- 13.3 Members who fail to attend three consecutive meetings without a satisfactory explanation will have their membership reviewed by the SACRE.

14 **CHAIRING**

- 14.1 The Chair and Vice Chair will be appointed from the members of Groups A, B, C and D. Such appointments shall be for the Municipal Year or until the person appointed ceases to be a member of the SACRE, whichever is sooner.
- 14.2 Persons continuing to be members of the SACRE are eligible for re-appointment to the position of Chair or Vice Chair.

15 **SERVICING THE COMMITTEE**

- 15.1 The specific responsibilities of the Chair and Members of the SACRE will be as set out in this Constitution and the Education Reform Act 1988.
- 15.2 The specific responsibilities of Democratic Support and Member's Services of the City Council will be to:-
- convene meetings of the SACRE;
 - arrange accommodation for meetings;
 - co-ordinate and act as secretariat to meetings;

- copy, circulate and dispatch appropriate papers; and
- provide appropriate guidance on the operation of local government and other relevant procedures.

- 15.3 The specific responsibilities of the Professional Advisors to the SACRE will be to
- provide advice to the SACRE and any sub committee(s) on professional issues; and
 - advise and update SACRE members on any new government guidance or policy documents.

16 **DISPUTES AND COMPLAINTS**

- 16.1 The SACRE is intended to be a collaborative, co-operative body and needs to ensure that no particular sector or member is unduly favored. Problems and issues should normally be debated and resolved at the SACRE meetings. However, if parties feel that these have not been resolved, the following process should be followed and minutes taken.
- 16.2 Stage 1: The parties who are in dispute meet with the Chair of the SACRE and the Professional Advisor who will assist in finding or recommending a solution.
- 16.3 Stage 2: A special meeting of the SACRE is convened, with papers prepared by the parties representing different views. The Chair and the Professional Advisor also prepare a paper offering possible options for resolution. If the problem is not resolved, the dispute is referred to Stage 3.
- 16.4 Stage 3: If the issue is not resolved then guidance or clarification will be sought from the relevant Government Department.
- 16.5 Complaints from members of the public will be handled by the Council's Complaints Procedure.

17 **NON COMPLIANCE OF ACTIVITIES**

- 17.1 Issues of non-compliance will, in the first instance, be referred to the Chair of the SACRE who will investigate and attempt to reach satisfactory resolution through discussion with the representative of the agency concerned. In the event of satisfactory resolution not being reached, the matter will be referred to the next SACRE meeting.

18 **MONITORING AND INSPECTION**

- 18.1 The effectiveness of the SACRE will be assessed by Internal Review.

OVERVIEW AND SCRUTINY

- 18.2 The SACRE and its members will co-operate with any reasonable request by the Council in respect of its overview and scrutiny functions under Section 21 Local Government Act 2000. Any requests for information or attendance of SACRE members at the relevant overview and scrutiny committee will be made as soon as possible and generally at least 10 days before the meeting.

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