

**ADMISSION FORUM TERMS OF REFERENCE AND MEMBERSHIP**

*To:* Cambridgeshire Admission Forum

*Date:* 5th February 2014

*From:* Secretary to the Forum

*Electoral Divisions / Wards:* All

*Purpose:* To remind the Forum of its Terms of Reference (**Appendix A**) and membership, and to seek its views on whether any changes are required.

*Recommendation:* The Forum is asked to note the Terms of Reference and membership and agree any changes required.

<b><i>Officer contact:</i></b>	
Name	Ruth Yule
Post:	Democratic Services Officer
Email:	<a href="mailto:ruth.yule@cambridgeshire.gov.uk">ruth.yule@cambridgeshire.gov.uk</a>
Tel:	01223 699184

## **1. BACKGROUND**

- 1.1 The Forum last considered its Terms of Reference at its meeting on 13th February 2014. The Terms of Reference agreed then are attached as Appendix A.

## **2. TERMS OF REFERENCE**

- 2.1 The Terms of Reference state that 'The Forum may vary its constitution by a simple majority vote by the members, provided that prior notice of the nature of the proposed variation is made and included on the agenda for the meeting.'
- 2.2 Any proposal to change the Terms of Reference would therefore have to be identified in advance of a meeting. No changes are currently proposed.

## **3. MEMBERSHIP OF THE FORUM**

- 3.1 The membership of the Forum is laid out in the Terms of Reference, which require that membership be reviewed annually.
- 3.2 As can be seen from the list set out on the agenda for this meeting, there are some vacancies in the membership. The appointment of persons representing the interests of the local community is to be agreed by the school representatives on the Forum.
- 3.3 The Forum is therefore asked to consider the membership as set out on the agenda and to consider whether and how any vacancies should be filled.