

# **Admissions Committee**

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**Wednesday 17 October 2012 at 1.00 pm**

**To be held at Howden House, Union  
Street, Sheffield**

**The Press and Public are Welcome to Attend**

## **Membership**

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**Councillors Chris Rosling-Josephs (Chair), Alison Brelsford, Talib Hussain,  
Martin Lawton, Nikki Sharpe, Clive Skelton and Vacancy**

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## **PUBLIC ACCESS TO THE MEETING**

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The Admissions Committee carries out a statutory role, including the consideration of appeals regarding home to school transport and requests for primary and secondary school admissions.

As a lot of the work of this Committee deals with individual cases, some meetings may not be open to members of the public.

A copy of the agenda and reports is available on the Council's website at [www.sheffield.gov.uk](http://www.sheffield.gov.uk). You can also see the reports to be discussed at the meeting if you call at the First Point Reception, Town Hall, Pinstone Street entrance. The Reception is open between 9.00 am and 5.00 pm, Monday to Thursday and between 9.00 am and 4.45 pm. on Friday, or you can ring on telephone no. 2734552. You may not be allowed to see some reports because they contain confidential information. These items are usually marked \* on the agenda.

If you would like to attend the meeting, please report to the First Point Reception desk at Howden House, Union Street, where you will be directed to the meeting room.

If you require any further information please contact John Turner on 0114 273 4122 or email [john.turner@sheffield.gov.uk](mailto:john.turner@sheffield.gov.uk).

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## **FACILITIES**

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There are toilets available on all floors at Howden House.

Access for people with mobility difficulties can be obtained through both entrances to Howden House on Union Street.

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**ADMISSIONS COMMITTEE AGENDA  
17 OCTOBER 2012**

**Order of Business**

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- 1. Welcome and Housekeeping Arrangements**  
The Chair to welcome attendees to the meeting and outline basic housekeeping and fire safety arrangements.
- 2. Apologies for Absence**
- 3. Exclusion of Public and Press**  
To identify items where resolutions may be moved to exclude the press and public
- 4. Declarations of Interest**  
Members to declare any interests they have in the business to be considered at the meeting
- 5. Minutes of Previous Meeting**  
To approve the minutes of the meeting of the Committee held on 19<sup>th</sup> September, 2012
- 6. Action Taken Under Delegated Powers**  
To note the decisions made by the Executive Director, Children, Young People and Families, acting under delegated authority, in consultation with the Chair of the Committee
- 7. Home to School Transport Appeals**  
Report of the Executive Director, Children, Young People and Families
- 8. School Admission Requests - Secondary School Places**  
Report of the Executive Director, Children, Young People and Families
- 9. Date of Next Meeting**  
To note that the next meeting of the Committee will be held on Wednesday, 21<sup>st</sup> November, 2012, at 1.00 pm at Howden House

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**ADVICE TO MEMBERS ON DECLARING INTERESTS AT MEETINGS**

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A new Standards regime was introduced on 1<sup>st</sup> July, 2012 by the Localism Act 2011. The new regime made changes to the way that your interests needed to be registered and declared. Prejudicial and personal interests no longer exist and they have been replaced by Disclosable Pecuniary Interests (DPIs).

The Act also required that provision is made for interests which are not Disclosable Pecuniary Interests and required the Council to introduce a new local Code of

Conduct for Members. Provision has been made in the new Code for dealing with “personal” interests.

Guidance on declarations of interest, incorporating regulations published by the Government in relation to Disclosable Pecuniary Interests, has been circulated to you previously, and has been published on the Council’s website as a downloadable document at -<http://councillors.sheffield.gov.uk/councillors/register-of-councillors-interests>

If at all possible, you should try to identify any potential interest you may have before the meeting so that you and the person you ask for advice can fully consider all the circumstances before reaching a conclusion on what action you should take.

Further advice can be obtained from Lynne Bird, Director of Legal Services on 0114 2734018 or email [lynne.bird@sheffield.gov.uk](mailto:lynne.bird@sheffield.gov.uk)