

LEA PROTOCOL FOR ASKING DAPH FOR REPRESENTATION ON WORKING PARTIES

1/ Request for representation will come from the lead officer of the service involved and given to the DAPH link officer. The chief education officer and / or his deputy must be made aware of this request.

2/ Requests will be given with a minimum of 4 weeks notice.

3/ The LEA officer above will confirm that supply / travel expenses will / will not be covered by his/her service. If not covered the DAPH officer will contact Phil Norrey before seeking a representative to ascertain if the county will be offering financial support.

4/ The DAPH link officer will need the following information:

- Name of the working party;
- Contact LEA officer and telephone number;
- Purpose of the meetings;
- Regularity of the meetings, eg, indefinitely every term, or a few meetings for a specific purpose;
- Date, time and venue of meeting;
- Other organisations or individuals taking part.

5/ If the DAPH reps need to consult with all the heads then suitable time scales need to be set. If this is not feasible then the LEA will accept that full consultation with primary heads cannot take place. Full consultation needs a minimum of 6 weeks (half a term).

6/ The LEA will provide any admin support for the consultation process, eg. Typing and preparing documents, posting, e-mailing , etc.

7/ The LEA will provide the link officer with minutes and agendas for all working parties.