

Central Bedfordshire Council – Meeting Framework with Teacher and Children’s Services Trade Unions May 2010

Consultation Forum	Membership	Frequency	Brief Terms of Reference
<p>Joint Consultative &amp; Negotiating Forum</p> <p>(this would not be a sub-cttee of General Purposes, so would need to seek delegation to Director in consultation with the P/F Holder)</p>	<p>Portfolio Holder for Children’s Services (Chair)</p> <p>Director of Children’s Services</p> <p>Teaching unions, UNISON &amp; GMB</p> <p>One HR representative</p>	<p>Termly ( 3 per year)</p>	<ul style="list-style-type: none"> <li>• Interface with Director and Portfolio Holder to discuss major policy and/or key strategic issues affecting schools and children’s services that could not be resolved at the working party.</li> <li>• To discuss any major policy issues that either the Portfolio Holder, Director and unions wish to raise further to their discussion at the working party.</li> <li>• To consider any disputes between the Council and the Trade Unions where there has been failure to agree at JCNC working party level.</li> </ul>
<p>Joint Consultative &amp; Negotiating Working Party</p>	<p>Head of Partnership and Workforce (Chair) representing Children’s Services</p> <p>HRBP (Children’s Services),</p> <p>Teacher trade unions, UNISON &amp; GMB</p>	<p>Termly ( 3 per year).</p> <p>*Commencing in September 2010</p> <p>** provision exists for further meetings to be arranged if required.</p>	<ul style="list-style-type: none"> <li>• Implementation of national terms and conditions of employment. (HR)</li> <li>• Policy Development work relating to schools and the wider children’s workforce (HR)</li> <li>• Consultation/Negotiation of local policies/procedures and working practices (Chair/HR)</li> <li>• To inform, communicate and consult on employment and organisational issues that are relevant to schools and the wider children’s workforce, ensuring that the involvement of staff is achieved. (Chair/HR)</li> <li>• To promote good employee relations and a positive working environment by recognising common interests and building a culture of working together to achieve solutions. (Chair/HR)</li> </ul>
<p>Workforce Agreement Monitoring Group (WAMG)</p>	<p>Head of Partnership &amp; Workforce Development (Chair)</p> <p>HR as required</p> <p>Teacher Trade Unions, UNISON &amp; GMB</p>	<p>Termly ( 3 per year)</p> <p>*To be timed to happen prior to the JCNC working party on</p>	<ul style="list-style-type: none"> <li>• To raise and monitor standards and tackle workload and to provide benefits of the National Agreement and whole School Workforce reform across all phases.</li> </ul>

**Appendix A**

		same day.	
Soulbury Working Party	<p>Schools Relationship Manager (BBC) or HRBP Children's Services (CBC)* (Chair)</p> <p>Representative from Children's Services, ASPECT, AEP, &amp; NUT trade union reps</p> <p>* joint meeting with Bedford Borough Council</p>	As required – ad hoc	<ul style="list-style-type: none"> <li>• To discuss the local implementation of any national terms and conditions affecting Soulbury employees and any other related issues.</li> </ul>
EJC (Health & Safety) Schools Based Staff	<p>Chair – Head of School Support</p> <p>H&amp;S team, HR (as required), Teacher trade unions, UNISON &amp; GMB</p>	Termly ( 3 per year)	<ul style="list-style-type: none"> <li>• Consider all health and safety matters affecting staff, members of the public, pupils, contractors, other Authority employees and any other persons who may be affected by work activities including:             <ul style="list-style-type: none"> <li>○ Discussing monitoring procedures and the results of monitoring.</li> <li>○ Monitoring the effectiveness of the training of employees in safety matters and the adequacy of safety and health communication in the workplace.</li> <li>○ Reviewing statistics on accidents, dangerous occurrences, 'near misses' and cases of work related ill health.</li> <li>○ Making recommendations regarding immediate action on matters of emergency affecting the health and safety of employees.</li> <li>○ Recommending standards, where appropriate, on health and safety laws and regulations.</li> <li>○ Making formal recommendations on all matters affecting the health and safety of employees to the Director of Children's Services.</li> </ul> </li> </ul>

