

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

Consultation Forum	Membership	Frequency	Brief Terms of Reference
Joint Consultative & Negotiating Forum (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)	Portfolio Holder for Children’s Services (Chair) Director of Children’s Services Teaching unions, UNISON & GMB One HR representative	Termly (3 per year)	<ul style="list-style-type: none"> • 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. • 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. • To consider any disputes between the Council and the Trade Unions where there has been failure to agree at JCNC working party level.
Joint Consultative & Negotiating Working Party	Head of Partnership and Workforce (Chair) representing Children’s Services HRBP (Children’s Services), Teacher trade unions, UNISON & GMB	Termly (3 per year). *Commencing in September 2010 ** provision exists for further meetings to be arranged if required.	<ul style="list-style-type: none"> • Implementation of national terms and conditions of employment. (HR) • Policy Development work relating to schools and the wider children’s workforce (HR) • Consultation/Negotiation of local policies/procedures and working practices (Chair/HR) • 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) • 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)
Workforce Agreement Monitoring Group (WAMG)	Head of Partnership & Workforce Development (Chair) HR as required Teacher Trade Unions, UNISON & GMB	Termly (3 per year) *To be timed to happen prior to the JCNC working party on	<ul style="list-style-type: none"> • To raise and monitor standards and tackle workload and to provide benefits of the National Agreement and whole School Workforce reform across all phases.

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, & NUT trade union reps</p> <p>* joint meeting with Bedford Borough Council</p>	As required – ad hoc	<ul style="list-style-type: none"> • To discuss the local implementation of any national terms and conditions affecting Soulbury employees and any other related issues.
EJC (Health & Safety) Schools Based Staff	<p>Chair – Head of School Support</p> <p>H&S team, HR (as required), Teacher trade unions, UNISON & GMB</p>	Termly (3 per year)	<ul style="list-style-type: none"> • 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"> ○ Discussing monitoring procedures and the results of monitoring. ○ Monitoring the effectiveness of the training of employees in safety matters and the adequacy of safety and health communication in the workplace. ○ Reviewing statistics on accidents, dangerous occurrences, 'near misses' and cases of work related ill health. ○ Making recommendations regarding immediate action on matters of emergency affecting the health and safety of employees. ○ Recommending standards, where appropriate, on health and safety laws and regulations. <p>Making formal recommendations on all matters affecting the health and safety of employees to the Director of Children's Services.</p>