

# NORFOLK COUNTY COUNCIL

## DRAFT TERMS OF REFERENCE OF THE JOINT CONSULTATIVE COMMITTEE (TEACHERS)

### **Membership**

Four elected members of the Children’s Services Committee including the Chair of the Children’s Services Committee to be appointed annually by the Children’s Services Committee.

Four teachers to be appointed by the unions as follows:

NEU	1
NASUWT	1
Association of Teachers and Lecturers	1
Association of School and College Leaders	1

The Committee will be chaired by the Chair of the Children’s Services Committee when present and in his/her absence, by one of the teacher representatives.

The Assistant Director, Children’s Services and one of the appointed teachers act as Joint Secretaries to the Committee.

The Assistant Director, Children’s Services may call other officers to attend as required.

### **Purpose of the Committee**

The purpose of the Committee is to provide a forum in which members, officers and unions work together in a changing and variable educational landscape to ensure that staff can work effectively for the benefit of Norfolk children.

## **Terms of reference**

- 1) To establish a means of consultation between the Local Authority and its teachers where that is required
- 2) To establish a means of communication for major organisational projects or changes planned by the Local Authority
- 3) To establish the means of consulting on health and safety issues
- 4) To consider any relevant matter referred to it by the Children's Services Committee or by the teachers. Matters raised by teachers should be put forward by their own Joint Secretary and should reflect an understanding of the reach of the Local Authority in schools and academies.

## **Meetings**

The Committee will meet once a term.

The joint secretaries will agree on the agenda before each meeting and this will be circulated 5 working days before the meeting, along with minutes of the last meeting.

A minute taker will attend all meetings, unless the JCC agrees otherwise.

The quorum of the Committee is two representatives of each side.

If a resolution is to be carried, it requires a majority of the members present on each side of the Committee. In the event of the Committee being unable to arrive at an agreement or Children's Service Committee disagreeing with the recommendations of the Committee, the Children's Services Committee's decision is final.

Proceedings of the Committee will be reported as necessary to the Children's Services Committee.