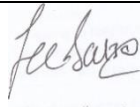


Epping Forest Schools Partnership Trust
Unlocking the Potential of Collaboration

Joint Consultative Committee

(JCC)

Terms of Reference

These Terms of Reference were approved by the Board of Trustees in:	December 2018
Signed by the Chair of Trustees:	
These Terms of Reference will be reviewed by the Trust on an annual basis. Next review date:	December 2019

Title

1. The Committee shall be known as the Joint Consultative Committee or JCC.

Purpose of Committee

2. The Committee has been established in support of the Trade Union Recognition and Facilities Agreement in order to consult on the matters listed in the Agreement and other appropriate matters.

Representation at Meetings

3. The composition of The Epping Forest Schools Partnership Trust attendees is the prerogative of the academy but there will be an expectation that there will be regular attendance by the appropriate senior academy officials at all JCC meetings. The Trust may invite its HR or other advisor to meetings as it deems appropriate.

4. The union side should be made up of one named local representative for each of the recognised teacher unions (NAHT, NASUWT, NEU, Voice and ASCL) and the unions representing support and other professional school staff (GMB, UNISON, Voice and Unite).

5. Consultation on terms and conditions issues will take place through the JCC. Sub groups may sometimes meet to discuss issues which only affect teachers or support staff and other professional school staff. These sub groups will only be formed by joint agreement and will report back to the full JCC.

6. The membership of each side shall be determined annually. Each side shall inform the other side promptly of any changes in representation. For 2018/2019, the Unions can send a maximum of two local representatives per Union (unless there was a need to engage a national rep), while there is a maximum membership of four representatives from the Trust.

7. Substitute representatives shall be permitted on both sides where necessary but each side shall seek to ensure that its nominated representatives attend all meetings.

8. The CEO of The Epping Forest Schools Partnership Trust will act as the Chair of the JCC at each meeting, unless agreed otherwise.

9. The Trust Company Secretary will act as the clerk to the meeting and will be responsible for liaising on matters such as dates of meetings, agreement of agendas and draft minutes, issuing invitations and agenda to members etc.

10. Meetings shall be held once per term. The date and agreed agenda shall be sent to members at least ten working days before each meeting. The agenda shall list the items for discussion but shall also allow other urgent business to be discussed. Any additional items should be specified before the meeting and agreed by both sides. Trust-wide policies will be sent to the union representatives at the same time as they are circulated to schools for review.

11. Special meetings shall be held where either the academy or Union side submits a request in writing to the other side. The date and agenda for special meetings shall be sent to members no later than five working days after the request is submitted and the meeting shall take place no later than fifteen working days after the request is submitted.

12. The quorum for all meetings shall be a minimum of two unions and two members of the Trust.
13. The draft minutes of all meetings shall be circulated for agreement no later than ten working days after the meeting. The agreed minutes of all meetings shall be submitted to the Board of Trustees for information.
14. Facilities for a pre-meeting shall be provided for the union representatives, if needed.