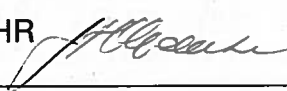


Report for:	Corporate Committee 20 th March 2014	Item Number:	
Title:	Schools Employee Consultative Group		
Report Authorised by:	Jacquie McGeachie Interim Head of HR 		
Lead Officer:	Paul Smith Interim Head of Schools HR		
Ward(s) affected: None		Report for Key/Non Key Decisions: Non Key Decision	

1. Describe the issue under consideration

This report seeks Corporate Committee approval to a revised consultative and negotiating group for school based employees..

2. Cabinet Member introduction

3. Recommendations

That the Committee approve the terms of reference for this group

4. Alternative options considered

N/A

5. Background information

The Committee will be aware that since 1989, schools have had significant control over making key employment decisions for their employees within a Local Authority framework. During the past 10 years a number of schools have become academies, taking on the employer role. However under legislation employees at these schools are still bound by both statutory terms and conditions of employment and their local application (in the case of teachers) and national and local terms and conditions in respect of support staff. In addition, the Local Authority can agree employment policies with trades unions and recommend them to schools for adoption.

Previously these functions were undertaken by the Teachers Negotiating Group (TNG). However, in 2013 the Outstanding For All Commission recommended that the TNG be abolished. As a result the Council needed to establish new consultative arrangements for school based employees. It made sense to include support staff as part of this review as consultative arrangements for school based support staff were not joined up with the arrangements for teachers.

Subsequently discussions have taken place with representatives of teacher and support staff unions and it has been agreed that a new group be established. This group will be called the School Employee Consultative Group (SECG).

Membership of this group will consist of:

- Representatives from the Local Authority
- Head Teacher representatives from Primary, Secondary and Special Schools
- Representatives from teacher trade unions (nominated by the Haringey Teachers Panel)
- Representatives from support staff trade unions (nominated by the Haringey Employees Side)

The meetings will be chaired by the Assistant Director for Schools & Learning.

The terms of reference for the SECG has been agreed with the teaching and support staff trades union representatives and is appended to this report.

6. Comments of the Chief Finance Officer and financial implications

There are no financial implications arising from this report.

7. Comments of the Assistant Director of Corporate Governance and legal implications

The Assistant Director of Corporate Governance has been consulted with the preparation of this report, and makes the following comments

The arrangements proposed are in line with the provisions of the School Staffing (England) Regulations 2009, made under the School Standards and Framework Act 1998 and the Education Act 2002, regarding the delegation of key employment decisions within a Local Authority framework to schools including academies.

Employers are legally obliged to consult with recognised trades unions on matters affecting employees and therefore the arrangements proposed enable the Council to meet these obligations

8. Equalities and Community Cohesion Comments

Equalities in employment matters will be discussed at this Group as appropriate

9. Head of Procurement Comments

Not applicable

10. Policy Implication

There are no policy implications

11. Reasons for Decision

The report seeks this Committee's approval to the proposed terms of reference for the SECG in order that the Council has an effective and robust consultation forum with trades unions representing school based employees.

12. Use of Appendices

None

13. Local Government (Access to Information) Act 1985

Appendix

Haringey Council Schools Employee Consultative Group Constitution & Terms of Reference

1. Introduction

This document sets out the arrangements for the functioning of the Schools Consultative Group. References in this document to school based staff apply to all teaching and support staff who are employed by Haringey Council but based in school under the management of the Governing Body.

2. Purpose & Scope

The purpose of the Group is to facilitate discussion between the Local Authority, school management and recognised trades unions on matters that affect school based staff. All members of the Group are committed to positive employee relations via effective communication and engagement. The Group will act as a negotiation, consultation and information sharing body as appropriate.

Matters to be discussed by this Group will include:

- Model policies
- Implementation of changes to national terms and conditions of employment including pay arrangements (note – for support staff many of these changes will normally be discussed at the Local Authority's corporate CEJCC meeting).
- Matters of Local Authority policy insofar as they may impact upon:
 - The number of school based staff employed
 - Terms & conditions of service
 - Working arrangements
- Oversight of local employee relations relating to matters such as school closures, redundancies, and staff transfers.
- Implementation of legislation and national policy that impacts upon school based staff.

The Group may establish ad hoc working groups on particular issues which would then feed back to the Group as appropriate.

It is recognised that in the main, matters discussed by this group will be of direct concern to teachers. However there will be issues discussed that will have an impact upon support staff. Therefore representatives recognised trades unions representing support staff will form part of this group.

3. Membership

The Group shall consist of representatives from

- The Local Authority including schools management
- Members of the Haringey Teachers Panel
- Recognised support staff trades unions (Known as Haringey Employees Side)
- The recognised teaching and support staff trades unions are as follows::

Teaching	Support Staff
NUT	Unison
NASUWT	GMB
NAHT	Unite
ASCL	
ATL	

Detailed membership will be reviewed annually by the Group. Appendix A sets out a proposed membership for the academic year 2013/14

4. Joint Secretaries

The management side, the Teaching side & the Support staff side will appoint joint secretaries for the following arrangements.

The three joint secretaries will:

- Meet, sufficiently in advance of the next scheduled meeting, to agree the agenda items for meetings
- Provisionally agree the notes of meetings
- Agree dates of meetings for the next school year
- Provide an additional mechanism outside of the group to resolve disputes and seek preliminary agreement on issues.
- Maintain a schedule of collective agreements and agreed local conditions of service
- Agree the terms of reference to ACAS should the need arise
- Maintain a forward plan of activities and dates for when items are scheduled to be discussed.

5. Agenda & Meetings

The agenda setting out the agreed items and accompanying papers for meetings will be circulated by the management side secretary to all members of the Group at least 3 working days before the meeting. Items not appearing on the agenda may only be discussed with the agreement of both sides

The calendar for meetings will be agreed annually at the start of the academic year

with a minimum of two meetings per term unless both sides agree that a meeting is not needed

6. Quorum

In order for the meeting to be quorate there must be a minimum of the following in attendance:

- a) 2 representatives of the Local Authority
- b) 2 representatives of the Haringey Teachers Panel
- c) 2 Representatives of the Haringey Employees Side

Where the matter relates solely to teaching staff then the quorum will be a) & b) above
Where the matter relates solely to support staff then the quorum will be a) & c) above.

7. Meeting Notes

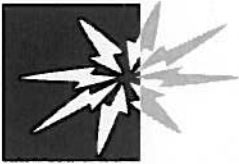
Notes of key points of discussion and agreed actions arising out of each agenda item will be taken by an officer of the local authority and circulated to the joint secretaries within 10 working days of the meeting.

The joint secretaries will amend the notes of the meeting as appropriate and ensure distribution to all relevant parties within a further 10 working days.

All members of the Group undertake to communicate the key outcomes from each Group meeting to their constituent groups (for example head teachers, trades union colleagues etc)

8. Disputes

Although it is the aim to resolve matters within the Group meetings, it is open for either party to declare a formal dispute where discussion cannot reach a resolution. This dispute would be progressed in accordance with the relevant procedures within national conditions of service and, where appropriate, corporate Local Authority procedures



Haringey Council

Membership for Academic Year 2013/2014

Management Side Representatives

Name	Representing	Job Title	Location/School
	CYPD	Assistant Director	
	CYPD/HR	Interim Head of Schools HR	
	CYPD/HR	HR Manager (Schools)	
	Primary Schools	Head Teacher	
	Secondary Schools	Head Teacher	
	Special Schools	Head Teacher	

Haringey Teachers Panel & Haringey Employees Side Representatives

Name	Representing	Job Title	Location/School

*Joint Secretary

