

TERMS OF REFERENCE FOR THE JOINT CONSULTATIVE AND NEGOTIATION COMMITTEE (JCNC)

**Issued: August 2016
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Title

1. The Committee shall be known as the Joint Consultative and Negotiation Committee or JCNC.

Purpose of Committee

2. The Committee has been established in support of the Principles and Objectives listed in paragraphs 4-10 in the Model Agreement, and in order to consult and negotiate on the matters listed in the Agreement and other appropriate matters.

Representation at Meetings

3. The composition of the Academy Side is the prerogative of the Academy Trust but there will be an expectation that there will be regular attendance by the appropriate senior Academy Trust officials at all JCNC meetings.
4. Negotiation and consultation on terms and conditions issues will take place through the JCNC. Sub groups may sometimes meet to discuss issues which only affect teachers or support and other professional school staff. These sub groups will only be formed by joint agreement and will report back to the full JCNC.
5. The membership of each side shall be determined annually. Each side shall inform the other side promptly of any changes in representation.
6. Substitute representatives shall be permitted on both sides where necessary but each side shall seek to ensure that its nominated representatives attend all meetings.
7. Each side shall be entitled to be accompanied by an adviser with speaking rights.
8. The office of Chair shall be held by the Academy Trust.

Meetings

9. The Trust shall nominate a Secretary who shall be responsible for liaising with the other side 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.

11. Special meetings shall be held where either the Academy Trust 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. Each Side shall be entitled to a pre-meeting prior to the meeting in order to discuss the business on the agenda.
13. The quorum for all meetings shall be 3 members of the Academy Trust side and 3 members of the Union side.
14. Administrative support to the JCNC shall be provided by the Academy Trust. The draft minutes of all meetings shall be circulated to both Secretaries for agreement no later than ten working days after the meeting. The agreed minutes of all meetings shall be submitted to the governing body for information.