

ERW JOINT COMMITTEE- DRAFT

JOINT COMMITTEE MEMBERSHIP

- The membership of the joint committee is set out below
- The quorum necessary for a joint committee meeting shall be five voting (5) members of the joint committee.
- The agreement will also provide for the attendance of a deputy if required.

Voting Members	Officer Members –Non Voting
6 x Education Portfolio Members (one from each LA)	6 x Chief Executives (one from each LA) 1 x Lead Education Director
Co-opted Non-voting Members*	Officers in Attendance
1 x Diocese Representative 1 x Primary Schools Representative 1 x Secondary Schools Representative 1 x Special Schools Representative	1x Legal Representative 1x S151 Representative
1x Governor Representative	Other specialists as requested

Headteacher and Governors User Group nominates a Secondary, Primary, Special and Governor representative to take the respective seats on the Joint Committee

A body may nominate a Deputy to attend the Joint Committee on behalf of a member in the following circumstances:

- to take the place of a member of the Joint Committee;
- where the member is unable to attend the whole meeting; and
- if the member has notified the Chairman in advance of the relevant meeting.

A Deputy shall only have the right to speak and where relevant vote at that meeting of the Committee or Sub Committee and no other function or appointment including appointments to Working Groups will be applicable to them when acting as a Deputy.

JOINT COMMITTEE TERMS OF REFERENCE AND DELEGATED FUNCTIONS

The Inter Authority Agreement defines the governance arrangements for the Joint Committee, including its Terms of Reference and Delegated Powers. In doing so it also identifies which matters are specifically reserved to the individual partner authorities to determine. The terms of reference and delegated powers of the Joint Committee are:



To promote joint working in the delivery of the Service through:

- facilitating constructive partnership working;
- engaging with key interested bodies and stakeholders when appropriate; and
- carrying out such other activities calculated to facilitate, or which are conducive to the successful delivery of the Service; and
- to oversee the management of the Service and ensure that the Service is provided and performs in accordance with the expectations of the Partner Authorities Inter Authority Agreement and agreed Annual Business Plan;
- to approve the budget for the Service on an annual basis’;
- to approve the business plan for the Service on an annual basis;
- to monitor and manage the risks associated with the Service;
- to ratify requests from the Service for additional budget funding from individual Councils;
- to approve the staff structure of the Service;
- to appoint the Chief Officer of the Service;
- to decide on disciplinary action against the Chief Officer; and
- where required, to determine or arrange for the determination of appeals in relation to Human Resources matters.

The following matters are specifically reserved for individual Cabinet decision:

- approval of inter-Council partnership governance arrangements;
- increase of budget over agreed Council contributions;
- procuring the necessary audit and assurance checks; and
- termination of the Partnership.



ERW MANAGEMENT BOARD- DRAFT

The **ERW MANAGEMENT BOARD** will be a key driver in ensuring that ERW succeeds in its core business of creating a consistently high performing school network across the region with every school a good school offering high standards of teaching under good leadership resulting in all learners achieving their maximum potential.

The **MANAGEMENT BOARD**'s main function is to ensure that the Joint Committee's recommendations are actioned, that ERW's policies reflect current priorities, efficiency is promoted and effective partnership working with external bodies is encouraged.

MANAGEMENT BOARD MEMBERSHIP

Membership

Local Authority- Directors/Chief Education Officers	6
Chief Finance Officer and Section 151 Officer	1
ERW Managing Director	1
Monitoring Officer / HR Lead (As and when required)	2
Others- as and when required	

General Principles

1. The **ERW Board** will play a key role in improving ERW's services by providing strong leadership to advise the Joint Committee and ensure that their recommendations are actioned and delivered.
2. The **ERW Board** will be proactive and innovative.
3. The **ERW Board** will constructively challenge and contribute to the development of strategy to enable the organisation to achieve its goals in relation to-
 - o *Improving the quality of leadership and its impact on outcomes;*
 - o *Improving the quality of teaching and learning experiences and its impact on outcomes*
 - o *Reducing the impact of poverty on attainment, support vulnerable learners and ensure all learners reach their potential*
 - o *Delivering high quality and bespoke support, challenge and intervention to schools*
 - o *Maintaining an effective and efficient organisation to support ERW's core business*
4. The **ERW Board** will consider and make recommendations to the Joint Committee in relation to ERW's services and Business Plan
5. The **ERW Board** will monitor and review the performance of management in meeting assigned goals and objectives and monitor the reporting of performance
6. The **ERW Board** will enable the participation of external organisations and partners in consideration of issues that may impact upon the delivery of ERW and regional priorities.
7. The **ERW Board** will assist the Joint Committee in the development, monitoring and review of policy and report regularly to the Joint Committee on progress.



Operational Issues

1. The **Board** will meet on a fortnightly/monthly basis.
2. Agenda and papers will be shared at least one week before the meeting.
3. If any member is not able to attend they should ensure a substitute is in attendance.
4. The monthly agenda will include the following-
 - *Examine how well ERW is performing- monitor progress against the Business Plan and the performance of services and functions.*
 - *Scrutinise financial planning and accountability and any proposed revenue budget strategy.*
 - *Hold the Managing Director and Senior ERW Officers to account for agreed actions and seek to promote open and transparent decision-making.*
 - *Consider the Managing Director's monthly report.*
 - *.....*

