



APPENDIX B

INTERIM AGREEMENT

Cafcass Operational Area Partnership & Health and Safety Committee Constitution

1. Terms of Reference

- 1.1 The Cafcass Operational Area Partnership Committees will provide the means for local discussion, consultation, and negotiation between Cafcass and the trade unions.
- 1.2 The Committee will act as a forum for:
 - a. Agreement of joint procedural arrangements regulating relationships between Cafcass and the trade unions within that Operational Area as authorised by the Cafcass Partnership Committee
 - b. Communication on Operational Area issues and performance
 - c. Consultation on change or strategic planning decisions which have operational area wide workforce implications
 - d. Operational or Head of Service area Property or Estates issues
 - e. Operational area health and safety issues
 - f. Local issues that do not require national agreement and are not covered by national arrangements
 - g. Discussion of other non-negotiating issues affecting staff
- 1.3 Seeking to prevent differences and resolve them should they arise the Operational Partnership Committee will not involve itself in negotiations of Cafcass terms and conditions of employment, including pay, or Cafcass staff policies, unless authorised to do so by the Cafcass Partnership Committee.
- 1.4 Decisions of the Committee will be by agreement between the parties. Agreements made by the Committee are subject to formal approval by the Cafcass Partnership Committee, and where necessary by the Department of Education as specified within the Framework Document and Financial Memorandum.



2. Membership

2.1 The chair will alternate between meetings.

2.2 The membership will be as follows:

Trade Unions:

- All recognised Trade Unions will have the right to a seat. The number of seats will be reflected in their membership numbers.
- These members should be representative of the Operational Area structure and staff groups within Cafcass. However, the membership of the committee should be balanced.

Cafcass:

- Operational Director
- Operational Business Manager
- Senior HR Manager and/or other HR Representative
- Management Representatives (i.e. Heads of Service), as required
- Management will provide admin support for the minutes and organisation of the meetings.
 - The management chair would normally be the Operational Director. However, from time to time, the Operational Business Manager and/or Heads of Service may chair the meetings in the Operational Directors absence.

2.3 Attendance of Non-Members

2.3.1 Each partner with the prior agreement of the others, invite non-members to attend a meeting of the Committee to contribute to its discussions, to provide specialist advice, or for development purposes.

2.3 2.4 Quorum

2.4.1 The attendance of 2 staff representatives (one from each Trade Union) and 2 Management Representatives constitutes a quorum.



3. Meetings

- 3.1 Meetings will normally be held every three months, or on a more regular basis if required, and will be scheduled annually. Facilities for a pre meeting for the staff representatives will be provided by Cafcass.
- 3.2 In exceptional circumstances, meetings may be asked by either side and should not be reasonably refused.

4. Agenda and Minutes

- 4.1 The Agenda will be agreed by the Operational Director or Operational Business Manager as appropriate and the elected local Chair of the Trade Union representatives and circulated to the members with the notes from the previous meeting at least 5 working days before the meeting.
- 4.2 Items to be considered under 'Any Other Business' (A.O.B.) must be raised at the commencement of the meeting. The Operational Director/Operational Business Manager and local Chair of the Trade Union representatives will agree whether the A.O.B. items are to be discussed at that meeting, at a later date, or outside of the meeting.
- 4.3 Following each meeting Management will prepare the notes of that meeting. These will be agreed by both Chairs and circulated.

5. Sub Groups

- 5.1 The Operational Area Partnership Committees will appoint and agree the terms of reference of sub committees as required.