



NCER^{CIC}

National Consortium for Examination Results
Community Interest Company

2018 ELECTION ARRANGEMENTS FOR THE NCER STEERING GROUP

Current Local Authority Steering Group membership is –

Norma Mills	Blackpool	2017-20
Paul Caladine	Calderdale	2017-20
Jon Ward	Gateshead	2016-19
William Hurst	Nottinghamshire	2016-19
Sammy Njue	Surrey	2016-19
Huw Griffiths	West Berkshire	2016-19
Kelly Partington	Wigan	2016-19
Sharon McBriarty	Stockport	2016-19
Stephen Down	Doncaster	2016-19
Laura Berry	Gloucestershire	2015-18
Gillian Heath	Nottingham City	2015-18
Rebecca Flowers	Sandwell	2015-18
Richard Gretton	Leicestershire	2015-18
Matt Ashman	Kent	2015-18
Mark Bennett	Suffolk	2015-18
Sally Metcalfe	Worcestershire	2015-18
Kevin Coughlan	Coventry	*

*Co-opted SG Members

The NCER Articles of Association states that -

12. Steering Group, Committees, sub groups and their meeting transactions

- 12.1 The Steering Group or any committee or sub group to which the Directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by Directors.
- 12.2 The Directors may make rules of procedure for all or any steering group, committee or sub group which prevail over rules derived from the Articles if they are not consistent with them.
- 12.3 The Steering Group shall be composed of a maximum of 15 Local Authorities (excluding the Management Group members who shall also be voting members of the Steering Group). Steering Group members will serve for a period of three years with one third of the members being elected each year. All member authorities will be able to nominate themselves. Although it is the Authority that will be elected, the nomination must be for a named officer. The Company Secretary will arrange for nomination forms to be located on the NCER Nexus Web Site at least nine weeks before the Annual Meeting. Completed nomination forms must be returned to the Managing Director seven weeks before the Annual meeting. Nomination forms received after that



NCER^{CIC}

National Consortium for Examination Results
Community Interest Company

date will not be accepted. The Managing Director will acknowledge receipt of nomination form by e-mail or post within 2 working days. Nomination forms must be signed by the relevant Local Authority Director authorising their employee to sit on the Steering Group for the period in question.

- 12.4 Copies of the nomination forms and a ballot form will be circulated by the NCER Managing Director to all appropriate member local authorities five weeks before the Annual Meeting. Member authorities will be given a vote for each vacant place. Where there is more than one vacancy those eligible to vote will be required to express numbered preferences up to the maximum number of vacancies. Member LAs may express a single preference even where more than one vacancy exists. Voting forms must be returned no later than 21 days before the Annual Meeting to an independent observer nominated by the Steering Group, who will oversee the election process. All elected positions are held for three years.
- 12.5 Where there is more than one vacancy, a points scoring mechanism shall be instigated with first preferences being given a value equal to the number of vacancies, second preferences being given a value equal to the number of vacancies minus one, and so on. The authority with the largest number of points will be elected to the first vacancy; the authority with the next largest number of points will be elected to the next vacancy and so on until all vacancies are filled. In all cases election shall be for a three-year term. Points will be awarded as follows -
- 1st Preference 3 points
- 2nd Preference 2 points
- 3rd Preference 1 point
- 12.6 If there is a tie, the authority with the largest number of first preference votes will be elected. Where there are fewer nominations than places, a vacancy will held open until the next annual election. Should the named officer of an elected authority be unable to attend a meeting of the Steering Group, they may arrange for a colleague from the same authority to deputise for them. Should the nominated officer of an elected authority leave the said authority the Director may nominate a replacement for the remainder of the term of office. Should the authority not wish to continue serving on the Steering Group, a vacancy shall be declared which shall be held open until the next annual election. Each Steering group member shall have a single vote no matter what size LA, that vote to be applied only at a meeting attended by that member LA. No postal votes on any specific decision will be taken unless the Steering Group so decides.