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National Consortium for Examination Results
Community Interest Company

2019-22 ELECTION ARRANGEMENTS FOR THE NCER STEERING GROUP

Outline of the NCER Steering Group Responsibilities

The NCER Steering Group is a representative group of Local Authority members, NCER Management Group, NCER Consultants and other invited representatives from relevant organisations as appropriate. Together they provide expert advice to NCER on education performance data and also contribute to decisions about NCER system development and other company business.

As a member of the NCER Steering Group you will be expected to attend and contribute in the following meetings throughout the year:

- 4 x Steering Group Meetings
- 1 x Annual Members' Meeting
- 1 / 2 x Nexus development days
- 4 /6 x online development meetings

Attendance at meetings is with the required permission of the appropriate local authority Strategic Director. NCER will reimburse attendees for travel to core NCER meetings.

A brief statement in support of the nomination by the LA Strategic Director is required and should outline the LA use of NCER systems and how this knowledge and experience can help shape the future direction of NCER. In addition a statement is required from the LA officer who will represent their authority.

Please note - If there are more applications than vacancies for the NCER Steering Group then the statements on the NCER Steering Group Nomination form will be circulated to the full NCER Membership.

Current local authority Steering Group Membership

Name	Authority	Elected
Matt Ashman	Kent	2018-21
Mark Bennett	Suffolk	2018-21
Laura Berry	Gloucestershire	2018-21
Rebecca Flowers	Sandwell	2018-21



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Name	Authority	Elected
Gillian Heath	Nottingham City	2018-21
Sally Metcalfe	Worcestershire	2018-21
Natalie Smith	Hampshire	2018-21
Paul Caladine	Calderdale	2017-20
Sara Coombs	Blackpool	2017-20
Huw Griffiths	West Berkshire	2016-19
Stephen Down	Doncaster	2016-19
William Hurst	Nottinghamshire	2016-19
Sharon McBriarty	Stockport	2016-19
Sammy Njue	Surrey	2016-19
Kelly Partington	Wigan	2016-19
Jon Ward	Gateshead	2016-19

Election Arrangements as set out in the NCER Articles of Association

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 Authority representatives together with the Directors who shall also be voting members of the Steering Group. Other than the Directors, Steering Group members will serve for a period of three years with one third of the representative 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 Managing Director



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will arrange for nomination forms to be located on the NCER 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 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's 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 to all 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 Local Authorities 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 the size of their local authority, that vote to be applied only at a meeting attended by that member local authority. No postal votes on any specific decision will be taken unless the Steering Group so decides.



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12.7 The Directors may from time to time co-opt a maximum of 7 representatives of other organisations or individuals onto the Steering Group. These co-opted members will have no vote. The Directors will consider the views of the Steering Group when considering the appointment of co-opted members.

12.8 The Steering Group shall consist of elected representatives of member LAs, the Directors and co-opted members and will normally meet a minimum of four times a year. Further meetings will be convened as deemed necessary by the Board. An additional meeting may also be called with the support in writing of one third of its members.

12.9 The Chair of the Board will chair the Steering Group, will have a casting vote in the event of any tie in voting, and will be responsible for the conduct of meetings. Only the representatives of the elected member local authorities and the Directors shall be entitled to vote. The quorum for the Steering Group shall be six local authorities, exclusive of co-opted members.

12.10 The Steering Group shall be responsible for scrutinising the Company's operations with a view to ensuring the prudent conduct of the Company by the Board and by advising the Board on such matters as fall within the remit of the Steering Group or are referred to the Steering Group by the Board. The Steering Group will have the power to approve the Directors' annual honoraria and Local Authority payments in relation to the services of a Director employed by a local authority.

12.11 If a member of the Steering Group or his or her deputy fails to attend three consecutive meetings of the Steering Group, the member will be required to seek re-election at the next earliest opportunity for any time remaining for that LA's Steering Group membership.

12.12 The Steering Group shall have the power to suspend one of its members where it is considered by a majority of the Group that the member is not acting in accordance with the Articles and/or Memorandum of Association. In the event of a vote of no confidence in the ability of that member to continue on the Steering Group, that Officer will take no further part in any decision making and will have to resign. That Officer's LA will have the opportunity to appoint a replacement representative for the duration of the time he or she would have remained a member. Where an LA does not wish to propose a replacement member, the Steering Group will be asked to appoint a new member in line with section 6.