Dear All

The next Consultative Committee meeting will be:

On <date> at <time>  via Zoom

Consultative Committee Representatives are required to email their group/team members and ask them to email yourself with any items for the Agenda which is due one week before on < date>

The criteria from the **EBA 11.2**  for the Agenda states:

* *Matters arising following the implementation of the agreement*
* *Interpretation of the agreement*
* *Workload issues affecting all Employees or Employers in a particular cycle or policy area*
* *Policy Development*

1. CC Reps email Chairperson items to put on the agenda.

1. CC Agenda is emailed out to Reps  **1 week before** the CC meeting.

1. CC reps have a short 10 minute **pre-consultative chat *(could be during a cycle meeting)*** with their team/cohort to discuss the agenda items and gather viewpoints/perspectives that can then be taken back to the CC meeting by the Rep.

1. Prior to the meeting (possibly Thursday after school), **CC reps only** meet briefly via Zoom for a **pre-consultative meeting** to ensure that all reps have consulted with their teams. As the Union Rep, I am happy to co-ordinate this brief meeting.

1. CC meeting takes place and meeting minutes are sent out afterwards.

The Zoom link for this meeting is: <zoom link>