

GUIDANCE ON THE ELECTION OF STAFF MEMBERS OF LOCAL REVIEW BOARDS



Summary	Guidance on the Election of Staff Local Review Board Members	
Responsible Person/Author:	Head of Governance and Compliance	
Applies to: (please circle/delete as appropriate)	Staff <input type="checkbox"/>	Student <input type="checkbox"/> Community <input checked="" type="checkbox"/>
Ratifying Committee(s) and Date of Final Approval:	Trust Board	
Available On:	Compliance Library <input type="checkbox"/>	Website <input checked="" type="checkbox"/>
Effective from:	8 March 2021	
Date of Next Formal Review:	October 2021	
Review Period	Annual	
Owner	The Rodillian Multi Academy Trust	
Version:	1	

DOCUMENT CONTROL

Date	Version	Action	Amendments
01.03.2021	1	Policy created	

Introduction

1. The Rodillian Multi Academy Trust (“the Trust”) has chosen to maintain a Local Review Board (“LRB”) at each Academy and for each LRB to have 2 staff members elected by employees of the Trust based at each Academy. Preferably this should be 1 member of teaching staff and 1 member of non-teaching staff.

Scope and Purpose of this Policy and who it applies to

2. The Trust is committed to high performance against Trusts of a similar size. The purpose of this Policy is to develop this commitment by recruiting Staff LRB members.
3. This policy applies to potential staff LRB members, LRB members and employees of the Trust involved in the recruitment and election of staff LRB members and the administration of Trust Governance.

Publication of this Policy

4. When this Policy is approved by the Trust Board, it will be brought to the attention of Academy Principals and LRB’s and remain available for them to read as needed. Following any amendment or replacement of this Policy, an updated version will be made available to Academy Principals and LRB’s and they will be advised where they can access the amended policy.
5. The policy will be reviewed annually by the Trust Board.
6. Guidance on any aspect of this policy can be obtained from the Head of Governance and Compliance, amarham@rodillianacademy.co.uk.

Responsibility for the Policy

7. The Trust Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the Trust framework. The Trust Board shares day to day responsibility for operating this policy with the Trust Executive, Local Review Boards and the Principal at each Academy. All members of staff are responsible for making a success of the policy.

Aims of this Policy

8. To provide a clear and understandable procedure as to how the Trust will approach the election of Staff LRB members.
9. To provide a strategy as to how the Trust will approach succession planning for Staff LRB members.
10. To support the mission, vision and values of the Trust and its Academies.

Other Documents

11. This Policy does not cover all aspects of recruitment of Staff LRB members and aspects of Governance which will effect recruitment at all levels of Governance and should therefore be read in conjunction with the other documents which are detailed in Appendix 1.

Timing of Elections

12. Academies must hold elections when there are less than 2 staff members of the Academy LRB.
13. Academy Principals should conduct elections as soon as possible after receiving notice of the resignation of an existing staff LRB member, or, where a term of office is due to expire, on a basis which a new staff LRB member is able to take office when their predecessor's term ends.
14. It is particularly useful for new staff LRB members to have time to develop a proper understanding of their role prior to their term beginning.
15. If no candidates are forthcoming, the position on the LRB remains vacant and an election should be held as soon as an eligible candidate is forthcoming.

Eligibility

16. Teaching and support staff who, at the time of election are employed by the Trust to work at a specific Academy under a contract of employment are eligible to be staff LRB members.
17. Staff LRB members are elected by all staff at the Academy where the LRB is based and any candidate for election must be a member of staff at the Academy at the time of election. The period of office is 4 years. If a staff LRB member ceases to be employed at an Academy on a permanent basis they shall be taken to have given notice of their resignation to the Head of Governance and Compliance on behalf of the LRB.
18. Peripatetic, relief and other temporary members of staff are not eligible to hold office as a staff member of the LRB or take part in elections for staff members of the LRB.

Disqualifications

19. A person is disqualified from holding or continuing to hold office as a Staff LRB member if:
 - They are under 18;
 - They fail to attend meetings for a continuous period of 6 months from the first meeting they have missed without the consent of the LRB;
 - Their estate has been sequestrated and the sequestration has not been discharged, annulled or reduced or they are subject to a bankruptcy restrictions order, an interim bankruptcy restrictions order, a debt relief restrictions order or an interim debt relief restrictions order;
 - They are subject to a disqualification order or disqualification undertaking under the Company Directors Disqualification Act 1986;
 - They are subject to an order made under section 429 (2)(b) of the Insolvency Act 1986;

- They have been removed from the office of trustee of a charity by an order of the Charity Commission or the High Court on the grounds of misconduct or mismanagement in the administration of a charity;
 - They are prohibited by statute from being employed by the Trust;
 - They have been convicted of an offence which has led to their imprisonment for a period of at least 3 months;
 - They refuse a request from the Head of Governance and Compliance of the Trust to make an application under section 113B of the Police Act 1997 for a criminal records certificate and
 - They fall into one of the criteria above and have been another type of member of the LRB
20. Where a person is disqualified from holding or from continuing to hold office as an LRB member, they must give notice of that fact to the Head of Governance and Compliance.

Conduct of Elections

21. The Academy Principal will be the returning officer for the election. They will appoint sufficient members of staff as needed and at least one to act as teller(s) and scrutineer(s). Those appointed may not stand in the election
22. Where a vacancy arises for a Staff member of the LRB, the Academy Principal will inform members of staff by written communication such as email or letter. The communication will be sent to all eligible members of staff by email and by post to members of staff the Principal is aware that they are not regularly checking their emails for instance because they are absent from the Academy due to Maternity or Paternity leave or are in receipt of a note that they are unfit to work. Proposed wording of the communication appears at Appendix 2. The nomination form appears at Appendix 3.
23. A member of staff may nominate as many other eligible members of staff as there are seats to fill. Each nomination to be valid, must be seconded by another eligible member of staff and the nominee must complete a declaration that they are not disqualified from being an LRB member and a confirmation about their contribution to the LRB. The nomination form and completed candidate information form should be returned to the Principal or their nominee by the date mentioned in the Letter to Staff.
24. In the event that an insufficient number of candidates come forward to fill the vacancies, it is unnecessary to hold an election. Any candidates who come forward will be automatically appointed to serve a term of 4 years to run from the day of the proposed election.
25. Where the number of nominations exceeds the number of places filled, a ballot will be held, for which **each member of staff** will be provided with details of the candidates as have been provided by them, excluding their home address. This information should be sent in the same order as the ballot paper and either:
- A ballot form (Appendix 4) for submission or return electronically **OR** if the Academy is aware a member of staff does not have electronic access then

- A ballot paper (Appendix 4) for return to the Academy and **2** envelopes for the return of the ballot paper and instruction in the use of the “double envelope” system (See Appendix 5).
26. Postal ballot papers must be returned by the due date, and envelopes kept **unopened**, under lock and key, until the appointed time for the count.
 27. Proxy votes are not valid.
 28. The count must be carried out at the time and date fixed by the Academy Principal as Returning Officer. The count must be witnessed by the Returning Officer and 2 witnesses, and by any candidates or their nominees who have accepted an invitation to be present.
 29. The following procedure must be followed at the count:
 - If not already checked, check the validity of those who have voted electronically against details of staff eligible to vote and ensure all staff have only voted once.
 - If not already checked, check outer envelopes carrying staff’ signatures/names against those staff eligible to vote.
 - The number of votes received electronically for each candidate should be recorded by the Returning Officer.
 - At the appointed hour, the outer envelopes are opened in the presence of the two witnesses and the inner envelopes **still unopened** placed in a pile.
 - The sealed inner envelopes are opened in the presence of the two witnesses as detailed above.
 - The total number of votes both postal and electronic recorded for each candidate should be recorded by the Returning Officer.
 - Candidates or their nominees may witness the count but must not be involved in the actual count.
 30. The following are to be regarded as spoiled votes and must not be counted:
 - Any electronic votes received after the time given for votes to be received by.
 - Any ballot paper where votes are cast for more candidates than are to be elected.
 - Any ballot paper which is signed.
 - Any ballot paper which is not enclosed in a sealed, unmarked envelope within an outer envelope which is sealed and signed and capable of being identified as coming from an eligible member of staff.

Where any doubt arises as to whether a vote should be discounted, Returning Officers should contact the Head of Governance and Compliance.

31. The candidates with the highest number of votes shall be declared elected. In the event of a tie, following a recount of the votes cast, the election will be resolved by the tied candidates (or in their absence their representative) through the drawing of lots. If any candidate or representative is not present, the Returning Officer or a Scrutineer shall act on the absent candidate(s) behalf in the drawing of lots.

32. The Academy Principal shall inform members of staff, the candidates, the Clerk and Chair of the Local Review Board and the Head of Governance and Compliance of the result of the election. A suggested form of notification appears at Appendix 6.
33. Any enquiry or dispute about the election should be referred to the Returning Officer in the first instance. If they are unable to resolve the matter or wishes to receive guidance, they may refer the matter to the Trust Head of Governance and Compliance. The final decision on the matter rests with the Trust Board.

Appointment of Staff LRB members

34. The appointment of a Staff member of the LRB shall take effect from:
 - The date of the election/appointment where there is a current vacancy.
 - The first school day following that of the completion of the term of office of the current staff LRB member that they are replacing.
35. Principals are asked to speak individually to any candidate who is unsuccessful in the election. Thank them for putting their name forward, apologising for there not being enough vacancies for them to have a place on the LRB and thank them for their interest.

LRB continuity

36. Staff members of the LRB are encouraged to take part in the induction processes that all members of Trust Governance are offered.
37. It is desirable to ensure the continuity of the LRB, to aid its effectiveness. It is therefore incumbent on the Academy Principal and the LRB chair to ensure that elections take place on a timely basis. In practice this means that as a staff LRB member's term of office draws to a close, an election should be held with the new staff LRB Member commencing from the school day after the previous term expires. If a staff LRB Member is eligible to stand for a further term and is re-elected their term should also start at that time.
38. Any resignation of a staff LRB Member should be immediately reported to the Head of Governance and Compliance. The Academy Principal should institute election proceedings without delay and not wait until the LRB has discussed the situation.

Monitoring

39. The Head of Governance and Compliance will monitor the implementation and effectiveness of the policy and will also deal with any queries raised by anybody who is involved in the implementation of this policy.
40. The Head of Governance and Compliance will monitor the relevant legislation, guidelines, and information forthcoming from the relevant statutory bodies for any recommendation or changes. Where a gap, potential inequality or shortfall in performance is identified within the policy, the Head of Governance and Compliance will advise the Board of Trustees of any changes that are needed and a proposal will be submitted to the Trust Board within an appropriate timescale. There will be a full review of the policy by the Head of Governance and Compliance

prior to the stated review date where recommendations will be made for consideration by the Trust Board.

Diversity

41. The Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. The Trust will always comply with the requirements of the Equalities Act 2010 and associated guidance produced by the Department for Education.

Appendix 1 – Linked Documents to this Policy

Terms of Reference

1. Local Review Boards

Other Governance Documents

1. Scheme of Delegation
2. The Trust Governance, Recruitment, Induction and Succession Planning Policy

Other Documents

Governance Handbook

Appendix 2 – Model Letter to Staff

Dear Colleague

Election of Staff member(s) of the Local Review Board

I am writing to inform you about an election of Staff member(s) of the Academy Local Review Board. The Local Review Board includes up to 2 members to be elected by members of staff. It is preferred that 1 staff member of the Local Review Board is a Teaching member of staff and the other is a non-teaching member of staff.

There are currently number of vacancies for Staff LRB member(s) within the Academy. Staff LRB members will serve for a period of 4 years, unless they resign during their term of office. They cannot be peripatetic, relief or other temporary staff who are not eligible to take part in the election and must be permanently based at the Academy.

The Local Review Board comprises:

- Up to 5 members appointed by the Rodillian Multi Academy Trust (“the Trust”) Board;
- 2 parent/carer members elected by parents;
- 2 staff members elected by the Academy staff body.

As Academy Principal, I attend most meetings of the Local Review Board.

What does the Local Review Board do?

The Local Review Board are responsible for monitoring the implementation of the Trust vision, ethos, strategy and attending inspections of the Academy. Monitoring standards, curriculum and assessment and Safeguarding, pupil premium and health and safety in the Academy. The Local Review Board is not involved in the operational running of the Academy. The day to day management of the Academy is the responsibility of myself as Academy Principal.

Are staff members of the Local Review Board different to other members?

No, your role as a staff Local Review Board member is no different to that of the other members of the Local Review Board. You have equal rights and status with other LRB members and you are not restricted in your role to matters of staff interest. Being a staff member of the Local Review Board involves achieving a delicate balance of roles. Although elected by fellow staff members, a staff Local Review Board member is not obliged to express any view apart from their own.

How are Staff Local Review Board Members appointed?

If more nominations are received than there are places to fill, there will be a secret ballot and a ballot form will be made available electronically or by post to those that cannot access electronic ballot forms. Each member of staff is entitled to 1 ballot. The Ballot form explains how votes may be cast.

If the number of nominations received are the same as the number of places to filled, then those people will be declared appointed.

Applicants should have a strong belief in continually improving the education of students in the Academy and have the time available to commit to attend Local Review Board training and meetings. If you wish to stand for election, it is necessary to get two members of staff in the Academy to propose and second your nomination.

If you are unable to stand for election, you may know someone who can and staff can nominate another member of staff for election. You can obtain a nomination form from me and having signed it yourself and having it signed by a seconder and the nominee themselves return it by the closing date for nominations. You can nominate as many members of staff as there are vacancies but you must complete a nomination form for each.

Results of the Election

The names of those elected will be communicated to staff.

Anyone having any query about the election should contact me.

The closing date for nominations is

Yours sincerely

ELECTION OF STAFF LOCAL REVIEW BOARD MEMBERS

NOMINATION FORM

Name of Academy	
Number of Staff Local Review Board Members to be elected	
<p>A person is disqualified from being a member of the Local Review Board or continuing to be a member of the Local Review Board if:</p> <ul style="list-style-type: none"> • That person is aged under 18. • That person is a current student of any of the Trust’s academies. • That person becomes incapable by reason of illness or injury of managing or administering their own affairs. • That person is absent without the permission of the Trustees from all their meetings held within a period of six months and the Trustees resolve that the office be vacated. • That person’s estate has been sequestered and the sequestration has not been discharged, annulled or reduced or is the subject of a bankruptcy restrictions order or an interim order. • That person is subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order made under section 429(2)(b) of the Insolvency Act 1986 (failure to pay under county court administration order.) • That person ceases to be a director by virtue of any provision in the Companies Act 2006 or is disqualified from acting as a trustee by virtue of section 178 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision). • That person has been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission of the High Court on the grounds of any misconduct or mismanagement in the administration of the charity for which they were responsible or to which they were privy, or which they by their conduct contributed to or facilitated. • That person has, at any time, been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act 1974 as amended, and excluding any offence for which the maximum sentence is a fine or a lesser sentence except where a person has been convicted of any offence which falls under section 178 of the Charities Act 2011. • That person has not provided to the Chair of the Board of Trustees or the Chief Executive a criminal records certificate at an enhanced level under section 113B of the Police Act 1997. In the event that the certificate discloses any information which would in the opinion of the Chair or the Chief Executive confirm their unsuitability to work with children that person shall be disqualified. <p>Where a person becomes disqualified from holding, or continuing to hold office as a Local Review Board member; and they are, or are proposed to become a Local Review Board member, they shall upon becoming disqualified give written notice of that fact to the Head of Governance and Compliance of the Trust.</p>	

Please check this box to make a declaration:	
I declare that I am not disqualified from being a Local Review Board member	
Confirmation I confirm that:	
<ul style="list-style-type: none"> • I am committed to making an effective contribution to the governance and success of the Rodillian Multi Academy Trust. • I am eligible to become a Staff member of the Local Review Board. • In the event that a recommendation is accepted, I am aware that my appointment will be subject to me passing the relevant vetting check and my agreement to information being published by me as set out in the enclosed information. • The information provided on this form being retained and processed by the Trust and others involved in the appointment process, for the purposes of determining my suitability for the role, for subsequent quality assurance and monitoring purposes and for all other purposes reasonable associated with such use. • If any information given on this form is false or incomplete, then such false or misleading information may lead to my removal. 	
Signature of Candidate	
Name of Candidate	
Proposers and Seconders must be eligible to vote in the election, obtain the signature, declaration and consent of the Nominee and may propose a candidate or candidates up to the number to be elected. (A completed form should be completed for each Nominee.)	
Name of Proposer	
Signature of Proposer	
Name of Secunder	
Signature of Secunder	

THIS FORM SHOULD BE RETURNED BY E-MAIL TO

WITH THE CANDIDATE INFORMATION OR IN A SEALED ENVELOPE MARKED 'CONFIDENTIAL –

STAFF LRB MEMBER NOMINATION'

IT SHOULD BE RETURNED BY

pm on

ELECTION OF STAFF LOCAL REVIEW BOARD MEMBERS

CANDIDATE INFORMATION FORM

Name of Academy	
Candidate Name	
Department	
Experience and/or interests relevant to serving as a LRB Member	
Signature of Candidate	

ELECTION OF STAFF LOCAL REVIEW BOARD MEMBERS

BALLOT FORM

Note – This Form should be used by Academies either as a Microsoft Form or a Physical form to be used as postal ballots

Please read the notes below before casting your vote:

1. To be eligible to vote, Staff **must** be permanently employed at the Academy on the date of the election
2. Each member of staff may only vote once by electronic means or by postal ballot (irrespective of the number of children they have at the Academy) and has as many votes as there are seats to be filled. Staff may if they wish, cast fewer votes than the number of seats to be filled.
3. Do not cast more votes than there are seats to fill. If any person does, it will not be possible to count any of their votes. Each candidate can only receive one vote from each member of Staff voting in the election.
4. If you are voting by post, please read the instructions below about returning your postal ballot.
5. If you are voting electronically or by post your vote must be returned to the Academy by pm on the

FAILURE TO COMPLY WITH THE PARAGRAPHS ABOVE WILL RESULT IN YOUR VOTE NOT BEING COUNTED.

Candidates

Postal ballot – Place an X
opposite the name(s) voted for or MS Forms section

Name in alphabetical order	
Name	
Name	
Name	
Name	
Name	

Number of candidates to be elected	
Number of votes on this ballot not to exceed	

Instructions on the Return of Postal Ballots

1. You have requested a postal vote in the Academy's election for staff members of the Local Review Board. **You must not vote by Post if you have already voted electronically.**
2. You have been provided with 2 envelopes. Place your ballot paper inside the **first** envelope and **seal** it. Do not sign, or otherwise mark, this envelope. Do not place more than one ballot paper in this first envelope.
3. Place the sealed envelope containing the ballot paper inside the second envelope and **seal** it.
4. Write your name in block capitals and sign your name on the second, outer envelope, and also write "**Staff LRB Election**" upon it.
5. Return the envelope to the Academy as soon as possible, to arrive not later than the date shown below. Envelopes may be returned by hand or by post but they must be delivered to the Academy by the time and date given below or it will not be possible to count the vote contained.
6. It will **Not** be possible to count votes if:
 - Ballot papers are spoiled; or
 - Ballot papers are not returned in envelopes, or only 1 envelope; or
 - The inner envelope is signed; or the outer envelope is not signed.

THE BALLOT PAPER SHOULD BE RETURNED BY pm on



Appendix 6 - Election Result Notification

ELECTION OF STAFF LOCAL REVIEW BOARD MEMBERS

ELECTION RESULT NOTIFICATION

Name of Academy:

Candidates

Votes received

Candidate A	
Candidate B	
Candidate C	
Candidate D	
Candidate E	
Candidate F	

Number of Candidates to be elected:

As returning Officer in this election, I declare that the following are elected to serve as a Staff member of the Local Review Board for 4 years from (date)

Candidate A

Candidate B

Signature of Principal	
Name of Principal	
Signature of First Witness	
Name of First Witness	
Signature of Second Witness	
Name of Second Witness	



Appendix 7 - Equality Impact Assessment

Equality, Diversity, Cohesion and Integration Screening

As a Trust via the public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. Please also take due regard of Equalities considerations.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Organisation: Rodillian Multi Academy Trust	Department responsible for the Policy: Governance and Compliance
Lead Person: Adam Marham	Contact Number:

1. Title: Governance Recruitment, Induction and Succession Planning policy
Is this a: <input checked="" type="checkbox"/> Policy If other, please specify

2. Please provide a brief description of what you are screening
The Policy

3. Relevance to equality, diversity, cohesion and integration		
Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		x
Have there been or likely to be any public concerns about the Policy or proposal?		x
Could the proposal affect how services are organised, provided, located and by whom?	x	
Could the proposal affect our workforce or employment practices?		x
Does the proposal involve or will it have an impact on:? <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 	x	

4. Considering the impact on equality, diversity, cohesion and integration
<p>Scope of the proposal – Those who stand for elected membership of the Local Review Boards.</p> <ul style="list-style-type: none"> • Who is likely to be affected – The community. • Consultation and engagement activities with those likely to be affected – ongoing feedback from staff and applicants, the Policy is made available on our website.
<ul style="list-style-type: none"> • Key findings <p>We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The HR Team is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas.</p> <p>The Policy has taken into account religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act.</p> <p>We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format.</p>
<ul style="list-style-type: none"> • Actions <p>The Trust will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.</p>

5. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Adam Marham	Head of Governance and Compliance	01.03.21

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

Date screening completed	01.03.21
Date agreed at Trust Board	08.03.21