

**October 2016**

**DERBY CITY COUNCIL**  
**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)**  
**CONSTITUTION**

**Membership**

1. Each person appointed to be a member of the SACRE shall provide such information as Derby City Council may require, in order for Derby City Council to take all reasonable steps to assure themselves that the individual is representative of the religion, denomination or association they represent.
2. The SACRE shall consist of 4 groups of persons appointed by Derby City Council (the Local Education Authority or "LEA") as representative members ("representative groups").
3. Subject to paragraph 28, each representative group may regulate its own proceedings.
4. The representative groups shall be named Group A, Group B, Group C and Group D, and the composition of each group shall be as set out in paragraphs 5 to 8 below.

**Group A**

5. This group of persons will represent such Christian denominations and other religions and denominations of such religions as, in the opinion of the Authority, will appropriately reflect the principal religious traditions in the area other than the Church of England.

There shall be 1 representative from each of the following groups:

The Afro-Caribbean Council of Churches  
The Bahai Faith  
The Baptist Church  
The Buddhist Faith  
The Hindu Faith  
The Methodist Church  
The Pentecostal Church  
The Religious Society of Friends  
The Roman Catholic Church  
The Salvation Army  
The Serbian Orthodox Church

The United Reformed Church  
The Jewish Faith

There shall be 2 representatives from each of the following:

The Islamic Faith  
The Sikh Faith.

### **Group B**

6. Group B shall be a group of persons to represent the Church of England.

Group B shall have 4 members.

### **Group C**

7. Group C shall be a group of persons to represent such associations representing Teachers as, in the opinion of the Authority, ought to be represented, having regard to the circumstances of the area.

There shall be 1 representative from each of the following:

Association of Teachers & Lecturers  
National Association of Head Teachers  
National Association of School Masters & Union of Women Teachers  
National Union of Teachers  
Secondary Heads Association.

### **Group D**

8. Group D shall be a group of persons to represent Derby City Council.

There shall be 5 representatives in Group D.

### **Term of Office**

9. All members of Groups A, B and C shall be appointed for a period of 4 years and shall thereafter be eligible for renomination by their nominating body. Four year terms shall commence from 11 October 2016 and every four years thereafter. Members of Group D shall be appointed annually by the full Council.

### **Co-option**

10. SACRE may include additional persons proposed as members of SACRE by members who have not themselves been co-opted. A person co-opted as a member shall hold office on such terms as may be determined by the SACRE. The SACRE will determine whether to co-opt a particular person, and the

terms on which a person is to be co-opted, by following the normal voting procedures as set out in paragraphs 37 and 38.

### **Substitutes**

11. A member unable to attend a meeting of the SACRE may arrange for a substitute to attend to represent the same organisation as that member. The substitute shall have the same voting powers as the member in whose place they attend. Such arrangements shall be notified to the Clerk to the SACRE in advance of the meeting by the member to be substituted.

### **Removal of Members**

12. Derby City Council may remove a member of the SACRE if, in the opinion of Derby City Council, that member ceases to be a representative of the denomination or association which that member was appointed to represent or (as the case may be) he ceases to be a representative of Derby City Council.
13. A member shall notify the Clerk to the SACRE immediately if there is a change of circumstances which may require reconsideration of their membership in accordance with paragraph 12.

### **Resignations**

14. A member of the SACRE may at any time resign his or her office by giving written notice to the Clerk. In the event of resignation of a member, the nominating body shall propose a new person to replace the resigning member for the remainder of the resigning member's term of office.

### **Access to Meetings**

15. Subject to paragraphs 16 and 17 below, a meeting of the SACRE shall be open to members of the public, and while a meeting is open to members of the public the SACRE shall not have power to exclude from the meeting members of the public or duly accredited representatives of news media attending the meeting for the purpose of reporting the proceedings.
16. In accordance with Regulation 3(2) of the Religious Education (Meetings of Local Conferences and Councils) Regulations 1994, the SACRE may exclude any person from a meeting for the purpose of suppressing or preventing disorderly conduct or other misbehaviour at that meeting,
17. In accordance with Regulation 9 of the Religious Education (Meetings of Local Conferences and Councils) Regulations 1994, the SACRE may exclude the public from a meeting during an item of business whenever it is likely that, if members of the public were present, confidential information would be disclosed. "Confidential information" means:

- (a) any information furnished to the SACRE or the Agreed Syllabus Conference, or to any committee, sub-committee or representative group thereof, by a government department or public authority or body upon terms (however expressed) which forbid the disclosure of the information to the public;
- (b) information the disclosure of which to the public is prohibited by or under any enactment or by the order of a court;
- (c) information relating to any person which it appears to the SACRE ought not to be disclosed to the public;
- (d) information relating to any legal advice sought or received by the SACRE;

and “information” includes any expression of opinion, any recommendation and any decision taken.

### **Notice of Meetings**

- 18. Public notice of the time and place of a meeting of the SACRE shall be given by posting it at the offices of Derby City Council at least 3 clear days before the meeting or, if the meeting is convened at shorter notice, then at the time it is convened.

### **Access to Documents**

- 19. Copies of the agenda for a meeting and, subject to paragraph 23 below, copies of any report for the meeting shall be available for inspection by members of the public at the offices of Derby City Council at least 3 clear days before the meeting, except that where the meeting is convened at shorter notice, any such documents shall be available for inspection from the time the meeting is convened, and where an item is added to the agenda copies of which are available for inspection, copies of the item (or of the revised agenda) and the copies of any report for the meeting relating to the item shall be available for inspection from the time the item is added to the agenda.
- 20. Nothing in paragraph 19 above shall require any copy of an agenda or report to be available for inspection until copies are available to members of the SACRE.
- 21. An item of business may not be considered at any meeting unless either:
  - (a) a copy of the agenda including the item (or a copy of the item) has been available for inspection from the time required by paragraph 19 above; or

(b) by reason of special circumstances (which shall be specified in the minutes) the chair of the meeting is of the opinion that the item should be considered as a matter of urgency.

22. Where a meeting is required to be open to members of the public during the proceedings or any part of them, there shall be made available for use by members of the public present at the meeting a reasonable number of copies of the agenda and, subject to paragraph 23 below, of the reports for the meeting.
23. If the Chair thinks fit, there may be excluded from the copies of the reports made available in pursuance of paragraphs 19 and 22 above the whole of any report which, or any part of which, relates only to items during which, in his opinion, the meeting is likely not to be open to the public; and, accordingly, where the whole or any part of a report is not to be available for inspection, every copy of the report (or of the part) shall be marked "Not for publication".
24. Copies of the agenda for a meeting and copies of any report for a meeting shall be provided to members of the public on payment of a reasonable fee (not exceeding the cost of supply) and paragraphs 19, 20, 22 and 23 above shall have effect in relation to the provision of copies of agendas and reports as they have effect in relation to the inspection of them. In relation to any document this paragraph applies for a period beginning with the date when the document is first made available for public inspection under paragraph 19, and ending 6 years after the date of the meeting to which the document relates.
25. After a meeting the following documents shall be available for inspection by members of the public at the offices of Derby City Council until the end of 6 years from the date of the meeting:
  - (a) a copy of the agenda for the meeting;
  - (b) a copy of so much of any report for the meeting as relates to any item during which the meeting was open to members of the public; and
  - (c) a copy of so much of the minutes of the meeting as relates to any such item.
26. The right to inspect any document includes the right to make copies of, or take extracts from, any such document, provided that there is no infringement of the copyright in any work, whether the owner of the copyright is the SACRE or some other person.
27. Where any document is made available for inspection by members of the public, any copy of a document is provided by the SACRE, or any copy of a document is made by a member of the public in accordance with paragraph 26 above, the publication thereby of any defamatory matter contained in the document shall be privileged in accordance with Regulation 10 of the Religious Education (Meetings of Local Conferences and Councils)

Regulations 1994 unless the publication is proved to have been made with malice.

### **The Chair and Vice-Chair**

28. Each of Groups A, B, C and D shall, at the first meeting of the SACRE to take place following the Annual Meeting of Derby City Council at which the members of Group D are appointed, elect a Chair of that group to hold office for 1 year.
29. The Chair of Group D shall be the Chair of the SACRE.
30. The Chairs of Groups A, B and C shall each in rotation hold office as Vice-Chair for 1 year.
31. If the Chair is absent from a meeting of the SACRE the Vice-Chair shall act as Chair for that meeting.

### **Frequency of Meetings**

32. The SACRE shall meet 3 times annually, once during each of the summer, autumn and spring terms. Additional meetings may be summoned at the instance of the Chair or the full SACRE. In addition, each group may convene its own group meetings at any time.

### **Quorum**

33. The presence of the following number of members from each group shall constitute a quorum of the SACRE:  
  
Group A = 5  
Group B = 1  
Group C = 1  
Group D = 1
34. The existence of a vacancy in the office of any member of the SACRE required to be appointed shall not invalidate the proceedings of the SACRE or of any representative group.
35. The validity of proceedings of the SACRE or of any particular representative group shall not be affected on the ground that a member does not, at the time of the proceedings, represent the religion, denomination or association which that member is appointed to represent.

### **Adjournments**

36. Any of the groups by a majority of its own members present and voting may request an adjournment of the debate or discussion on a particular item. An adjournment will last for 15 minutes unless otherwise requested, and agreed by the SACRE.

## **Voting**

37. On any question to be decided by the SACRE only the representative groups on the SACRE shall be entitled to vote and each such group shall have a single vote.
38. Prior to formal votes being cast the 4 representative groups may meet separately to determine how their single collective vote should be cast. Decisions within a group about how its vote is to be cast do not require unanimity.

## **Recommendations**

39. Where the SACRE has determined that advice should be given to the Local Education Authority upon a matter connected with Collective Worship in Derby City Schools and the Religious Education to be given in accordance with an agreed syllabus, this advice shall be submitted to the next following meeting of the Executive of Derby City Council.

## **Review of Agreed Syllabus**

40. Representative Groups A, B or C may at any time require a review of any agreed syllabus for the time being adopted by Derby City Council. Each representative group concerned shall have a single vote on the question of whether to require such a review. On receiving written notification of any such requirement, Derby City Council must convene an Agreed Syllabus Conference constituted in accordance with Schedule 31 of the Education Act 1996, for the purpose of reconsidering any agreed syllabus to which the requirement relates.

## **Clerk**

41. The Director of Governance shall be the Clerk to the SACRE and shall summon meetings, prepare Minutes and arrange for the submission of advice to the Executive.

## **Working Parties**

42. A working party shall comprise 1 member of each representative group, but if a larger working party is required all the representative groups shall be represented proportionately.