APPENDIX TO CHAIR’S MOTION DEALING WITH EMPLOYEE CONSULTATION ARRANGEMENTS TO EMPLOYMENT COMMITTEE MEETING ON MONDAY 13 JANUARY 2014

PROPOSED REVISED TERMS OF REFERENCE FOR JOINT CONSULTATIVE COMMITTEE (JCC)

1. Membership

- Membership of the Joint Consultative Committee will comprise of:

  **Employer’s Side:** Six elected members appointed on a proportionate basis from amongst the groups on the Council.

  The Head of Human Resources and other officers of the Council as appropriate shall be in attendance to advise.

  **Trade Union Side:**
  - Unison (3 members + Branch Secretary + Young Employee Forum Representative)
  - GMB (1 member)
  - TGWU (1 member)
  - FBU (1 member)
  -Teaching Unions representative (1 member)

- If any member of the group is unable to attend any meeting, the member concerned may nominate a substitute who will be treated in all respects as a full member when acting in such a capacity. The JCM member should notify the Chairman of the substitution in advance of the meeting. The substitution will be noted in the minutes.

- Either side may arrange for the attendance of an officer and/or other employee representative at any meeting where it would be helpful to the business under discussion

2. Terms of Reference

- To provide a forum for an exchange of views and information in relation to strategic or policy matters that are of mutual concern and/or which may affect employment.

- To consider and make recommendations for resolution of relevant matters which have not been settled under other levels of formal consultation arrangements.

- To provide opportunity for joint consultation on matters relating to the efficient operation of the Council.

- To consider opportunities for positive joint action between the Council and trade unions for the development and improvement of the work of the Council, linking to regional and national negotiating bodies as appropriate.

- To receive casework reports from union representatives to highlight any lessons that may be learned.
• The terms of reference to be reviewed annually, with any changes being discussed and agreed at the meeting

3. Meeting Arrangements

• Each side shall notify the secretariat of any agenda matters to be discussed, no later than 6 days prior to the meeting

• Meetings shall be held quarterly

• The Human Resource Service will act as the secretariat for the meeting and will issue an agenda of business no later than 5 working days prior to the meeting together with associated reports/papers

• The secretariat for meetings will rest with the Head of Human Resources

• Minutes agreed between officer and employee representatives will be sent out within two weeks of the meeting

• Unless both sides agree, no business other than that appearing on the agenda shall be discussed at the meeting, unless raised under matters arising

• Each side must commit to regular attendance.

• Agreement in the JCC will be subject to a majority vote of those present and voting on both the Employer’s and Trade Union sides.

• The Joint Consultative Committee shall appoint a Chair and Vice Chair annually. The Chair will alternate annually between the Employers and Trade Union side with the Vice Chair coming from the opposite side to the Chair.

• The quorum will be a minimum of three representatives from each side with the ability to proceed by mutual agreement of those present should the meeting fail to be quorate.