

NORTH EAST DERBYSHIRE DISTRICT COUNCIL

JOINT STAFF CONSULTATIVE COMMITTEE (JSCC)

TERMS OF REFERENCE

The role of the Joint Staff Consultative Committee is to oversee the industrial relations framework of the Council and to provide a method of consultation between elected Members, management and employee/union representatives on matters affecting employees generally.

1 OBJECTIVES

1.1 To bring together Members, Management and Trade Union representatives to:-

- (a) provide a regular basis of consultation and negotiation on strategic level matters of principle relating to employee relations, working and other arrangements and conditions of service affecting employees throughout the Authority which are not reserved for negotiation at national, provincial or other agreed local levels;
- (b) Improve service provision and efficiency;
- (c) Consider health and safety matters to improve standards of health and safety performance throughout the Authority.

2 FUNCTIONS

2.1 In achieving the above objectives the following specific matters, which affect employees generally, are appropriate for consideration by the Committee:-

- (a) Operational and policy issues;
- (c) Negotiation on local terms and conditions of service with the exception of those affecting a single service;
- (d) Issues and proposals to promote equality.

2.2 Informal meetings between Management and Employee representatives are arranged outside of the scheduled Joint Staff Consultative Committee to consider policy or legal developments which require changes to policies to be made. Such meetings will take place as and when required.

- 2.3 The JSCC will consider the progress logs of issues raised at informal meetings of the Health and Safety Consultative Group, and the Employee Liaison Group.
- 2.4 Employee relations and Health and Safety issues within specific services should be raised with the relevant Service Managers/Head of Service, and the HR & OD Manager and/or Health and Safety Manager where necessary, to seek a resolution at the Health and Safety Consultative Group or the Employee Liaison Group. Where resolution is not found, specific items may be added for consideration at this meeting in exempt session.

3 MEMBERSHIP

- 3.1 The Committee will be comprised of the following membership:
3 Elected Members, and 3 management representatives:

- Leader or Deputy Leader of the Council
- A Relevant Portfolio Holder
- Leader of Deputy Leader of the Opposition
- Head of Paid Service (or a Strategic Director)
- Monitoring Officer (or their appointed representative)
- Human Resources Manager (or their appointed representative)

Six representatives from recognised Trade Unions and Staff body as follows:-

UNISON – 2

GMB – 1

UNITE – 1

Non-Union Staff Representatives - 2

Who shall represent the interests of all the workforce.

- 3.2 Each trade union will appoint their representatives to hold office for one year from the Annual Meeting of the Council. Elected members will be appointed through the appointment to Committees process through Council. Non-Union Staff Representatives will be volunteered and initially elected by staff ballot. Representatives shall be eligible for re-appointment for the remainder of the 4 year electoral term.
- 3.3 Where possible, not more than one person from any Service within the Council shall attend as a Trade Union or non-union staff representative.
- 3.4 Trade Union officials and Service representatives may attend meetings as advisers.
- 3.5 If a representative of either Side is unable to attend a meeting a substitute representative may attend subject to the terms of these Terms of Reference.
- 3.6 The Committee shall have power to appoint Sub-Groups as necessary.

4 OFFICERS

- 4.1 At the first meeting in each municipal year a Chair and Vice Chair shall be appointed from amongst the Committee.

4.2 The Chair will be elected at the first meeting of the Committee of each municipal year, and shall rotate between the Members appointed unless otherwise agreed. The Vice Chair will also be elected each year from the Union / Non-Union Staff Representatives.

4.3 The Secretary for the Group shall be provided from the Governance team.

5 MEETINGS

5.1 There shall be at least four meetings scheduled each municipal year at quarterly intervals.

5.2 Additional or Special meetings may be called with the agreement of the Chair at the request of any member of the committee submitted through the Secretary.

5.3 If a scheduled meeting cannot take place, due to lack of quorum or a reason other than lack of business, the meeting shall be reconvened

5.4 If there is insufficient business for a meeting it may be cancelled with the agreement of the Chair and Vice Chair.

5.5 The quorum for this meeting is one quarter of the whole number of members or 3 voting members, whichever is the greater.

5.6 Recommendations from the committee shall, wherever possible, be reached by consensus and, where appropriate, the views of all participants shall be reflected in the Minutes. Where necessary, the Council may still proceed with the Council's decision making processes in accordance with the Constitution, even if consensus cannot be reached.

5.7 Items for inclusion on an agenda shall be provided to the Secretary and exchanged between all participants no later than three weeks prior to a meeting. Such items must be specific to facilitate investigations and evaluation prior to a meeting. They must be matters which cannot be settled locally with service management. A report must be provided for each matter to be discussed on the agreed committee template. Other business not appearing on the agenda will not be discussed unless the Chair agrees that a matter is urgent, in which case the reasons for urgency will be minuted.

5.8 Minutes shall be circulated to the Chair and Vice Chair and then circulated to Members of the Committee with the agenda for the next meeting, at which they will be approved and signed by the Chair and Vice Chair.

6 WORKING ARRANGEMENTS

6.1 To manage its work programme and tasks strategically, the Committee may appoint managed informal Sub-Groups with appropriate membership to undertake specific tasks.

6.2 These Sub-Groups will report findings back to the JSCC, who will consider the findings and any recommendations.

7 TIME OFF ARRANGEMENTS

- 7.1 Employee representatives shall be granted time off work to attend meetings of the Committee and reasonable accommodation shall be provided for them to hold pre-meetings at their request.
 - 7.2 The six employee representatives shall be entitled to take a maximum of half a day off work (including travelling time) one month before each meeting of the Committee to formulate and discuss agenda items.
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