

**NORTH EAST DERBYSHIRE DISTRICT COUNCIL**

**COUNCIL JOINT CONSULTATIVE GROUP**

**TERMS OF REFERENCE**

The role of the Council Joint Consultative Group is to oversee the industrial relations framework of the Council and to provide a method of consultation between 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 matters of principle relating to industrial 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 Group:-

- (a) operational and policy issues;
- (b) policies in relation to training;
- (c) negotiation on local terms and conditions of service with the exception of those affecting a single department;
- (d) issues and proposals to promote equality of opportunity.

2.2 Informal meetings between Management and Employee representatives may be arranged outside of the scheduled Council Joint Consultative Group to consider policy or legal developments which require changes to policies to be made. Such meetings will take place as and when required. Where policies are shared across the Strategic Alliance with Bolsover District Council, informal meetings may be arranged with representatives across both authorities.

2.3 Health and safety issues within specific services or departments should be raised with the managers of the relevant department, and the health and safety officer where necessary, to seek a resolution before they are raised at the Council Joint Consultative Group.

### **3 MEMBERSHIP**

- 3.1 The Group shall include six representatives from Management (Employer Side) including the Leader, Deputy Leader and relevant Portfolio Member, together with the Director of Resources, Head of Corporate Resources and HR and OD Manager, and six representatives of employees (Employees' side).
- 3.2 Both Sides shall appoint their representatives to hold office for one year from the Annual Meeting of the Council. Representatives shall be eligible for re-appointment.
- 3.3 The Employees' Side shall include six representatives from recognised Trade Unions as follows:-
- UNISON – 4  
GMB – 1  
UNITE – 1
- who shall represent the interests of all the workforce.
- 3.4 Where possible, not more than one person from any Section within the Authority shall attend as a Trade Union representative.
- 3.5 Full-time Trade Union officials and departmental representatives may attend meetings as advisers.
- 3.6 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.
- 3.7 The Group 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 among the Group.
- 4.2 The Chair and Vice Chair shall be from different Sides of the Group and shall alternate each year unless otherwise agreed.
- 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 either Side 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 Separate meetings of both Sides shall take place immediately prior to a meeting of the Group.
- 5.5 If there is insufficient business for a meeting it may be cancelled with the agreement of the Chair and Vice Chair.
- 5.6 Three members of each Side shall together constitute a quorum.
- 5.7 Recommendations from the Group shall, wherever possible, be reached by consensus and, where appropriate, the views of both Sides 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.
- 5.8 Items for inclusion on an agenda shall be provided to the Secretary and exchanged between the two Sides not 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 departmental management. Items with only subject headings may be deferred if insufficient information has been supplied to allow for proper consideration of the matter. 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.
- 5.9 Minutes shall be circulated to the Chair and Vice Chair and then circulated to Members of the Group 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 Group may appoint managed Sub-Groups with appropriate membership to undertake specific tasks.
- 6.2 These Sub-Groups will report findings back to the Council JCG, who will consider the findings and any recommendations.

## **7 TIME OFF ARRANGEMENTS**

- 7.1 Employees' Side representatives shall be granted time off work to attend meetings of the Group and reasonable accommodation shall be provided for them to hold pre-meetings.
  - 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 Group to formulate and discuss agenda items.
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