**Appendix C - Terms of Reference**

**Joint Local Negotiating Committee**

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| **Document Change Control** |
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| 28 Dec 22 | 1.1 | Minor | Format Change, Minor amendments | Ian Crowley |

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| **Terms of Reference Drafting**  | Deputy Chief People Officer |
| **Review and Approval**  | CPO/CMO and JCC |
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1. **Purpose. The Joint Local Negotiating Committee (JLNC) is:**
	1. To agree terms and conditions of service, working arrangements, policies and procedures relevant exclusively to medical and dental staff in the Trust, including arrangements for the application of national terms and conditions of service where these fall within the remit of local negotiation. The Committee will be the only body recognised by the Trust for these purposes.
	2. The Committee will also be a forum through which the Trust will, where appropriate, formally seek the views of the medical and dental staff on relevant matters, including those which are of wider application to the staff of the Trust. (NB. The Trust’s medical staff committee also will play a role in this area)
2. **Authority.**

The JLNC is constituted in accordance with the NHS Terms and Conditions of Service Handbook, Annex 26 and isoverseen by the Joint Consultative Committee.

1. **Membership and Attendance**
	1. Membership of the Committee shall be as follows:
		1. 8 representatives of medical and dental staff within the Trust nominated by the JCC, broadly representative of the various grades and occupations of medical and dental staff within the Trust. (Staff Side)
		2. 6 representatives of the management of the Trust (Management Side)
		3. A Full-time official of the British Medical Association and/or British Dental Association may attend and participate in meetings.
	2. Where possible, deputies will be appointed to attend meetings in the absence of the principal member(s).
	3. The Committee may by agreement invite any other person to attend a meeting of the Committee. Any such invitee will not be eligible to vote nor counted in a quorum.
	4. The quorum for a meeting shall be 3 members on each side.
2. **Roles and Responsibilities (not delegated unless otherwise stated)**
	1. The Committee shall appoint a chairman and vice chairman annually. These positions will rotate between the management and JLNC members annually on a financial year basis.
	2. The Committee will appoint joint secretaries who will agree agendas (which will be distributed seven days before each meeting) and minutes. The management side secretary will be responsible for administrative arrangements.
3. **Conduct of Business**
	1. Administration The Trustshall provide accommodation for meetings and also the cost of the secretarial and administrative support will be borne by the Trust.
	2. Frequency The Committee shall normally meet tri-monthly and written notice of the date, venue and agenda shall be circulated in advance. Dates for meetings in the following calendar year will be determined at the last scheduled meeting in each calendar year. A special meeting of the Committee must be called at the written request of three members.
	3. Notice of meetings At least five days' notice in writing shall be given of meetings and agenda items. For this purpose, notice shall be given to the Joint Secretaries as soon as possible of any matter intended to be raised at this meeting.
	4. Decisions The Committee shall decide all matters through agreement between the sides, each side coming to its own position in its own manner. Where this is not possible, failure to agree will be recorded
	5. Reporting The draft minutes of the previous meeting will be circulated to the Joint Secretaries to agree the content. The agreed draft minutes will then be sent by the Trust Secretary to all members of the JCC at least ten working days prior to the succeeding meeting. Minutes of meetings shall also be sent to ex-officio members.
4. **Review**
	1. Changes to the constitution may only be made by agreement of the committee. A review of the constitution will occur two years after the date of first agreement.
	2. The JCC shall conduct an annual self-assessment on the performance of its duties as reflected within its Terms of Reference.
	3. As part of this assessment, the Committee shall consider whether or not it receives adequate and appropriate support in fulfilment of its role and whether or not its current workload is manageable.