

CONSTITUTION OF THE JOINT CONSULTATIVE COMMITTEE

1. Functions and scope

1.1 To establish and maintain regular methods of negotiation and consultation between the Trust and its employees so as to maintain and improve employee / industrial relations.

1.2 To provide for the participation of staff in decisions that effect their working lives by establishing a regular channel where Trust policies may be discussed, differences resolved and representation made.

1.3 To consider any collective employee / industrial relations matter referred to it by any Staff Side union recognised under this agreement.

1.4 The JCC and its designated sub-committees will act as a consultative and negotiating body, to deal with all terms and conditions of employment and all other matters referred to throughout these procedures.

1.5 The Trust will take full account of the information requirements for collective bargaining purposes as set out in ACAS Code of Practice "Disclosure of Information to Trade Unions for Collective Bargaining Purposes".

2. Membership of the JCC

2.1 The Trust side shall be designated by the Chief Executive and will consist of no more than ten people.

2.2 All those recognised Staff Side unions listed in the main agreement under paragraph 1 shall have one seat on the JCC, with the exception of UNISON and RCN who will have two seats.

3. Co-option

3.1 Both sides may co-opt additional members as required, for specific items on the agenda by notice to the Joint Secretaries.

4. Secretaries

4.1 There shall be Joint Secretaries to the JCC, one from the Management Side and one from the Staff Side, and a secretary to take the Minutes.

5. Attendance and appointment.

5.1 Staff Side organisations, through their own procedures, will nominate their representative(s) to the JCC. In the event of a JCC member being unable to attend any meeting, the appropriate Staff Side union may delegate a person to attend in his or her place, and such substitute shall be entitled to take a full part in the proceedings.

5.2 On the occurrence of a casual vacancy, a new member shall be appointed by the Staff Side union in whose representation the vacancy occurs, as the case may be, and shall sit until the end of the period for which his or her predecessor was appointed.

5.3 Full Time Officers of the Staff Side unions recognised by the Trust may attend and participate in meetings of the JCC and will be written into the Proceedings. They must register their intention to attend with the Staff Side Secretary (who will convey this intention to the

Management Side Secretary) by the day before the meeting at the latest. Attendances may be refused should this intention not be registered.

6. The Chair

6.1 The Chair shall be held in alternate years by the Trust Chairperson and the Staff Side Chairperson.

7. Meetings

7.1 Meetings will be held bi-monthly

7.2 At least ten 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.

7.3 The Trust shall provide accommodation for meetings and also the cost of the secretarial and administrative support will be borne by the Trust.

7.4 A special meeting of the JCC may be called by the agreement of both Chairpersons. The business to be discussed at the special meeting shall be limited to matters stated on the notice summoning the meeting. Notice of meetings will be as long as possible, but it is recognised that on occasions it will be necessary to call meetings at short notice, and both chairpersons may agree to vary paragraph 3.7.2 above in these circumstances.

8. Quorum

8.1 A quorum shall consist of three members of the Staff Side, broadly representative of the full side, together with three members of the Management side.

9. Failure to agree

9.1 Refer to paragraph 10 of the main agreement.

10. Minutes of the Meetings

10.1 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.

10.2 The Minutes shall also be displayed on the Trust's intranet site as soon as they have been agreed.