

CONSTITUTION OF THE NEGOTIATING SUB COMMITTEE

1. Function and scope

1.1. The function of the NSC will be to act as the forum for detailed consultation and / or negotiation on all matters concerning the pay and conditions of service of staff employed by the Trust.

1.2 The NSC shall have as agenda items matters which are deemed as matters for consultation and negotiation, for example Trust employment policies and pay and conditions of service.

1.3 It shall also be open to the Trust side and Staff Side to establish smaller Negotiating Groups to handle issues of pay and conditions of service where these concern a particular staff group. Where such smaller Negotiating Groups fail to agree, or there are issues which affect a wider group of staff, then they must report back to the main NSC.

2. Membership of the NSC

2.1 The Trust side of the NSC shall comprise of at least one Executive Director of the Trust, together with other Executive Directors / Managers nominated by the Chief Executive, to a maximum number of six.

2.2 The Staff Side of the NSC will be represented by members selected by and accountable to, the full Staff Side of the JCC using the following criteria :

i) paying due respect to the representation of existing occupational groups :

ii) There will be no more than six staff side representatives on the NSC, which could include full time officials as agreed by the Staff Side and notified formally to Management representatives via HR in advance.

2.3 In addition, up to two non-participating observers may attend on each side for training purposes.

3. Chairs and secretaries

3.1 The NSC will be chaired in alternate years by the Staff Side and the Management Side, changing in November. While Trust side chairs the full JCC, the Staff Side will chair the NSC, and vice-versa.

3.2 There shall be Joint Secretaries to the NSC, one from the Trust side and one from the Staff Side.

4. Meetings

4.1 Meetings will be held bi-monthly, with additional meetings as required, and if requested by either Joint Secretary.

4.2 Normally, at least five working 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 possible of any matter intended to be raised at the meeting.

4.3 The Trust shall provide accommodation for the meetings and appropriate secretarial and administrative support; the costs of which will be borne by the Trust.

5. Quorum

5.1 A quorum shall consist of three members of the Staff Side of the NSC together with three members of the Management Side. These members shall remain fully accountable to their respective Side. In the event of either side having less than their quorum, the meeting may proceed, but any decisions taken will be ratified at a further NSC meeting where a full quorum from both sides is present.

6. Failure to Agree

6.1 Refer to paragraph 10 of the main agreement.

7. Minutes of the meetings

7.1 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 NSC at least ten working days prior to the succeeding meeting. Minutes of meetings shall also be sent to ex-officio members.

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