

Medical & Dental Joint Negotiating Group (JNG)

CONSTITUTION

1. TITLE

- 1.1 The Committee shall be called the Salisbury NHS Foundation Trust Medical and Dental Staff Joint Negotiating Group ("The JNG").

2. TERMS OF REFERENCE

- 2.1 The role of the Committee shall be 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.
- 2.2 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)

3. MEMBERSHIP

- 3.1 Membership of the Committee shall be as follows:
 - 3.1.1 8 representatives of medical and dental staff within the Trust nominated by the Local Negotiating Committee, broadly representative of the various grades and occupations of medical and dental staff within the Trust. (the Staff Side)
 - 3.1.2 6 representatives of the management of the Trust (the Management Side)
 - 3.1.3 A Full-time official of the British Medical Association and/or British Dental Association may attend and participate in meetings.
- 3.2 Where possible, deputies will be appointed to attend meetings in the absence of the principal member(s).
- 3.3 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. OFFICERS

- 4.1 The Committee shall appoint a chairman and vice chairman annually. These positions will rotate between the management and LNC members annually on a financial year basis.

4.2 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.

5. DECISIONS

5.1 The Committee shall decide all matters through agreement between the sides, each side coming to its own position in its own manner.

5.2 Where this is not possible, failure to agree will be recorded

6. MEETINGS

6.1 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.

6.2 A special meeting of the Committee must be called at the written request of three members.

6.3 The quorum for a meeting shall be 3 members on each side.

7. CHANGES

7.1 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 (below)

Approved by the Local Negotiating Committee (Chairman)

(Date).....

Trust(Medical Director)

(Date).....