**Appendix A - Terms of Reference**

**Joint Consultative Committee**

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| **Terms of Reference Drafting** | Deputy Chief People Officer |
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1. **Purpose. The Joint Consultative Committee (JCC) is:**
   1. To establish and maintain regular methods of negotiation and consultation between the Trust and its employees to maintain and improve employee / indus­trial relations.
   2. To provide for the participation of staff in decisions that affect their working lives by establish­ing a regular channel where Trust policies may be discussed, differences resolved, and representation made.
   3. To consider any collective employee / industrial relations matter referred to it by any Staff Side union recognised under this agreement.
   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.
   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. **Authority.**

The JCC is constituted in accordance with the NHS Terms and Conditions of Service Handbook, Annex 26 and isoverseen by the OD&P Management Board to the People and Culture Committee.

1. **Membership and Attendance** 
   1. The Trust side shall be designated by the Chief Executive and will consist of no more than ten people.
   2. All those recognised Staff Side unions listed in the main agreement under paragraph 1 shall have one seat on the JCC, except for UNISON and RCN who will have two seats.
   3. Both sides may co-opt additional members as required, for specific items on the agenda by notice to the Joint Secretaries.
   4. 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.
2. **Roles and Responsibilities (not delegated unless otherwise stated)**
   1. The Chair shall be held in alternate meetings by the Trust Chairperson and the Staff Side Chairperson.
   2. 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.
   3. 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.
   4. On the occurrence of a casual vacancy, a new member shall be appointed by the Staff Side union in whose representation the vacancy occurs and shall sit until the end of the period for which his or her predecessor was appointed.
   5. 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.
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 Meetings will be held bi-monthly. 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.
   3. Notice of meetings 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.
   4. 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. These Terms of Reference will be subject to an annual review. The JCC shall conduct an annual self-assessment on the performance of its duties as reflected within its Terms of Reference.
   2. As part of this assessment, the Committee shall consider whether it receives adequate and appropriate support in fulfilment of its role and whether or not its current workload is manageable.