

MEDWAY COUNCIL
JOINT CONSULTATIVE COMMITTEE
TERMS OF REFERENCE

Statement of Intent

To facilitate harmonious relationships and efficient working of the Council all parties agree that it is important that good employee relations should be maintained through productive debate and consultation with the recognised Trade Unions.

This will be achieved through meaningful discussion and partnership working where matters are agreed based on a commonality of views.

1.0 Terms of Reference

1.1 the functions of the Joint Consultative Committee (JCC) shall be: -

- a) to provide an early forum for consultation and meaningful debate between Medway Council and its employees through the recognised Trade Unions on matters relating to employment and conditions of service. These matters will exclude those which are reserved for negotiation at national or provincial or other agreed local levels.
 - b) Individualised issues will not be discussed at JCC except to illustrate a more general issue of principle without reference to the parties involved.
 - c) to consider any relevant matter referred to it by the Chief Organisational Culture Officer, the Employment Matters Committee or other Committee or by any of the recognised Trade Unions.
 - d) to make recommendations to officers relating to the principles of policy development and other issues relating to employment and conditions of service.
 - e) to discharge such other functions specifically assigned to the JCC by the Employment Matters Committee.
- 1.2 The JCC shall have the power to appoint or arrange for the appointment of its own Working Groups as necessary and recommend the establishment of appropriate consultation structures.

2.0 Representation

2.1 The JCC shall comprise: -

- a) the Employer's Side, consisting of seven Elected Members who are members of the Employment Matters Committee, and
- b) the Employees' Side, consisting of employees of Medway Council being representatives of the Trade Unions with one seat per recognised trade union, except for Unison which will have two seats.

2.2 Where a representative ceases to be a Member of the Employment Matters Committee or a TU Representative/employee of the Council, they shall immediately cease to be a JCC representative and the consequential vacancy shall be filled by another member of the Employment Matters Committee or Trade Union Representative/employee, as appropriate within a reasonable period.

2.3 Either Side may appoint substitutes to represent a member of the JCC who is unable to attend any meeting of the JCC.

2.4 Following an agreement between the two lead officers either Side may arrange for the attendance of an officer of Medway Council, full time Trade Union official or employer organisation representative at any JCC meeting where it would be helpful to the business under discussion. Such attendance shall be notified to the Chief Organisational Culture Officer or designated representative.

3.0 Chair

3.1 A Chair and Vice-Chair shall be appointed by the JCC at its first meeting in each year.

4.0 Officers

4.1 Democratic Services will be responsible for the administrative arrangements for the JCC.

4.2 The Chief Organisational Culture Officer shall be the Lead Officer to the Employer's Side.

4.3 The Employees' Side shall elect one of its representatives as a Lead Officer to the Employees' Side, who will liaise with HR Services.

5.0 Arrangements for Meetings

- 5.1 The JCC shall normally meet on a quarterly basis and if there is no business, the Chair will retain the right to cancel the meeting.
- 5.2 Democratic Services will prepare the agenda and support the meetings. Both the Employer and Employee Side will be able to include relevant agenda items.
- 5.3 Papers will be prepared in advance except where this is not appropriate, for example, where a presentation is prepared.
- 5.4 The agenda will be sent to each JCC representative not later than five working days before the meeting to which it relates.
- 5.5 Matters will be agreed by consensus following meaningful debate and discussion.
- 5.6 In cases where an urgent matter requires to be brought to the attention of the JCC the Lead Officer of either Side, following consultation with their counterpart from the other Side, shall ask the Chief Organisational Culture Officer, to call a special meeting which should be held as soon as possible and event within ten working days wherever practicable.
- 5.7 The minutes of the JCC shall be attached to the Employment Matters Committee papers.