ARTICLE 10
EMPLOYEE JOINT CONSULTATIVE COMMITTEE, JOINT CONSULTATIVE COMMITTEE (JNC OFFICERS) AND JOINT HEALTH, SAFETY AND WELLBEING COMMITTEE

1. Employee Joint Consultative Committee (JCC)

1.1 Role

1.1.1 The Employee JCC provides a forum for effective communication and consultation between all employees and the Council to:

(a) promote good employee relations and facilitate communications between the Council and employees in order to prevent and remove friction and misunderstanding;

(b) consider issues affecting conditions of service and employees generally;

(c) provide opportunities for employees to have a wider interest in, and greater responsibility for, the conditions under which their work is performed;

(d) inform employees about the Council’s strategy; and planning and promoting their involvement in the achievement of Best Value and the Council’s core values and corporate objectives;

(e) provide opportunities for employees to contribute to the above processes.

1.1.2 Each side has the right to consult further outside the meeting with their respective side before any agreements are entered into.

1.2 Membership

1.2.1 Six representatives for the Council Side who shall be Councillors appointed by the Assembly, and

1.2.2 Nine union stewards for the Employees' Side who are in the employment of the Council. The Employees Representatives must include at least two from each of the Unions: APEX, GMB, UNITE and UNISON.

1.2.3 The Employee JCC shall not include Teachers, Soulbury, Youth and JNC Officers, as they have separate consultation arrangements.

1.2.4 Either side of the Employee JCC shall have the right to co-opt (with the approval of the Chair/Secretary), in a consultative capacity, representatives of the particular departments or sections of departments significantly affected by a question under discussion and not directly represented on the Committee.
1.2.5 A representative of an appropriate trade union may attend meetings of the Employee JCC in an advisory capacity at the request of any member of the Committee (with the approval of the Chair/Secretary) while business affecting that union is under discussion. Notice of their attendance shall be given to the Council Side Secretary in advance of the meeting.

1.2.6 Members of the Council Side of the Employee JCC shall hold office for one year from the commencement of the municipal year and shall be eligible for re-appointment. Employee representatives shall be elected by the Unions at regular intervals. Should a vacancy occur, a successor shall be appointed within a reasonable period.

1.3 Quorum

1.3.1 Five, made up of two representatives from the Council side and three representatives from the Employee side. In respect of a Sub-Committee, the quorum shall be two on each side.

1.3.2 No business other than that appearing on the agenda shall be transacted at any meeting unless a majority of the members of each side of the Committee agree to its introduction.

1.4 Chair and Deputy Chair

1.4.1 The Employee JCC shall, by consensus of the two sides, appoint a Chair and Vice-Chair from among the Members of the Committee at the first meeting in each municipal year.

1.5 Frequency of Meetings

1.5.1 Meetings shall be held quarterly, unless the business is urgent, when a special meeting can be called upon the submission of an agenda from either side with at least five working days notice.

1.6 Sub-Committee

1.6.1 The Employee JCC has the power to appoint a Sub-Committee where it is necessary to deal with an issue in detail. The Sub-Committee shall comprise three representatives from each Side of the Employee JCC. Employees, Union Representatives and Management Advisers may also attend to provide specialist advice. Procedures shall follow those of the Employee JCC as appropriate.

1.7 Support

1.7.1 Human Resources shall provide guidance and advice to the Committee. Democratic Services shall provide administrative and secretarial support, which shall include the preparation and distribution of the agenda and draft minutes.
1.7.2 The Employees’ Side may appoint their own Secretary from within the representatives on the Employee JCC and who must be an employee of the Council.

1.8 Procedures

1.8.1 Minutes of the proceedings shall be kept by the Secretary and shall be signed at the subsequent meeting by the Chair and Vice-Chair. Minutes shall be agreed by the Secretaries to each Side before they are presented to the Committee. Agreed minutes of joint meetings shall be reported as required by the Assembly.

1.8.2 Matters raised by the Employees' Side shall be considered by the Council Side. They may be agreed or referred to the Cabinet, as appropriate, by a majority of the Members present on the Council Side.

1.8.3 The Council Side may raise matters which they wish to be considered by the Employees' Side.

1.8.4 The Employee JCC shall not consider:

(a) any matter concerning an individual employee such as discipline, grievance, promotion or capability;

(b) any matter which is solely the function of any other body.

1.8.5 In the event of a matter arising upon which the Employee JCC cannot agree, if appropriate to the matter concerned, either Side may then refer the matter to the provincial disputes machinery.

1.8.6 Provision shall be made for the relevant Lead Member of the Cabinet to be invited to the Employee JCC if a particular service is affected.

1.8.7 With respect to the notification of items for discussion at the Employee JCC, both Sides, when notifying items, shall provide background information as to the reasons for the item being raised.

1.9 Review and Termination

1.9.1 The operation of the Employee JCC shall be reviewed one year after its inception and thereafter as necessary in accordance with paragraph 14 of the Recognition Agreement.

2. Joint Consultative Committee (JNC Officers)

2.1 Role

2.1.1 This Committee maintains effective methods of negotiation and consultation between the Council and its JNC officers in order to:
(a) prevent differences and to adjust them as they arise; provided that no question of individual discipline, promotion or efficiency shall be within the scope of the Committee;

(b) consider any relevant matter referred to it by the Local Authority or by any of the staff organisations;

(c) make recommendations to the Cabinet as to the application of the terms and conditions of service of JNC officers employed by the Authority;

(d) discharge such other functions specifically assigned to the Joint Consultative Committee (JNC Officers);

2.1.2 Each side has the right to consult further outside the meeting with their respective side before any agreements are entered into.

2.2 Membership

2.2.1 Seven representatives for the Council Side who shall be Councillors appointed by the Assembly, and

2.2.2 Seven officers of the Local Authority to be appointed by the staff organisations represented on the Joint Negotiating Committee for Chief Officers of Local Authorities in proportion to the number of such officers in membership of each organisation, (provided that, where the number of members of any one organisation is insufficient to qualify such organisation to appoint a representative, it may combine with one or more organisations for this purpose).

2.2.3 The members shall retire annually and shall be eligible for reappointment. If a member of the Joint Consultative Committee (JNC Officers) ceases to be a Member or officer of the Local Authority), they shall thereupon cease to be a member of the Committee. Any vacancy shall be filled within a reasonable period.

2.2.4 The Staff Side shall have the right to co-opt (with the approval of the Chair/Secretary), in a consultative capacity, representatives of the particular departments or sections of departments significantly affected by a question under discussion and not directly represented on the Committee. The Council Side will have the right to co-opt, in a consultative capacity, a Member of the Council affected by the question under discussion and not directly represented on the Committee. Co-opted representatives shall not have voting rights.

2.3 Quorum

2.3.1 Three representatives on each side.
2.4 Chair and Deputy Chair

2.4.1 A Chair and Vice Chair shall be appointed at the first meeting in each municipal year. If the Chair appointed is a Member of the Local Authority, the Vice-Chair shall be appointed from the Staff Side, and vice-versa.

2.5 Frequency of Meetings

2.5.1 Meetings shall be held as and when required. The Chair or Vice Chair may direct the Secretary to call a meeting at any time. A meeting shall be called within 7 days of the receipt of a requisition signed by not less that 1/3 of the members of either side.

2.6 Support

2.6.1 Human Resources (advice and guidance) and Democratic Services (secretarial). Each side may appoint their respective side secretaries, and may appoint other necessary officer(s) by joint agreement.

2.7 Procedures

2.7.1 No business other than that appearing on the agenda shall be transacted at any meeting unless a majority of the members of each side of the Committee agree to its introduction.

2.7.2 No resolution shall be carried unless it is approved by a majority of the members present on either side of the Committee. In the event of

(a) the Committee being unable to arrive at an agreement, or
(b) the Local Authority disagreeing with the recommendations of the Committee,

the matter(s) in dispute shall, in accordance with the constitution of the Joint Negotiating Committee for Chief Officers of Local Authorities, be referred to that Council.

2.7.3 The proceedings of any meeting of the Committee shall be reported to the Cabinet. In the event of the report of the Committee not being accepted by the Cabinet, the report shall be referred back to the Committee to reconsider the matter.

2.7.4 The Committee may refer any questions coming before them to the Joint Negotiating Committee for Chief Officers of Local Authorities for their consideration or advice. The Committee shall inform the Joint Negotiating Committee of any recommendations, which appears to be of more than local interest, always provided that such a recommendation is approved by the Local Authority prior to its submission to the Joint Negotiating Committee.
3. Joint Health, Safety and Wellbeing Committee

3.1 Role

3.1.1 To act as the corporate Committee for the promotion of health, safety and wellbeing, and to support the development of a Corporate Health and Safety Culture.

3.1.2 To ensure initiatives for the improvement of health, safety and wellbeing standards and conditions for employees and those working on behalf of the Council are promoted.

3.1.3 To provide a forum for the discussion of general and specific health, safety and wellbeing issues.

3.1.4 To promote, develop and raise the awareness of health, safety and wellbeing issues throughout the Council and to support initiatives including the Health and Safety Week and Health and Fitness programmes.

3.1.5 To promote co-operation between management, employees and those working on behalf of the Council e.g. Contractors, Partners and Agencies, by supporting the Manager Occupational Health, Safety and Wellbeing to ensure appropriate measures are implemented for the Health, Safety and Wellbeing of Employees at Work.

3.1.6 To ensure that the Health and Safety Standards Policies and Procedures set by the Council are complied with.

3.2 Membership

3.2.1 Four representatives for the Council side who shall be Councillors appointed by the Assembly.

3.2.2 Nine members of the Employee Side.

3.2.3 The Manager Occupational Health, Safety and Wellbeing and Health and Safety Advisers and Departmental Health and Safety Liaison Officers shall attend in an ex-officio capacity.

3.2.4 Either or both the Council Side and the Employees Side shall have the right to co-opt, in a consultative capacity, representatives of the particular department affected by an issue or question under discussion and not directly represented on the Committee with the approval of the Chair.

3.2.5 Employees shall receive paid release from duty to attend meetings of the Joint Health, Safety and Wellbeing Committee. Paid leave for this purpose will include the normal earning, which would have been paid had the employee been at work.
3.3 **Quorum**

3.3.1 Five, made up of two representatives from the Council side and three representatives from the Employee side.

3.4 **Chair and Deputy Chair**

3.4.1 A Chair and Deputy-Chair shall be appointed from the Members of the Committee at the first meeting of each municipal year.

3.4.2 The Chair shall be appointed from the Council Side and the Deputy-Chair from the Employees Side.

3.5 **Terms of Reference**

3.5.1 To study reports, statistics and trends concerning accidents, notifiable diseases and dangerous occurrences and near misses so that recommendations can be made to the Group Manager HR (Health, Safety and Wellbeing) to advise the appropriate Director, or in the case of a policy change to the Divisional Director of Human Resources and Organisational Development, of any corrective action that may be required.

3.5.2 To examine on a similar basis any health and safety issues raised by employee representatives at departmental Consultative Committees, including Health and Safety Committees which have not been resolved or may affect others.

3.5.3 To provide a link with and to consider reports and information supplied by the Health and Safety Executive or other authoritative/appropriate organisations.

3.5.4 To monitor the effectiveness of the departments’ implementation of the Council’s health and safety policy and procedures via annual reports to the Group Manager, HR (Health, Safety and Wellbeing) and to make appropriate recommendations in support.

3.5.5 Any item which has previously been brought to this committee and cannot be resolved can, upon agreement of both sides, be sent to the Cabinet.

3.6 **Frequency of Meetings**

3.6.1 Meetings shall be held at three monthly intervals, timetables shall be produced at the beginning of each municipal year. Minutes will be distributed to all Members and those who attend in an ex-officio capacity by the secretariat.

3.6.2 Other meetings can be arranged by notifying the secretary who will then make arrangements for the meeting to be held at the earliest possible date thereafter with the agreement of the Chair of this Committee.
3.7 Sub-Committee

3.7.1 The Joint Health, Safety and Wellbeing Committee is empowered to appoint Sub-Committees to study particular health, safety and wellbeing issues either separately or in conjunction with departmental Consultative Committees with the agreement of the Chair.

3.8 Support

3.8.1 Human Resources shall provide guidance and advice to the Committee. Democratic Services shall provide administrative and secretarial support, which shall include the preparation and distribution of the agenda and draft minutes.

3.9 Constitution Amendments

3.9.1 Amendments to the terms of reference to the Joint Health, Safety and Wellbeing Committee shall only be made by the Divisional Director of Human Resources and Organisational Development after agreement with both sides.

(Contact Officer: Divisional Director of Human Resources and Organisational Development Tel: 020 8227 2382)