

HARROW COUNCIL

CONSTITUTION OF THE CORPORATE JOINT COMMITTEE (CJC)

Agreed: DRAFT OCT16

Applicable to: All employees

1. AIMS

- 1.1 To enable negotiations and consultations between management and the Trade Unions on matters of mutual interest in order to promote good employee relations, reach joint agreement and encourage the concept of workforce and management working together to achieve common ends.

2. TERMS OF REFERENCE

- 2.1 The Committee shall be used to progress issues affecting more than one directorate including:
- (i) Issues of a collective nature relating to local conditions of service affecting all employees of the Council. Issues relating to only one employee group based in more than one directorate will be discussed between management and the relevant trade union as necessary.
 - (ii) Issues arising from proposals to change working practices and procedures.
 - (iii) Issues arising from the introduction or implementation of Council policy.
 - (iv) Issues concerning the future development or progress of specific items including personnel policies, practices and procedures.
 - (v) Issues relating to equal opportunities.
 - (vi) Issues relating to the Council's future intentions concerning any employment matters.
 - (vii) Issues relating to training and development.
 - (viii) General issues concerning employment of staff.
- 2.2 The Committee shall not consider issues which fall within the scope of other procedures, e.g. disciplinary appeals, individual grievance cases and individual grading appeals. Health and Safety issues should be discussed at the Corporate Joint Health, Safety & Wellbeing Committee.

- 2.3 The Committee shall not consider any issues which only concern employees in a single directorate. Such issues should be referred to the appropriate Directorate Joint Committee.

3. MEMBERSHIP

The permanent membership of the Committee shall be as follows:

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| Employee Relations Manager (or Team Leader) | |
| HR Shared Service Business Partner | |
| Head of People and OD | |
| UNISON | - Branch Secretary (or deputy) plus 1 representative |
| GMB | - Branch Secretary |
| Recognised teaching unions | - 1 representative |
| BMA | - 1 representative |
| RCN | - 1 representative |
| MiP | - 1 representative |
| UNITE | - 1 representative |

Ex Officer

Chief Executive and Corporate Directors

Divisional Directors

Trade Union Regional Officials

From time to time, either side can co-opt an individual with a particular interest in an item which is on the agenda for discussion.

4. MEETINGS

- 4.1. Ordinary meetings of the CJC shall take place once a quarter and shall be held during working hours.
- 4.2. For a meeting to be quorate, they must be attended by the Employee Relations Manager (or deputy) and the Head of People and OD or HR Business Partner, and a minimum of two Elected Representatives from two of the trade unions (or their delegates). Meetings may go ahead with fewer union representatives as long as there is agreement from all parties.
- 4.3. Interim CJC meetings shall take place as necessary and may be called either by Management or the Trade Union.
- 4.4. A Special CJC sub-group meeting may be arranged, as required, to address issues arising from specific projects which have implications across the whole of the Council.
- 4.5 The Trade Union side will meet together in advance of the full meeting if necessary.
- 4.6 Urgent items may be dealt with directly by the HR Business Partner or Head of HR and OD or Employee Relations Manager and the Branch Secretaries of two trade unions (or their delegates). This urgent meeting may be called by either side and should be convened within 3 working days.

5. DISCLOSURE OF INFORMATION

Harrow Council will comply with the ACAS Code of Practice in relation to Disclosure of Information to Trade Unions for Collective Bargaining purposes.

6. AGENDA AND MINUTES

- 6.1 Items for inclusion on the agenda, from either side, normally shall be submitted in writing to the HR Business Partner at least 72 hours in advance of the meeting.
- 6.2 Each item submitted for the agenda must set out the nature of the issue and include any background matters or data prior to the meeting.
- 6.3 Notes of the meeting should be taken and draft notes circulated to all Trade Union representatives attending including the Branch Secretaries (or their representatives) for agreement within 3 weeks of the meeting. These notes must include any decision reached and should be agreed at the following meeting.

7. DECISION OF THE COMMITTEE

- 7.1. Decisions and recommendations of the Committee may be referred, if appropriate, to the Employees' Consultative Forum Sub Group.
- 7.2. In the event of a failure to agree on an issue, either side may refer the matter to the Employees' Consultative Forum Sub Group.
- 7.3. If an issue is in dispute it is agreed that action will not be taken by management to implement changes and/or action will not be taken by employees to disrupt normal working, whilst local procedures are being applied. This provision will cease to operate once a decision has been made under 7.1 above, unless both parties agree to its continuation.

8. TRADE UNION FACILITIES

To facilitate these arrangements, reasonable time off for trade union representatives will be provided for training, attendance at CJC meetings and meetings of the Trade Union Side to discuss CJC and related matters.