



Broxtowe  
Borough  
COUNCIL

## **LOCAL JOINT CONSULTATIVE COMMITTEE CONSTITUTION**



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## **LOCAL JOINT CONSULTATIVE COMMITTEE CONSTITUTION**

### **1. Introduction**

The body shall be known as the Broxtowe Borough Council Local Joint Consultative Committee for all Employees ("LJCC").

### **2. Objective**

The objective of the LJCC is to provide a means for joint consultation between members of the Council and representatives of all employees of the Council to consider matters of common interest, generally further good relations, and, as the Committee is an advisory committee rather than a decision-making body, make recommendations to the Cabinet.

### **3. Representation**

The LJCC shall consist of:

Seven member representatives. They shall be appointed to constitute the employer's side. In addition, either the Leader or Deputy Leader of the Council and either the Leader or Deputy Leader of the Opposition may attend each meeting with full speaking powers.

Seven employee representatives appointed to constitute the employees' side, comprising representatives of all employees of the Council. These representatives will be nominated and recognised shop stewards of the trade unions and nominated jointly by them and ensuring fair representation based on proportionality from the unions.

Members of the LJCC shall be appointed annually as soon as possible following the Council's annual meeting in each year and shall be eligible for re-appointment.

If any member of the LJCC ceases to be a member of the Council or an employee of the Council, they shall thereupon cease to be a member of the LJCC. Any consequential vacancy shall be filled by the Council or by an employee representative as appropriate as soon as practicable.

In the event of any representative of either side being unable to attend any meeting of the LJCC, that representative may nominate a substitute to attend.

The Human Resources Manager or a nominated deputy shall act as co-ordinator to the LJCC.

#### **4. Chair and Vice Chair**

A Chair and Vice Chair shall be appointed at the first meeting of the LJCC in any Council year. If the Chair appointed is a member of the employers' side then the Vice-Chair shall be appointed from the employees' side, and vice versa.

The Chair shall have a vote, but not a casting vote.

In the absence of both the Chair and Vice Chair from any meeting, the LJCC shall appoint a Chair for the meeting.

#### **5. Functions**

The functions of the LJCC shall be to:

- Provide regular methods of consultation between the Council and its employees in order to maintain an efficient service to the public, and to prevent differences and misunderstandings between the Council and its employees

Always provided that:

- no question of individual discipline, promotion or relegation shall be within the scope of the LJCC
- the existence of the LJCC does not interfere with the trade unions' arrangements for separately representing their members
- Make recommendations to the Cabinet as to the implementation of terms and conditions of service of employees
- Consider any relevant matter referred to it by the Cabinet or a Scrutiny Committee or by any of the trade unions
- Discharge such other functions as may be specifically referred to it by the Council
- Consider relevant matters raised under employment legislation
- Ensure that employees are given a wider interest in, and greater responsibility for the conditions under which their work is performed
- Provide an effective means of reporting to employees
- Promote the welfare of the employees

- Make suggestions for promoting the efficiency and success of the Council's services and to secure the co-operation of all concerned to those ends
- Seek views on the implementation of matters which have been prescribed or recommended at national or provincial levels, as they relate to local conditions of service

## **6. Agenda**

The matters to be discussed at any meeting of the LJCC shall be stated on the agenda for the meeting. Standing items shall include consideration of the minutes from the previous meeting and the declaration of any interests from members of the Committee.

Matters initiated for inclusion on the agenda of the next meeting shall be submitted in writing to the Head of Democratic Services at least ten working days before the anticipated date of the meeting. This shall include matters from those who are not members of the Committee.

The agenda for the meeting shall be forwarded to members of the LJCC at least five working days prior to the meeting.

## **7. Meetings**

The LJCC shall be scheduled to meet four times each Council year but will not meet less than twice each Council year. The Chair and Vice Chair may call a meeting at any time.

A special meeting shall be called within ten working days of the receipt by the co-ordinator of a requisition signed by not less than half of the members of either side.

Employee representatives shall be granted normal pay for the period of absence from work.

The LJCC may appoint working parties where necessary.

The LJCC may request to consider revisions to the Terms of Reference at its following meeting. Any revisions will be submitted to the Governance, Audit and Standards Committee and full Council in accordance with the Council's Constitution.

## **8. Procedure**

Advisers to either side may attend meetings of the LJCC. Advisers to the employers' side must be employees of the Council. Advisers to the employees' side must be appointed trade union officials who are not employees. Advisers may speak on items but not vote.

The quorum of the LJCC shall be three members from each side.

No recommendation shall be regarded as carried unless it is approved by a majority of the members present on each side. In the event of the LJCC being unable to arrive at an agreement, the matter shall be adjourned for reconsideration at the next meeting and/or referred for advice and reconciliation.

## **9. Minutes**

The minutes of the proceedings of any meeting of the LJCC shall be submitted to the following meeting of the Committee and be available for all employees to view. The minutes shall be agreed by the Chair and Vice-Chair prior to that submission. Any recommendations shall be subject to approval by the Cabinet.

The minutes of the previous LJCC meeting shall be signed at each meeting by the Chair of that meeting.