

SWINDON BOROUGH COUNCIL

TERMS OF REFERENCE – JOINT CONSULTATIVE COMMITTEE

1. Statement of Intent

The terms of reference agreed for the Joint Consultative Committee reflect the commitment of the Council to engage and consult with the trade unions on Council wide plans and strategies to provide opportunity for their inclusive involvement in strategic level decision and policy making. The parties accept that having a recognised procedural framework plays a key role in maintaining a constructive consultative relationship.

2. Purpose of the Joint Consultative Committee

- The purpose of the Joint Consultative Committee is to act as a consultative and negotiating group, allowing the recognised trade unions to make representations directly to the employers as part of the agreed facilities time consultation framework.
- It is the final stage of the Swindon Borough Council and Trade Union Consultation and Negotiation Framework, and represents the final stage at which unresolved issues can be resolved internally.
- The Employer may give advanced notice of issues that may be the subject of forthcoming consultation or negotiation processes, with a view to aid the understanding and rationale behind any such issues.

The Committee will aim to facilitate an open and honest exchange of information and opinion between the Trade Unions, Councillors and Officers.

3. Functions

- **Information:** to provide information on organisational matters so the trade unions are kept fully informed on Council – wide plans and intentions which are likely to affect staff groups.
- **Consultation:** to provide an opportunity for comment and discussion on Council matters. This will include the budget proposals for the coming financial year.
- **Negotiation:** to negotiate on issues which are part of collective bargaining.

4. Chair and Vice Chair

A Chair and Vice Chair will be appointed at the first meeting of the Committee in each Council year. If the Chair is a member of the employer's side, then the Vice Chair will be appointed from the trade union side, and vice versa. Each year the appointment of the Chair and Vice Chair will rotate between the employer's side and the trade union side.

5. Representation

- The Leader of the Council, the Deputy Leader of the Council, the Cabinet Member for Corporate Services, the Leader and Deputy Leader of the main opposition group and the Shadow Cabinet Member for Corporate Services. The Leader of the second largest opposition group to be invited to attend meetings in an observational role only.
- The trade union side will constitute five representatives selected by UNISON and one representative selected by UNITE.
- Each side may invite any additional officers or relevant staff representatives from within the Council to participate in discussions on particular items.
- Trade union officials will have the right to attend in an advisory capacity at the invitation of the trade union side.

6. Procedure

- The Committee will meet on a quarterly basis. At least one meeting will be specifically convened to facilitate consultation on the draft budget proposals. Meetings shall be scheduled between the Quarterly programme of Senior Managers and Unions meeting. Additional meetings may be scheduled if all parties believe it necessary to do so.
- The agenda for any meeting shall be circulated by the Committee Section to reach each member of the Committee no later than five working days before a meeting is due to take place.
- No business other than that appearing on the agenda shall be discussed at the meeting unless both sides agree.
- The attendance of three members from each side of the Committee shall be recorded as a quorum.

- The Committee Section shall prepare and issue a copy of the minutes of each meeting to members of the Committee.
- The representatives of the trade unions shall be paid their ordinary rates of pay during time travelling to, from and during meetings of the Committee; trade union side pre-meetings, and agenda setting meetings.
- Each side will be responsible for their own administrative expenses.

7. Terms of Reference

To consider and consult on employee issues raised by the Unions that have been escalated through the consultation meetings framework.

Issues may include, but would not be exclusively limited to:

- Terms and Conditions of Service
- Pay Awards and Reward Schemes
- Budgets
- Major Organisational Change
- Key Policies

For the employer's side to share proposals relating to any of the above issues for information, consultation and negotiating purposes.

The meetings will not discuss:

- Individual operational issues
- Individual pay & grading issues
- Individual disciplinary or grievance matters

8. Governing Principles

- All effort will be made to ensure a full understanding of issues by attendees prior to the meeting taking place.
- There will be proper planning for the meetings, with agenda setting through the quarterly senior manager meetings, and papers sent at least two weeks in advance with the purpose and desired outcomes of agenda items clearly stated wherever possible.

- There will be proper debate and consultation/negotiations by all parties.
- The aim of the meeting will be to provide resolution of issues raised

9. Amendment to the Agreement

Amendments to this agreement can only be made with the agreement of both the Trade Union side and the Employer's side.

10. Disputes arising from this Agreement

Any dispute arising from this agreement, its interpretation or its operation will be dealt with by joint agreement. If the matter cannot be resolved at this level, it may be jointly referred to ACAS for conciliation.