



## **BURY COUNCIL CORPORATE JOINT CONSULTATIVE COMMITTEE**

### **CONSTITUTION AND FUNCTIONS**

#### **1. TITLE**

The committee shall be called the "Bury Council Corporate Joint Consultative Committee".

#### **2. REPRESENTATIVES**

- a) This Joint Consultative Committee shall consist of 10 Councillors appointed and an equal number of members to be appointed from the recognised Trade Unions.
- b) If a member of the Corporate Joint Consultative Committee ceases to be a Councillor or an employee of the Council he/she shall immediately cease to be a member of the Joint Consultative Committee. Any member vacancy shall be filled by the Council and any employee vacancy by the Trade Union or the combination of the Trade Unions concerned.
- c) If any member of the Joint Consultative Committee is unable to attend a meeting of the Committee, a Deputy may attend in their place. The Deputy must be a Councillor or member of the recognised Trade Union.
- d) With the approval of the Chair and the Deputy Chair, either Side may invite to a meeting of the Joint Consultative Committee additional representatives by reason of expert knowledge of the matters to be discussed, or to provide support and guidance but any additional representatives shall not have power to vote.

#### **3. CHAIR AND VICE CHAIR**

The Chair and Deputy Chair shall be appointed by the Joint Consultative Committee at its first meeting in each Municipal Year and shall hold office until the first meeting in the following Municipal Year. If the Chair appointed is a member of the Council, the Deputy Chair shall be appointed from the employees' side and vice versa. This arrangement will usually

alternate annually between the two sides. The Chair of a meeting shall not have the casting vote.

#### **4. OFFICER SUPPORT**

Meeting of the Corporate Joint Consultative Corporate will be supported by a member of staff from Democratic Services.

#### **5. FUNCTIONS**

The functions of the Joint Consultative Committee shall be

- a) To establish a regular method of consultation and negotiation between the Council and the Trade Unions regarding Conditions of Employment and their application, always providing that no questions relating to an individual employee or to discipline shall be within the scope of the Committee.
- b) To consider any relevant matter referred to it by the Council or the Trade Unions.
- c) To seek to prevent differences and to resolve them should they arise
- d) To make recommendations to the Council/Cabinet as to the application of the terms of appointment and conditions of service and the education and training of employees of the Council.
- e) To discharge any other functions specifically assigned to the Joint Consultative Committee.

#### **6. RULES AND REGULATIONS**

1. The Joint Consultative Committee shall meet not less than four times per municipal year. These meetings are to be scheduled within the Council's cycle of meetings.
2. The Chair or Deputy Chair may call a meeting at any time. A meeting shall be called within seven days of the receipt of a requisition signed by no less than one-third of the members of either Side.

3. The matters to be discussed at any meeting of the Joint Consultative Committee shall be stated in the notice summoning the meeting, provided that any other business may be considered if submitted by a majority vote of those present at the meeting.
4. A quorum of the Joint Consultative Committee shall be 3 representatives of each Side. The absence of any recognised Trade Union will not invalidate the proceedings of the Corporate Joint Consultative Committee, always providing that a quorum of each side is in attendance.
5. No resolution shall be regarded as carried unless it has been approved by a majority of each Side present at the meeting and in the event of:
  - a) The Joint Consultative Committee being unable to arrive at an agreement; or
  - b) The Council disagreeing with the recommendations of the Corporate Joint Consultative Committee the matters in dispute shall, if required by either side of the Corporate Joint Consultative Committee, be referred to the Joint Secretaries of the Employers Organisation, with a view to seeking their assistance to resolve the issues in question.
6. The minutes of meetings of the Joint Consultative Committee shall be submitted to the Assistant Director of Human Resources of the Council and shall be signed by the Chair and Deputy Chair of the Joint Consultative Committee before being submitted to the Human Resources and Appeals Panel.

## **7. STATEMENT OF INTENT**

The Corporate Joint Consultative Committee consists of Elected Members and recognised Trade Unions who are representatives of the Council's employees.

The primary role of the Corporate Joint Consultative Committee is to provide the means of seeking to secure, by agreement, stable employee relations through negotiation and consultation on local Conditions of Employment, for application throughout all the Council's Departments, in accordance with the National Agreements of the National Joint Council for Local Government Services.