

## **REPORT TO AUDIT AND GOVERNANCE**

Date of Meeting: 26 March 2026

## **REPORT TO COUNCIL**

Date of Meeting:

Report of: Strategic Director People and Communities

Title: Amendments to Terms of Reference for the Joint Consultation and Negotiation Committee.

### **Is this a Key Decision?**

No

### **Is this an Executive or Council Function?**

Council

### **1. What is the report about?**

1.1 This report sets out an additional amendment to the Terms of Reference for the Joint Consultation and Negotiation Committee, previously approved by Audit and Governance Committee in July 2025. The updated Terms of Reference, incorporating a new clause on quorum, are attached as Appendix A.

### **2. Recommendations:**

2.1 That Audit and Governance recommend, and Council approve, the additional amendment to the Council's Constitution terms of reference for the Joint Consultation and Negotiation Committee, specifically the insertion of Section 4. on quorum.

2.2 That Audit and Governance Committee note the continued engagement with recognised Trade Unions in updating and strengthening the Terms of Reference.

### **3. Reasons for the recommendation:**

3.1 To ensure that that Terms of Reference for the Council's constituted committees remain up to date and matches the operational arrangements of the Council.

### **4. What are the resource implications including non financial resources.**

4.1 There are none.

### **5. Section 151 Officer comments:**

5.1 There are no financial implications for Council to consider contained within this report.

### **6. What are the legal aspects?**

6.1 It is important to ensure that committee terms of reference are maintained and updated when required, particularly for Membership and officer titles to undertake the requirements of the Council. The addition of the requirements for the committee to be quorate is intended to strengthen the governance arrangements for the JCNC.

## **7. Monitoring Officer's comments:**

7.1 Where there are changes to the substance of the Terms of Reference of JCNC, then the approval of the recognised Trade Union should also be secured. I understand that the recognised Trade Union has agreed to the proposed changes.

## **8. Report details:**

8.1 The Industrial Relations (IR) Framework at Exeter City Council was reviewed in early 2025 to modernise and strengthen arrangements for employee engagement and consultation. As part of this work, amendments to the JCNC Terms of Reference were approved in July 2025.

8.2 A further amendment is now required to formally incorporate a clause on quorum, to ensure meetings are appropriately constituted and decision-making is robust.

8.3 The following clause has been added to Section 4 of the Terms of Reference:

### *4. Quorum*

*A quorum shall consist of two representatives from the Council and one of the trade unions' representatives.*

8.4 This addition has been discussed and agreed with UNISON Regional/Branch representatives.

## **9. How does the decision contribute to the Council's Corporate Plan?**

It supports efficient governance and effective employee engagement.

## **10. What risks are there and how can they be reduced?**

There are no risks associated with the proposals.

## **11. Equality Act 2010 (The Act)**

11.1 Under the Act's Public Sector Equalities Duty, decision makers are required to consider the need to:

- eliminate discrimination, harassment, victimisation and any other prohibited conduct;
- advance equality by encouraging participation, removing disadvantage, taking account of disabilities and meeting people's needs; and
- foster good relations between people by tackling prejudice and promoting understanding.

11.2 In order to comply with the general duty authorities must assess the impact on equality of decisions, policies and practices. These duties do not prevent the authority from reducing services where necessary, but they offer a way of developing proposals that consider the impacts on all members of the community.

11.3 In making decisions the authority must take into account the potential impact of that decision in relation to age, disability, race/ethnicity (includes Gypsies and Travellers), sex and gender, gender identity, religion and belief, sexual orientation, pregnant women and new and breastfeeding mothers, marriage and civil partnership status in coming to a decision.

11.4 In recommending this proposal, there are no equalities impacts that are identified.

**12. Carbon Footprint (Environmental) Implications:**

12.1 No direct carbon/environmental impacts arising from the recommendations.

**13. Are there any other options?**

13.1 None

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**Local Government (Access to Information) Act 1972 (as amended)**

Background papers used in compiling this report: -

None