

## **Appendix A. Proposed JCNC Terms of Reference (Reformed)**

### **JCNC - Terms of Reference**

#### **1. Purpose and Objectives**

The purpose of the Joint Consultation and Negotiation Committee (JCNC) is to provide a formal forum for dialogue, consultation, and negotiation between Senior Management and union representatives on matters that impact the workforce. The objectives of the JCNC are to:

- Promote effective communication and foster a collaborative work environment.
- Ensure that management and union representatives can discuss and negotiate issues related to employment terms, working conditions, and policies.
- Address and resolve potential conflicts in a structured manner.
- Facilitate fair decision-making processes that consider both Exeter City Council objectives and employee interests.

#### **2. Scope**

The JCNC will address issues relevant to:

- Employment terms and conditions
- Health, safety, and well-being
- Policy changes that impact employees
- Training and development
- Organisational restructuring or changes in working practices
- Other significant workplace issues as agreed upon by the committee

#### **3. Membership**

The JCNC will consist of representatives from both Senior Management and unions (staff)

Senior Management Representatives:

- Five representatives appointed by Exeter City Council

Staff Representatives:

- Three members appointed by UNISON, with a minimum of two of these being employees of Exeter City Council.
- One member appointed by GMB.
- One member appointed by UNITE.

The Leader of the Council will have a standing invitation to attend JCNC meetings

The ratio of Staff Representatives from each of the 3 recognised unions will be reviewed annually to ensure these ratios reflect the union membership of the staff in the Council.

Substitutes: there will be two named substitutes for each side, to be decided at the same time as the main committee members. Management side representatives will always be at Senior Management level. The members of the JCNC shall retire annually but shall be eligible for re-appointment.

- Both management and staff side shall have power at any time to remove any of their representatives and to appoint replacements.
- Chair: A chair and vice chair will be appointed at their first meeting.

- For the first year a member of the management side shall be chair, and a member of the staff side shall be vice-chair and thereafter the position shall be reversed annually.
- Secretary: A designated secretary will maintain meeting records and distribute minutes to all committee members.

#### 4. Quorum

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

#### 5. Frequency of Meetings

The JCNC will meet quarterly, with additional meetings as required which can be called by either management or staff side. Meeting dates and frequency will be set in advance and may be adjusted by mutual agreement.

#### 6. Agenda and Meeting Preparation

- An agenda will be circulated to all members at least one week before the meeting.
- Members may propose items for the agenda, which must be submitted two weeks before the agenda is finalised.
- Relevant documents and reports will be shared with committee members in advance to facilitate informed discussion.

#### 7. Decision-Making and Consensus

Decisions will ideally be made by consensus. Where consensus cannot be reached, decisions may be made by a majority vote, with a clear record of differing opinions. The JCNC is a consultative body; recommendations may be forwarded to the Senior Management Board for final approval as needed.

#### 8. Confidentiality

All JCNC members are expected to maintain confidentiality regarding sensitive or proprietary information discussed in committee meetings. A protocol for the release of information to employees and other stakeholders will be established.

#### 9. Reporting and Communication

The outcomes of JCNC meetings will be documented in minutes, which will be distributed to all members within one week. A summary of agreed-upon actions will be shared with all employees through the Staff Newsletter, and any other appropriate communication channels, as agreed at JCNC.

#### 10. Dispute Resolution

Where agreement cannot be reached within the JCNC, an escalation process will be followed. This may include:

- Mediation by an external party such as Southwest Councils
- Referral to the Senior Management Board

#### 11. Amendments to the Terms of Reference

The Terms of Reference will be reviewed annually to ensure they remain relevant and effective.

Amendments may be proposed by any JCNC member and must be agreed upon by both management and employee representatives.