

JOINT CONSULTATIVE COMMITTEE – TERMS OF REFERENCE

1. Membership

The Corporate Services Committee is the Grand Committee responsible for the Joint Consultative Committee (JCC). The JCC is a Committee constructed by the Court of Common Council to provide a facility for the Corporation as Employer and the representatives of Trade Unions formally recognised by the Corporation to meet for collective negotiation and consultation.

The Committee is made up of seven Corporation Members and eight Union representatives.

The Chairman of the Corporate Services Committee, or in their absence, the Deputy Chairman, also serves as the Chairman of the JCC. The Deputy Chairman of the Corporate Services Committee also serves as Deputy Chairman of the JCC.

In addition to the Chairman and Deputy Chairman of the Corporate Services Committee, the Corporate Services Committee appoints four representatives to the Joint Consultative Committee. The final Corporation representative is the Finance Committee's representative to the Corporate Services Committee.

The Corporation officially recognises two Unions, Unite and GMB. Each Union is permitted to have four representatives attend each meeting, although these representatives may vary according to the business to be discussed at the meeting.

2. Quorum

The quorum for the JCC is two representatives of the Corporate Services Committee and one representative from each of the Trade Unions

3. Scope

The JCC shall concern itself with matters for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service etc. of City of London Corporation employees up to and including Grade G but excluding teachers and City of London Police Officers; Matters pertaining to Corporation employees of Grade H and above have separate governance arrangements.

4. Objectives

The JCC is required to provide effective communication and consultation (both formal and informal) between representatives of the staff and the Corporation as Employer, with the following objectives:

- encouraging the Corporation and staff to contribute to discharging the Corporation's Local Government and other responsibilities within defined and agreed negotiating procedures;
- promoting harmonious staff relations;
- avoiding or resolving employment related issues;
- reaching agreement on changes to staff pay and conditions;

- establishing good employment policies and practices and fair treatment of staff and ensuring their implementation; and
- promoting the efficiency, effectiveness and flexibility of the staff of the Corporation to provide high quality service.

5. **Terms of Reference**

The functions of the JCC shall be to provide, on behalf of the Corporate Services Committee, a facility for consultation and negotiation between the Corporation and staff. Agreements, duly signed, will constitute and be contained within the Staff Handbook and be legally enforceable except where otherwise agreed.

The JCC shall be responsible for:-

- issues of a collective nature relating to all remuneration and conditions of service;
- issues of concern arising from proposals to change working practices;
- issues arising from organisational changes;
- the introduction of proposed new or revised employment policies;
- issues relating to equal opportunities;
- issues relating to staff training and development;
- issues relating to general occupational health and safety matters; and
- disputes that have not been resolved through the "Collective Disputes Procedure. The JCC shall not consider issues which fall within the scope of the other procedures or bodies unless it is to the advantage of both the Corporation and the recognised Trade Unions to do so. These include disciplinary issues, capability issues, grievances, harassment issues.