

## **JOINT CONSULTATIVE COMMITTEE CONSTITUTION**

### **Title**

The Forum is called Tayside Contracts Construction/Facilities Joint Consultative Committee and will be referred to as the Construction/Facilities JCC.

### **Purpose**

Tayside Contracts considers effective negotiation and consultation frameworks as an essential means of ensuring the involvement of employee representatives in information sharing and decision making.

The JCC provides a forum for formal consultation, negotiation and collective bargaining and is designed to consider matters that specifically relate to the Construction/Facilities Division.

Matters that have a corporate impact will normally be dealt with by the Joint Consultative and Negotiation Forum (JCNF). Items that relate to individual employees will also be excluded from consideration by the JCC.

### **Scope**

The JCC will negotiate and consult on matters affecting Tayside Contracts Construction/Facilities employees.

### **Membership**

The JCC will comprise of Management and Trade Union representatives. The numbers of which will be agreed between the two parties.

The Chairperson of the Construction JCC will be the Head of Operations and the Chairperson of the Facilities JCC will be the Head of FM and Human Resources. The Vice Chairperson of each JCC will be selected by the Trade Union members of the respective JCC.

Members may send a substitute when required. However, substitutions should be notified to the HR Manager in advance whenever possible and must always be properly briefed and debriefed by the member in whose place they are attending.

Depending on the subject(s) to be discussed it may be appropriate for the Chairperson to request representation from any unit/section/team at any given meeting, where there are items on the agenda about which they have specialist knowledge.

### **Meetings**

The JCCs will meet once per quarter.

The Construction JCC will normally meet on the third Wednesday of March, June, September and a mutually agreed date in December.

The Facilities JCC will normally meet on the second Wednesday of March, June, September and December.

A meeting may be cancelled if there is no business to transact. Additional meetings of the JCC may be called by the Chairperson at any time.

### **Agenda and Minutes**

The agenda to be discussed at any meeting of the JCC must be itemised and stated within the notice of calling the meeting, which will be sent out no later than fourteen calendar days in advance of the meeting.

Any items that the Trade Union representatives wish to have added to the agenda must be notified to the HR Manager no later than close of business two calendar days before the meeting. The representative must give the HR Manager sufficient detail of the item to be discussed, including details of the efforts that have been made to resolve the matter locally before bringing it to the JCC.

Items will not normally be considered at the meetings without prior notification and unless efforts to resolve the matter locally have failed.

A minute of the meeting of the JCC will be circulated to all members within fourteen calendar days of the meeting.

The Business Support Team will be responsible for the provision of agendas, minutes and any other administrative support required by the JCC.

### **Matters for Consultation**

Matters for consultation may include, but are not limited to:

- Workload Position
- Financial Position
- Health and Safety issues
- HR Key Performance Indicators (sickness absence and recruitment/retention information)
- HR Policies
- Equalities issues
- Service development/corporate strategies
- Employee issues, but not matters concerning individual employees

Other items may be brought to the JCC, which are considered to be relevant to, or of benefit to, the Division.

### **Dispute Resolution**

Should the JCC fail to reach agreement on a local collective issue this may be referred to the Joint Consultative and Negotiation Forum for consideration.

### **Variation to Terms**

This Constitution may be varied or modified by agreement between the relevant parties provided three months notice of the proposed variation or modification is given.