

JCF - Terms of Reference

1. The Joint Consultative Forum (JCF) is set up to promote harmonious employer/employee relations which accord with the Council's Core Values.
2. The JCF can consider any matter related to employment with the Council but in particular the following matters relating to employees will be within its remit:
 - i. Education and training
 - ii. General welfare matters
 - iii. Equal opportunities
 - iv. Health and safety at work (ie reports from the Health and Safety Committee (including statistics relating to accidents/incidents/notifiable diseases
 - v. Employment Policies
3. The terms and conditions of individual employees will not be discussed by the JCF. (It is recognised that the circumstances affecting an individual may highlight a point of principle, which the JCF may wish to discuss.)
4. The JCF is composed of:
 - i. **4 Elected Members** - The Resources Portfolio Holder, Resources Scrutiny Panel Chairman, and two Scrutiny Panel Members* (Ensuring all party representation).
 - ii. **4 Employee representatives** - 3 UNISON, 1 T&GWU.

The Chair and Vice Chair will rotate annually between the two sides (effective from the first meeting following Annual Council.

5. In the event of an elected member being unable to attend, the following substitution be arranged by that member:

Usual attendee	Substitute
Resources Portfolio Holder or equivalent	Deputy Resources Portfolio Holder or equiv
Resources Scrutiny Panel Chairman	Resources Scrutiny Panel Vice-Chairman
2 Scrutiny Panel Members*	2 named deputies from a Scrutiny Panel*

6. The Independent group may nominate a non-voting observer should they so wish.
7. The quorum of the Forum shall be two on each side.
8. The JCF will be advised by the Head of Personnel and Training Services, the Branch Administrator for UNISON and lay representatives of the T&GWU when appropriate.
9. Depending on the agenda, officers of the Council or full-time Union Officers may attend without invitation, but will not be asked to vote on any matters.
10. Generally speaking, it is envisaged that resolutions and recommendations will be supported by both sides. Should the Chair decide that a vote is necessary, a simple majority will decide the issue. The Chair will have a casting vote.

11. The JCF's recommendations will be considered by the Management Team or the Cabinet as appropriate.
12. A meeting will be held within 6 weeks of Annual Council and thereafter as required, with a minimum of two other meetings in the Council year.
13. When possible meetings will be held on a Friday at 10.00am
14. A work programme for the JCF will be discussed and agreed each year. Additional items for the agenda should be sent to the Head of Democratic Services at least two weeks before the date of the meeting.

* From any of the councils four Overview and Scrutiny Panels.