



**Report to:**

Northwards Housing Board  
14 June 2006

**Item No:**

**7e**

<b>Title:</b>	Joint Consultative Committee Agreement		
<b>Date:</b>	14 June 2006		
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<b>Confidential:</b>	NO		
<b>For: (Please tick action required)</b>	<b>NOTING</b>	<b>DISCUSSION</b>	<b>APPROVAL</b> √

**PURPOSE OF REPORT**

The purpose of the Joint Consultative Committee is to provide a recognised and agreed means of consultation between Northwards Housing and the trade unions representing staff within the organisation. A copy of the JCC Agreement is appended to this report.

**RECOMMENDATION**

The Human Resources and Equality Sub-Committee considered the JCC Agreement at its meeting on 23 May and is recommending approval to the Board.

**IMPLICATIONS**

<b>Equality &amp; Diversity:</b>	Policies & procedures and initiatives with equal opportunities implications
<b>Financial:</b>	No
<b>Staffing:</b>	Employee relations are assisted by good trade union relationships
<b>Decency Target:</b>	No
<b>Governance:</b>	No

**Equality & Diversity Implications** (Please tick where relevant):

BME	<input checked="" type="checkbox"/>	Lesbian/Gay/Bisexual/Transgender	<input checked="" type="checkbox"/>
Elderly	<input checked="" type="checkbox"/>	Single Parent	<input checked="" type="checkbox"/>
Young	<input checked="" type="checkbox"/>	Domestic Violence	<input checked="" type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Alcohol/Drug Mis-users	<input checked="" type="checkbox"/>

**Consultation/Consideration:**

	<b>Yes, No or N/A:</b>	<b>Name:</b>	<b>Date:</b>
<b>Sub-Committee:</b>	<b>Yes</b>	Human Resources & Equality	23 May 2006
<b>Area Panel:</b>	<b>No</b>		
<b>Ward Councillors:</b>	<b>No</b>		



# J.C.C.

## Protocol Agreement

Northwards Housing – Unison – GMB – T&GWU

Revised 30 March 2006

## **Structure for Consulting and Negotiating with Northwards Housing**

### **1 Title**

The Committee shall be known as the Joint Consultative Committee for employees of Northwards Housing.

### **2 Objectives**

To provide a recognised and agreed means of consultation between Management and representatives of employees on matters affecting the Health, Safety and Welfare of employee; terms and conditions of employment (apart from those negotiated nationally or on an Authority wide basis); and other issues which have been referred to it as a consequence of a local failure to agree.

### **3 Membership**

The Committee shall be constituted as follows:-

- (i) The HR shall appoint a Senior Manager from their number. A Director of Northwards Housing will attend the meetings on an ad hoc basis, should it be considered necessary.
- (ii) The signatory Trade Unions shall elect from their number the following members of the Joint Consultative Committee for the period until 31 March each year;
  - (a) 1 Official UNISON – up to 2 members
  - (b) 1 Official GMB Partnership – up to 2 members
  - (c) 1 Official T&GWU – up to 2 members

The signatory Trade Unions may designate deputies to be available as substitutes if it is not possible for a member to attend a particular meeting.

### **4 Retirement of Members**

Members shall retire from the Committee on ceasing to be members of, or to hold office under, the body or Trade Union by which they were appointed.

5 Members shall retire on 31 March in each year and shall be eligible for re-appointment.

6 Casual vacancies shall be filled by the body or Trade Union which appointed the retiring member. The member so appointed shall retire on 31 March following his or her appointment.

7 **Co-opted Members**

The Committee may co-opt for any of its meetings such persons not being members of the Committee as may assist the purpose of the Committee.

8 **Officers**

The meetings shall be chaired by the Head of Human Resources and a Principal Senior Manager of Northwards Housing. If this officer is not present, then the Committee shall appoint its own Chair for that meeting.

9 The Management side will provide the necessary secretarial facilities.

10 **Meetings**

Meetings shall be on a bi-monthly basis. Additional meetings may be held by agreement at the J.C.C. or at the call of the Chair having received notice of an urgent matter from either side and having notified the spokesperson of each party of the J.C.C. of the time and place of the meeting and the matter about which the meeting is being called.

11 **Any Other Business Items**

New items of business should be notified to the Officer chairing J.C.C. no later than three full working days in advance of the meeting. The notification should be sufficiently detailed to enable Officers to prepare a response in time for the J.C.C. meeting.

Any 'emergency' items of new business can be tabled at the start of meetings, but acceptance of such items will be at the sole discretion of the meeting Chair.

12 **Decisions**

Since it is agreed that the recommendations of the Committee shall be arrived at by agreement between the two sides, no resolution shall be regarded as carried unless it has been approved by all parties on the Committee.

13 **Order of Business**

- (i) Apologies for Absence
- (ii) Agreement of Minutes/Matters Arising from Minutes
- (iii) Notified Items of Business
- (iv) Any Other Business

14 The terms of this Constitution may be varied, by arrangement, at any meeting of the Committee provided that notice of the terms of the proposed amendment has been circulated to each member of the Committee at least 28 days before the meeting.

This Constitution was devised on 30 March 2006 when it was agreed that from that date and until further notice meetings would be held on a bi-monthly basis.

The Constitution is agreed for implementation:-

Union Signature..... Print.....Title.....Date.....

GMB Signature..... Print.....Title.....Date.....

T & G Signature..... Print.....Title.....Date.....

Human Resources Signature..... Print.....

Title.....Date.....

Northwards Housing Signature..... Print.....

Title.....Date.....