

## **STAFF JOINT COMMITTEE CONSTITUTION**

### **COUNCIL POLICY**

- The following constitution defines the framework that must be adhered to when dealing with principle negotiations between the city council and its staff.
- The constitution applies to all staff excluding teachers

### **1 TITLE**

The Committee shall be called and referred to as the “Portsmouth City Council and Staff Joint Committee for All Staff Excluding Teachers”.

### **2 REPRESENTATION**

The Committee will comprise:-

- (i) the six members of the Employment Committee (but, for clarification, not the Standing Deputies)

The Leader of the Council (or the Deputy Leader if the Leader is already a member of the Employment Committee)

The Leader of the Opposition (or the Deputy Leader if the Leader is already a member of the Employment Committee)

In case of the Leader and Deputy Leader of the Council and/or the Leader and Deputy Leader of the Opposition being members of the Employment Committee, that the Employment Committee be authorised to appoint up to two other members from the appropriate political group(s), on the recommendation of the Leader(s) of the group(s) in question, to maintain the employer's representation at eight in the correct political proportion.

Should the Employer's side representation as set out above ever not include a representative of all the political groups on the City Council, the leader of any group omitted will be invited to attend or be represented by one person per group at Staff Joint meetings.

Any elected member of the Staff Joint Committee, or the Leader of the relevant group, may appoint a deputy from their group to stand in for a member unable to attend a meeting.

- (ii) Five elected representatives from within the employment areas covered by the Committee appointed annually by Portsmouth City Branch of UNISON.

- (iii) Two elected representative from within the employment areas covered by the Committee appointed annually by the relevant branch(es) of UNITE The Union (TGW Section).
- (iv) One elected representative from within the employment areas covered by the Committee appointed annually by the relevant branch(es) of GMB Trade Union.
- (v) One elected representative of any other Trade Union from within the employment areas covered by the Committee as agreed jointly by the Chair and Vice-Chair, subject to the items on the agenda.
- (vi) The representatives appointed under (ii), (iii), (iv) and (v) shall constitute the staff side.
- (vii) In attendance:-

**Employer's Side**

Head of Human Resources (or nominated deputy).  
Other members or managers as appropriate.

**Staff Side**

Any full time officer of the trades unions required by the staff side.

If a member of the Committee ceases to be a member or employee of the City Council, they will thereupon cease to be a member of the Committee and the vacancy shall be filled by the body which appointed that person.

In addition, UNISON, UNITE The Union (TGW Section) and GMBU may each appoint one observer who may attend meetings of the Committee (without the right to speak). An observer may take the place of any other representative of that trade union who is absent from the meeting, in which case they shall have the right to speak.

In the event of a further trade union being invited to the Committee then that member may invite a trade union officer as an observer. Such observer will not have the right to speak.

### **3 CHAIR**

The Chair will be the Leader of the Council or his/her nominated representative and the Vice-Chair shall be appointed from the Staff Side.

### **4 SECRETARY**

The City Solicitor or nominated officer shall act as Secretary to the Committee, and the Staff Side shall similarly appoint a secretary to conduct correspondence on its behalf and liaise with the City Solicitor and/or Head of Human Resources, as may be appropriate, about all matters.

## **5 QUORUM**

The quorum for meetings is two elected members from the employer's side and two representatives from the staff side.

## **6 FUNCTIONS**

The functions of the Staff Joint Committee shall be:-

- (i) The establishment of regular methods of negotiation between the Council and its staff so as to prevent differences and to address them should they arise. Individual discipline, promotion, or efficiency issues are not within the remit of the Staff Joint Committee unless the Council wishes the Committee to consider questions affecting the staff as a whole or questions of principle in the relationship between the Council and its employees;
- (ii) to consider any relevant matter referred to it by a Committee of the City Council or by a trade union representing staff of the City Council;
- (iii) to make recommendations to the Employment Committee as to the application of the terms and conditions of service and the education and training of employees of the City Council;
- (iv) to discharge such other functions specifically assigned to the Committee;
- (v) any agreed recommendation of the Committee shall be reported for approval to the Employment Committee. If there is failure to agree the Chair and Vice-Chair of the Committee will submit a joint report to the Employment Committee for consideration;
- (vi) the Committee shall, through the Head of Human Resources, inform the Regional Employers' Organisation as representatives of the NJC of any recommendation of the Committee which appears to the Committee to be of more than local interest, always provided that such a recommendation shall be approved by the Employment Committee prior to its submission to the Regional Employers' Organisation.

Any matters being considered under the local grading/disciplinary and grievance appeals procedures shall be excluded from the foregoing functions.

## **7 FREQUENCY OF MEETINGS**

The Committee shall meet as and when required but not less than once per year and may be postponed if all parties (i.e. members, officers and trade unions) agree there is no business. The Chair or Vice-Chair may direct the Secretary to call a meeting at any time with 14 days notice and an Extraordinary Meeting can be called within 7 days of a request signed by not less than one third of the members of either side.

## **8 AGENDAS, MINUTES AND PAPERS**

- (i) Agendas and minutes will be prepared by the City Solicitor, in consultation with the Chair of the Committee, Head of Human Resources and trades unions, and the City Solicitor will distribute such agenda and minutes to all members of the Committee.
- (ii) Agenda items must be submitted at least 14 days prior to the date of the meeting unless otherwise agreed between the Chair and Vice-Chair of the Committee.
- (iii) The matters to be discussed at any meeting of the Committee shall be stated upon the notice of summoning the meeting.
- (iv) At any ordinary meeting any other business may be considered if admitted by a majority vote of those present on both sides at such meeting.

## **9 FACILITIES**

The Council shall afford the necessary facilities for the trade union representatives to attend the meetings and the cost of stationery, postage and petty disbursements of the Committee shall be borne by the Council.