

Subcommittee Terms of Reference

Title	Joint Consultative Committee (JCC)
Purpose of the committee	<p>The aim of the Joint Consultative Committee (JCC) is to provide a forum in which Board, management and union can work together to ensure staff of AIUK are managed in accordance with best practice, so that staff work effectively for the benefit of the organisation, and maximise their own potential.</p> <p>The context in which the JCC operates is one of mutual respect in the workplace, and this is demonstrated through the behaviour of members of the JCC and the way in which they work together.</p>
Responsibilities	<p>Board members on the JCC operate with delegated responsibility from the Board of AIUK to achieve the Committee's aim and maintain a dialogue with all parties.</p> <p>The JCC should not duplicate the work of other structures or fora, e.g. Joint Negotiating Committee, working groups established in accordance with Agreements. The JCC is not a negotiating body but may be involved in developing policies and agreements prior to formal negotiation, where these have a strategic impact.</p> <p>If there is a need for consultation relating to business transfer, TUPE, or redundancy, the JCC would not take on this role, which would be undertaken through a consultancy mechanism specifically established for that purpose.</p> <p>SPECIFIC RESPONSIBILITIES</p> <ol style="list-style-type: none">1. To discuss AIUK's strategic and operational plans and budgets, including AIUK's Human Resources Strategy, identifying the Human Resource implications and making recommendations.2. To receive reports on major organisational projects or changes planned by AIUK, particularly where these have significant implications for staff, and discuss how these can be carried out effectively.3. To contribute to post implementation reviews of these projects.4. To ensure AIUK complies with relevant current legislation affecting the employment of AIUK staff, and makes appropriate preparation for forthcoming legislation.5. To identify areas of good practice in human resource management in other organisations and consider how these could be applied in AIUK.6. To produce an annual report to the Board on employee relations, which includes management information and an evaluation of the effectiveness of key HR policies such as equal opportunities, disciplinary, harassment. (The report will be prepared by HR).
Composition and co-option	<p>The JCC is made up of representatives of the Board, Senior Management Team, and the Trade Union.</p> <p>The maximum numbers are: 3 Board members (one of whom will be the Treasurer) 4 Trade Union Representatives 2 members of SMT</p> <p>However, others may be invited to attend by agreement of the JCC, for example union paid</p>

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	<p>officials, other members of SMT, Chair of the Board etc.</p> <p>Trade Union and SMT representatives will be nominated by their respective groups. Board members will be nominated to the JCC by the Board at the Board Meeting immediately following the AGM. The three Board nominees would be elected by the Board for three year terms, with one member retiring each year (eligible for re-election) to allow continuity and return on investment in training.</p> <p>It will be the responsibility of the Board to ensure there are sufficient Board members at any time.</p> <p>A Chair of the JCC will be appointed by the Board members, and will always be a member of the Board.</p>
Quorum	<p>The minimum numbers for the JCC to be quorate are:</p> <ul style="list-style-type: none">2 Board Members2 Trade Union Representatives2 members of SMT
Meetings	<p>The JCC will meet three times a year, and this will be timed to fit in with the Board cycle, so that the Chair of the JCC reports back to the Board regularly.</p> <p>Meetings will take place approximately 3 weeks before the relevant Board Meeting to allow time for minutes to be circulated and agreed.</p>
Minutes / Committee Reports	<p>An agenda will be drawn up before each Meeting by the Chair of the JCC in conjunction with the Director and the Union Representatives, and this will be sent to all those attending at least ten working days before the Meeting.</p> <p>Draft minutes will be circulated within 5 days of the Meeting to a nominated representative of the Board, Union and SMT for agreement, before going to the Chair of the Board.</p>
Secretary	<p>A minute-taker will be present at all Meetings, unless the JCC agrees otherwise.</p>
Review	<p>These Terms of Reference will be reviewed annually. Any changes that are considered necessary will be recommended to the Boards for approval.</p>