

## LOCAL JOINT PANEL

### 1 The Role and Function of the LJP

To help to promote good industrial relations through effective communication. To enable the employers to inform employees on matters which concern them. To enable staff representatives to raise employment issues on behalf of its members with the employers.

The objectives of the LJP are:

- 1.1 To bring together employers and staff in consultation with the mutual objective of developing and maintaining an efficient service providing value for money.
- 1.2 Where this is the most appropriate avenue to afford a regular basis of consultation and negotiation on matters relating to industrial relations, productivity and working and other arrangements and terms and conditions of employment which are not negotiated under more extensive bargaining arrangements at national, regional or other agreed local levels (this includes the Single Status consultations and agreements).
- 1.3 To secure the largest possible measure of agreement in relation to the relevant Conditions of Service of the Council.
- 1.4 To act in accordance with and fulfil the role outlined in Stage Three of the Procedure in the even of a Collective Dispute as stated in the Collective Disputes PPN, Number 56.

### 2 Membership

The Panel shall be made up of:

- Three Members of Uttlesford District Council, to be appointed annually on the nomination of Group Leaders from the three largest political Groups in Council. **In addition, each participating political Group may nominate a substitute member.**
- Three named Staff Representatives appointed by the officially recognised union(s).

Either party may arrange for one or more temporary internal 'advisers' from a Service which may be the subject of discussion, to attend for individual agenda item(s) only.

In addition, the Chief Executive, and a representative from the HR Partnership may attend.

### **3 Meetings**

Scheduled meetings are to be held four times annually, dates to be agreed in advance. Other formal meetings may be called, by either Unison or Members, if necessary.

A meeting shall be called within seven days of the receipt, by the Chief Finance Officer, of a request in writing by either party.

Ad hoc informal meetings may be arranged as and when agreed.

Chair: The chairmanship of the Meetings shall alternate annually between Members and Unison representatives. The incoming new Chairman will take up office at the May meeting.

If unable to conduct the meeting (or a part thereof), the Chairman shall appoint a replacement from the available members of their party of this committee.

#### **3.1 Conduct of Meetings**

- 3.1.1 Two-thirds of the named Members and two-thirds of the named Employee Representatives together constitute a quorum.
- 3.1.2 The employers will provide reasonable facilities for the conduct of the meetings, which will be held during normal working hours.
- 3.1.3 The employee representatives on the committee shall be paid at their ordinary rate for time spent at meetings.
- 3.1.4 The Agenda, as agreed by both parties, shall be prepared by Democratic Services and circulated to each member, not later than three working days before a meeting. Business other than that on the agenda may be introduced at the request of either party, subject to the agreement of the other.
- 3.1.5 During meetings, either side may call for a break in order to try to reach an agreement or develop a solution.
- 3.1.6 The Committee shall not have power to make a recommendation which conflicts with the powers or decisions of the National, Regional Council or any other agreed body which has been given authorisation to take decisions relating to industrial relations, Terms and Conditions of Service or employment-related issues, as defined in 1.2 above.

## Appendix A

- 3.1.7 In the event of any matter arising upon which the Committee cannot agree (or if the Authority does not accept the Committee's recommendation), and where no settlement can be achieved between the authority and officials of the Union(s) concerned, the matter may thereafter be referred by either side to the Regional Joint Secretaries, provided it falls within their remit.
- 3.1.8 The LJP must refer all recommendations and proposals to the appropriate Committee of Uttlesford District Council, for its approval, or otherwise.