



**Corporate Policy and  
Resources Committee**

**8 November 2018**

**Subject: Review of JSCC Terms of Reference**

Report by:

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Purpose / Summary:

To review the terms of reference for Joint Staff  
Consultative Committee (JSCC).

**RECOMMENDATION:**

To adopt the recommendation from the Joint Staff Consultative Committee (JSCC) for the quorate membership to be 2 Councillors, and either 1 staff member or union representative.

## IMPLICATIONS

**Legal:** None

**Financial :** FIN/120/19

There are no changes which impact the finances of the council

**Staffing :** None

**Equality and Diversity including Human Rights :**

West Lindsey District Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**Risk Assessment :**

**Climate Related Risks and Opportunities :**

**Title and Location of any Background Papers used in the preparation of this report:**

None.

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

**No**

**x**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**No**

**x**

# 1 Background

- 1.1 During a committee meeting in July 2018 it was requested by JSCC that the People and OD Team Manager look at future terms of reference for the Committee.

This is due to circumstances as shown below:

|             |            |                                  |
|-------------|------------|----------------------------------|
| 7 Sept 2017 | Cancelled  | No union rep                     |
| 5 Oct 2017  | went ahead |                                  |
| 23 Nov 2017 | went ahead |                                  |
| 18 Jan 2018 | Cancelled  | limited business & Chairman away |
| 29 Mar 2018 | went ahead |                                  |
| 31 May 2018 | Cancelled  | No union rep                     |
| 5 July 2018 | went ahead |                                  |
| 6 Sept 2018 | Cancelled  | No staff rep                     |

- 1.2 Constitution - The **Corporate Policy & Resources** Committee as the principal committee of the council is responsible for:

1. The formulation (but not the adoption or approval) of:
  - (a) The Policy Framework
  - (b) The budget and
  - (c) The council's objectives and priorities
2. The control and management of resources, including land, property, finance and staff to further the council's objectives.

- 1.3 Constitution – The **Joint Staff Consultative** Committee is a non-decision making sub-committee where policies are discussed before recommending their support to CP&R committee.

1. To establish regular methods of communication and negotiation between the council and employees of the council, in order to prevent differences and to adjust them should they arise, always provided that no question of individual discipline, promotion or efficiency shall be within the scope of the committee.
2. To consider and advise on any relevant matter referred to it by any committee of the council, or by any of the employee groups represented on the consultative committee.
3. To make recommendations to the CP&R committee as to the adoption of policies affecting employee interests (except those relating to the terms and conditions on which they are employed) or on any other matter referred to it.

4. The JSCC may submit for consideration by, and the advice of, the appropriate national or provincial negotiating body established to deal with National Scheme of Conditions and Service affecting employees.

- 1.4 Benchmarking with councils in the local area shows that there are a number of options used to engage with staff and unions and ultimately agree policy decisions affecting staff.
- 1.5 Some councils continue with their JSCC in line with how West Lindsey District Council (WLDC) currently do. Some councils have disbanded their JSCC and now hold forums with unions and management team and policy decisions are made by Head of Paid Service.
- 1.6 The impact of not holding a JSCC is minimal as the meetings are used for consultation on policies which have already been drawn up and Unison and staff reps will have already seen them. However they are a useful forum to engage in discussion.
- 1.7 There has not been a Unison Representative employed by the council since The Energy and Climate Officer left in 2017. Unison have tried to encourage other staff to become Unison representatives however they have had no take up as yet. Currently one member of staff comes to JSCC on Unison's behalf.
- 1.8 There are currently 2 staff reps within the council. The September meeting of JSCC was cancelled due to holiday and absence of both staff reps; unfortunately on the last round of staff representative engagement no staff put themselves forward as reserves for JSCC. We will go back out and ask for reserves as a 'just in case'.

**There are a number of options which have been considered:**

Option 1

Disband JSCC (constitutional change) and engage with union and staff reps more directly.

Option 2

Reduce the frequency of JSCC meetings to ensure business and the likelihood of attendance.

Option 3

Change the terms of reference to show that quorate would be 2 councillors, and either 1 staff /union rep.

**Option 3 has been considered and recommended by JSCC with support from Members, Staff and Unison Representatives.**