

Implementation Executive Employees' Joint Consultative Committee

Constitution

Purpose

To provide a single mechanism for the consultation arrangements for the LGR transition covering employees covered by the NJC for Chief Officers, NJC for Local Government Services, NJC for Youth Workers and NJC for Craft Workers.

Title

Implementation Executive Employees' Joint Consultative Committee (IEEJCC).

Function and Status

To provide a forum for information and consultation between the Implementation Executive and representatives of employees in County, Districts and Boroughs about:

- the transfer of staff to the new Council
- the structures of the new Council and implications for employees including redundancy and compensation arrangements
- conditions of service and remuneration on transfer
- the terms and conditions, policies and procedures for employees of the new Council leading up to vesting day
- items forwarded from the Joint Implementation Team (JIT) and Implementation Executive(IE) which fall within the remit of the IEEJCC
- items forwarded by recognized trade unions representing employees covered by the IEEJCC

The IEEJCC will support and assist in delivering on the principles outlined in the Shropshire LGR Managing People Protocol.

The Committee will have no executive authority.

The Committee will be a sub Committee of the Implementation Executive.

Membership

Employer's Side

The group will be made up of members from the Implementation Executive:

Shropshire County Council	5 members (Chair of IE, HR
Portfolio Holder plus 3 other Members from the Administration)	
Bridgnorth District Council	1 member (Leader of the Council)
North Shropshire District Council	1 member (Leader of the Council)
Oswestry Borough Council	1 member (Leader of the Council)
Shrewsbury & Atcham Borough Council	1 member (Leader of the Council)
South Shropshire District Council	1 member (Leader of the Council)
Total	10

Employees Side

5 lay (employee) Trade Union representatives from Shropshire County Council and 1 lay (employee) Trade Union representative for each District /Borough Council (total 10).

Advisors

The following advisors to the Committee will be invited to attend:

- Full time officers for Unison, GMB, UNITE, and UCATT
- Chair Joint Implementation Team
- The Head of HR & Development (Shropshire County Council) or their nominee
- Vice Chair Joint Implementation Team or their nominee
- The Employee Relations Manager (Shropshire County Council)
- Full time officers for CYWU where matters pertaining to Youth and Community Workers are under discussion.
- Relevant full time trade union officers will also represent matters relating to school based staff (non teaching) in the unlikely event that these are under discussion.

Management of the Committee

A Chairperson and Vice Chairperson will be appointed by the IEEJCC at the first meeting (of each year it is in operation). If the Chairperson appointed is a member of the IE then the Vice Chairperson will be appointed from the Employee's side and vice versa. The Chair person of the meeting will not have a casting vote.

The Employers' side will provide secretarial services for the IEEJCC.

Dealing with Disputes

Where it has not been possible for a matter to be resolved jointly by both sides, the matter will be referred to the Joint Secretaries of the West Midlands Provincial Council for arbitration, provided both sides agree to this.

Roles and Responsibilities

The remit of the group will be to:

- work together in a constructive manner to develop policies and procedures related to transfer arrangements for the new Council (excluding teachers).
- deal with any policy or procedural issues relating to post vesting day where decisions are required prior to the implementation of the new authority e.g. contractual arrangements for the successor authority which will need to be issued to new staff ready for them to commence from 1 April 2009.
- ensure that the policies and procedures are representative and meaningful for all County, District, and Borough Council employees involved in the transfer to the new Council.
- to submit major policy decisions to the Resources Committee and or as appropriate the Implementation Executive for final ratification.
- ensure that any policies or procedures comply with the requirements of the Staff Transfer Regulations/Implementation Orders

Meetings

The IEEJCC will meet every 3 months or more frequently if business dictates and until the vesting day for the new Unitary Authority.

Matters for discussion at the meetings will be stated on the agenda issued by the Employers' Secretary.

The agenda and appropriate papers will be circulated electronically to each representative 5 working days before each meeting.

Items on the agenda will be public unless there is a justifiable reason for an item to be exempt e.g. contains personal data identifiable to an individual.

Urgent items of business arising after the dispatch of the agenda will only be allowed by prior notification and approval of the Chairperson.

Meetings will take place at the Shirehall, Shrewsbury, during the working day and provision will be made to enable each side to hold pre meetings of members as required.

The quorum of the meeting will be five members from the Employees side and five from the Employers side.

Reporting/Communication

The content of the meeting may be reported to the Resources Committee and/or the Implementation Executive and any appropriate Committee of the County/District and Borough Councils as determined by JIT/IE.

It will be the responsibility of elected trade union representatives to consult with their members on the items due for discussion at each Committee meeting so they can attend the meeting and represent their member's views.

Committee consultations will be reported back to employees using the arrangements available within District/Borough and the County Council, e.g:

- The agreed minutes of the Committee will be posted on respective authority's intranet sites.
- Regular articles published in staff newspapers/briefing notes.
- Notice boards