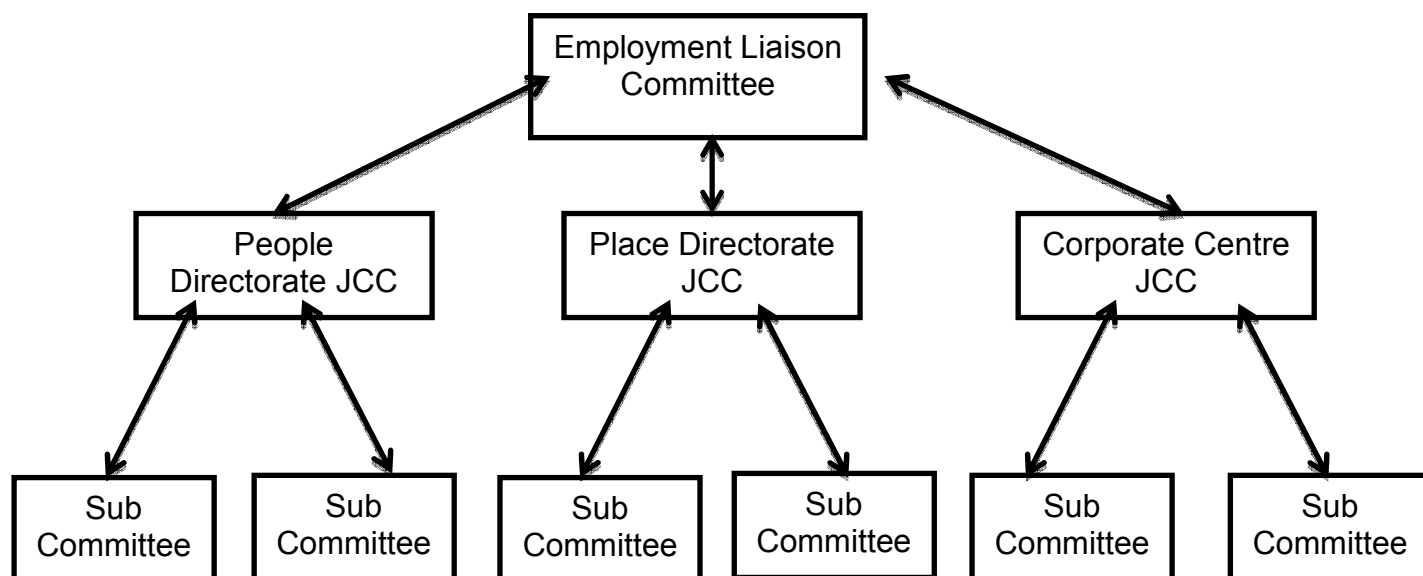


DIRECTORATE JOINT CONSULTATIVE COMMITTEES (JCCS)

Meeting purpose and outline



Plymouth City Council has a number of committees in place to consult with trade unions and staff. A summary of these committees and how they fit together is shown below.



Over-arching principles

- Open, honest and timely communication.
- Joint working and co-operation.
- Active participation and commitment to delivering agreed actions.
- Delivering the best outcomes for citizens and staff.

Directorate Joint Consultative Committees (JCCs) - purpose

The JCC meetings are a discussion forum for management and trade unions. They are an important mechanism for getting information and feedback to and from staff. The meetings are an opportunity to share information, discuss directorate and corporate performance (present and / or future), discuss directorate and corporate issues (present and / or future) and to work jointly to resolve any issues that arise.

Any issues tabled for discussions at the JCC need to be raised in a timely manner and be relevant to the directorate or the departments it contains.

Directorate Joint Consultative Committees (JCCs) - logistics

- Frequency - these meetings are held quarterly and feed in to and from the Employment Liaison Committee.

- Chair – the meeting is normally chaired by the relevant Director or one of the Assistant Directors.
- Attendees –
 - Management - the senior management team for the directorate, Finance lead, Health and Safety Adviser, Head of HR / Senior HR Adviser, other management attendees as required.
 - Trade unions – the Lead Representative for each main recognised trade union (Unite, GMB and Unison + Schools unions for People directorate), one local trade union representative per union per department.

Directorate Joint Consultative Committees (JCCs) – standing agenda items

1. Welcome and apologies
2. Actions and matters arising from the last meeting
3. Issues escalated from sub-committees (if applicable)
4. Directorate and department updates (including financial and performance updates as appropriate)
5. Health, Safety and Wellbeing update
6. Other agenda items as requested
7. Any items to escalate / carry forward to the Employment Liaison Committee.

Department sub-committee(s)

- Directorate JCCs may decide there is a need for departmental sub-committees to meet separately and more frequently to discuss local issues (eg. health and safety issues, operational issues).
- The establishment of any sub-committees should be discussed and agreed at the directorate JCC meetings held in June 2012.
- Frequency - departmental sub-committees should be scheduled to take place between directorate JCCs. Suggested timing is between monthly to 6 weekly, but to suit the needs of the department.
- Sub-committees should be chaired by the relevant Assistant Director or a nominated deputy (normally a Head of Service). At the first meeting a framework for discussions and attendees should be agreed. The sub-committee should feedback to the Directorate JCC on an 'as and when basis'.