

Joint Negotiation and Consultation Committee

(a committee that reports to the Vice-Chancellor or nominee)

Introduction

The Joint Negotiation and Consultation Committee (JNCC) seeks to support the aims of the Partnership Agreement between the University and its recognised Trade Unions.

The JNCC provides a means whereby the University and its recognised Trade Unions can receive information and discuss, consult or negotiate about matters of common interest (in line with the Recognition Agreement).

Terms of reference

- (i) ***Information***: the JNCC will discuss information about significant developments at the University or within the higher education environment which may, directly or indirectly, come to impact on University employees.

Examples could include:

- future plans, strategic developments and/or major initiatives at the University;
- reports about business indicators (for example finance and student recruitment);
- information about discussions and/or decisions taken at Senate or Council;
- national developments in higher education, particularly related to policy, pay bargaining, pensions, student fees and recruitment.

- (ii) ***Negotiation***: the JNCC will act as the umbrella body for all negotiations. The JNCC will normally initiate negotiations, establish negotiating sub-groups and agree their terms of reference. The Committee will receive reports on the progress and the outcomes of all negotiations. Where appropriate the JNCC will agree the outcomes and pass them for formal ratification via Trade Union and University governing structures. Where agreement and ratification has occurred outside of the JNCC cycle, the Committee will formally record these.
- (iii) The JNCC may also, by agreement mandate specific matters for further discussion or consultation to the Communication and Consultation Meetings, however any proposed outcomes would need to be agreed by the JNCC (or where appropriate by the Joint Chairs).
- (iv) If the need arises to initiate negotiations outside of the JNCC cycle of meetings (and where not previously agreed) the arrangements for negotiations will be signed off via correspondence with the trade unions and other relevant parties.
- (v) ***Consultation***: will normally concern significant matters at a University level which may, directly or indirectly, impact University employees.
- (vi) Consultation about operational matters (for example the review and updating of existing policies and procedures) will **take normally take place at the Communication and Consultation Meetings**. Where appropriate the JNCC will receive reports about the outcomes of such consultations.

- (vii) At the meeting of the JNCC in the Summer Term, the Committee will review progress made during the current academic year and the effectiveness of its operation. It will also identify and prioritise matters to be dealt with in the next academic year in so far as these can be identified in advance. When considering such matters consideration will be given to the University's Strategic Plan, the People Strategy and implementation plans, the Policy Development Framework, legislative changes and any matters identified by the Trade Unions.

Ratification and Endorsement of Agreements

All negotiations related to changes to terms and conditions of employment will be dealt with by the JNCC.

The normal expectation is that members of both sides will have the ability to make commitments on behalf of the stakeholders, subject to any further consultation or ratification required via their normal governance structures.

Where agreement is ratified by all sides it will become binding.

Where agreements concern contractual matters, they will take the form of collective agreements for the purposes of changing individual contracts of employment.

Committee Composition

The Committee will comprise up to six members from the University and six members from the campus unions.

Representing the University

Deputy Vice-Chancellor (University Chair)
Chief Administrative Officer and Secretary
Director of Human Resources and Organisational Development
Up to 3 other University managers or Human Resources representatives with relevant interest or expertise.

Representing the campus trade unions currently recognised

Up to 6 representatives drawn from the recognised Trade Unions, normally 2 from each union.

All members will be University employees.

Full-time Trade Union officers may attend meetings for specific items with reasonable advance notice.

The University will appoint a Secretary for the Committee.

All parties shall confirm its main representative(s) on an annual basis and inform the other parties of any permanent changes in the interim. The need for some flexibility of representation is recognised as long as members are properly briefed and continuity is maintained.

Procedure

The Committee will meet once a term. The Committee may also schedule additional, exceptional meetings should the need arise.

The Chair of the Committee will alternate between a University member and a Trade Union member.

Meetings shall be judged to be quorate if one representative from each union and three University members are present. However a meeting may also proceed in the absence of one of the Trade Unions with the prior written agreement of that union.

Proposed agenda items for meetings will normally be made available to the Secretary four weeks before JNCC meetings take place so that the final agenda can be agreed by the Joint Chairs and sent out (with accompanying papers) at least two weeks before each meeting of the JNCC.

The agenda will also allow for any urgent matters that have arisen after the agenda has been sent out as long as they are notified to the Secretary a minimum of 48 hours before the meeting.

The Secretary will produce draft minutes of meetings and these will be agreed by the relevant Chairs before submission to the next JNCC meeting for formal approval.

The Committee will report directly to the Vice-Chancellor via the Director of Human Resources and Organisational Development.