

**Birmingham and Solihull Mental Health Foundation Trust**

**Joint Negotiating Consultative Committee (JNCC)**

**Terms of Reference**

**Attendees:**

For the management team: the Chief Executive, Director of Resources, Director of Nursing, Deputy Director of Workforce and Inclusion and the Head of HR Operations.

For the trades unions: each of the recognised trade's union (UNITE, UNISON and RCN) hold 2 seats per trade union. With a further 2 seats available to the professional associations. For the meeting to be quorate there needs to be 3 management side representatives and 3 trades unions representatives with all three of the main trades unions present. Full Time Officers may also attend on request

**Frequency of Meeting:** Bi-monthly, the first Wednesday on every second month with an operational discussion taking place on an alternate monthly basis, this is reported to the JNCC and can inform the agenda appropriately.

**Purpose of the JNCC meeting:** consult with the trades unions on Trust strategy, key decisions; including the business plan, budget, organisational change matters and employment issues.

The Trust recognises and values its relationship with the trades unions seeks to work in partnership to strengthen this commitment. JNCC is a significant component of the consultation arrangements and is the trades unions opportunity to question and challenge on the fundamental issues affecting the Trust

This is very much a strategy meeting with the key stakeholders, with the operational matters which follow as a result, are subject to a regular monthly meeting which is attended by senior operations managers. This meeting's foundations are the divisional and zonal employee relations forums, to encourage grass root discussions and to find early local resolution. These forums are central to staff engagement and partnership working.

**Administration:** JNCC is a confidential meeting in order to enable full and frank discussions to take place. Formal minutes of the meeting are made widely available within the Trust for transparency and information sharing. The meeting is administered by the HR department. The agenda items are agreed by the Deputy Director of Workforce and Inclusion and the Trade Union chair. It is expected that both parties will work together to achieve mutual agreement on any outstanding issues including items from the Joint Operational Sub Committee (JOSC) of the JNCC and the Staff Recognition Committee (SRC) of the trade unions. Notes from the JOSC will be shared with JNCC on a monthly basis.