



**MEDICAL LOCAL NEGOTIATING COMMITTEE
TERMS of REFERENCE**

1. The Committee shall be called the Joint Local Negotiating Committee (“The JLNC”) and shall represent and negotiate with management on behalf of all Medical staff employed by the Trust in this capacity.

2. **PURPOSE AND SCOPE**

The Committee will provide a forum for meaningful consultation on all matters that are exclusive to medical and dental staff concerning:-

- i. Application of, or changes to, Medical and Dental Terms and Conditions of service;
- i. Any changes to working arrangements;
- ii. Introduction of, or changes to, any formal policies, procedures or practices in relation to Human Resources and related matters.
- iii. Provide a forum for partnership working with regards to strategic and operational plans or intentions, workforce planning, reward and recognition strategies and organisational development.
- iv. Provide a forum for exchanging views and ideas and promoting good employee relations.
- v. Consultation on any other relevant matters, including those which are of wider application to other staff in the Trust.

The committee will not consider:-

- i. Matters relating to Health and Safety at work (since these already fall within the remit of other forums).
- ii. Matters relating to individual members of staff, or groups of staff in areas such as discipline or grievance.
- iii. Matters associated with Terms and Conditions of employment relating to non-medical staff.
- iv. Matters associated with contracts for the provision of health services between the Trust and its commissioners.

3. **MEMBERSHIP**

3.1 The Core Membership of the Committee shall be as follows:

- i. Elected staff representatives:-
 - 5 Consultant Representatives, one of whom will be the LNC Chair
 - SAS Representative
 - Junior Doctor Representative
 - BMA Representative
 - Other Consultants may be co-opted as and when necessary

Representatives will be elected from nominations requested through the MAC and appointed by the JLNC Committee. Tenure to be agreed determined through LNC Representatives Procedure.

ii. Management representatives to include:-

- The Medical Director
- The CEO
- The Assistant Medical Director (Medical Workforce and Revalidation)
- The Head of Medical Workforce (Human Resources)
- Other Directors may be co-opted as and when necessary.

- 3.2 Where possible, deputies will be appointed to attend meetings in the absence of the core member(s).
- 3.3 The JLNC may, by agreement, invite any other person to attend its meeting. Any such invitee will not be eligible to vote or be counted in a quorum.
- 3.4 The quorum for the JLNC will be four members (two representatives from management and two medical staff representatives) at least one of whom must be the Medical Director or Assistant Medical Director.

4. OFFICERS

- 4.1 The JLNC will be jointly chaired by the Medical Director or, in his/her absence, the Assistant Medical Director and the LNC Chair. The chair will rotate every 6 months between the two Chairs.
- 4.2 Secretarial support for the JLNC (Committee Secretary) will be provided by the Human Resources department, who will provide administrative support and take minutes of the meeting.

5. DECISIONS

- 5.1 The Committee shall decide all matters through agreement between the sides, each side coming to its own position in its own manner.
- 5.2 Where this is not possible, failure to agree will be recorded.

6. FREQUENCY OF MEETINGS

- 6.1 Meetings will normally be held every two months. A schedule of dates and venues will be agreed by the Chairs at the beginning of each year. Facilities will be made available to both sides to meet separately prior to the joint meeting.
- 6.2 Ad hoc meetings may be called by either side in the light of unforeseen or urgent business.

6.3 LNC side representatives will be expected to attend both the LNC pre-meeting and the full joint meetings. If deputies attend the pre-meeting, they will be expected to attend the full meeting.

7 PROCEDURE FOR MEETINGS

8.1 Items for agenda shall be submitted to the Secretary of the LNC no later than 14 days before the meetings. Items of urgency will be accepted under “any other business” with the Chairman’s approval. The Secretary shall circulate the agenda to each member of the committee no later than 7 days before the meeting.

8.2 Notes of meeting shall be agreed by the Chair of the LNC in advance of wider circulation to the full membership and any amendments will be made prior the meeting:-

8.2.1 Notes will be available to the LNC Chair 7 days after the meeting for review.

8.2.2 The LNC Chair will make any comments or corrections to the Secretary within 14 days after the meeting and then circulate to the wider committee for further comments. Final comments from other members should be raised with the Secretary at least 1 week prior to the meeting with a view to them being fully agreed at the meeting.

8 REPORTING ARRANGEMENTS

The JLNC will report into the Trust JNCC.

9 CHANGES

Any amendments to these Terms of Reference shall require approval of both sides of the committee.

10 REVIEW

This agreement will be reviewed 6 months from agreement and 12 months thereafter, or sooner by the specific request of the Trust or the LNC.

Carol Fearnley
Head of Medical Workforce
1st July 2013



Approved by the LNC Committee Chair:-

Approved by the Trust (Chief Executive):-



Date of Agreement:-

12-07-13

