

Birmingham and Solihull Mental Health Foundation Trust

Joint Operational Sub-Committee (JOSC)- HR and Trade Union Meeting - Terms of Reference

Attendee's:

For the HR Team: Head of HR Operations, HR Business Partners and other members of the management team as and when required to support discussions. For the Trades unions: each of the recognised trade's union leads for UNITE, UNISON, RCN, BMA and BDA. For the meeting to be quorate there needs to be at least 1 HR Representative and 3 trades unions representatives, with at least 2 of the 3 main trades unions present. Full Time Officer's may also attend on request

Frequency of Meeting: Monthly, usually the second Wednesday of every month. Notes of this meeting will be shared with the Joint Negotiating Consultative Committee (JNCC) and inform the agenda as appropriate.

Purpose of the JOSC meeting; To undertake meaningful consultation with the trades unions on operational issues such as organisational change, terms and conditions of employment changes/related implementation, policy reviews, staff engagement, other shared aims, introduction of new developments which affect employees, case work, partnership working on new initiatives and case work reviews. Policies will be ratified as agreed through the Trusts Workforce Sub Committee (WFSC) and discussed and negotiated at JOSC in advance of this. Following ratification at WFSC policies will be shared at JNCC/LNC. Any items of dispute are able to be raised at JNCC for further discussion if an agreed solution cannot be reached via JOSC with the outcome included as part of the notes.

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

It is an operational meeting concentrating on working together to address issues at an early stage and deal with matters at a local level as well as find appropriate solutions to shared concerns. These meetings are able to link into the staff engagement forums and be discussed as part of the agenda.

Administration: JOSC is administered by the HR department. The agenda items are jointly developed by both HR and the trade unions. It is expected that both parties will fully participate in discussions with an aim of mutually agreeing resolution to any issues identified. The notes of the JOSC will also be shared with the Trade Union Staff Representation Committee (SRC) as well as the JNCC and circulated to all those forming part of the membership of JOSC irrespective of attendance. There is an agreed circulation list, which is regularly reviewed for accuracy