

## **Joint Operational Sub Committee (JOSC) Terms of Reference**

### **1. Attendee's**

For the Trust- Head of People and Culture, Senior People Partner and People Partners.

For the Trade Unions- each of the recognised Trade Unions (Unite the Union, UNISON, and RCN) holds 2 seats per union. With a further 2 seats available to the professional associations including the BMA.

### **2. Purpose of the JOSC Meeting**

JOSC is the formal sub-committee of JNCC for consultation and negotiation in the Trust. The purpose of the meeting is to discuss operational matters, which affect the day to day working of the Trust, including; organisational change sign-off, discussion around amendments to national terms and conditions, including local amendments, changes in policies and other items agreed by the two joint chairs.

The meeting is a partnership relationship between the Trade Unions and the Trust, working in a transparent way to increase and improve strategic staff engagement. It has the ability to address matters of inconsistency that may have occurred. The agenda for the meeting is driven by a number of 'set' items, which will include organisational change matters, policy developments, overseeing policy implementation, plus current/topical agenda items.

### **3. Meeting Arrangements**

#### **3.1 Quorate**

For the meeting to be able to make decisions there needs to be 3 management side representatives and 3 Trade Unions representatives; with all 3 of the main Trade Unions present.

#### **3.2 Frequency of Meeting**

Monthly, on a mutually agreed day. The JOSC meeting is reported to the JNCC and can inform the agenda appropriately. In between JOSC, a regular update meeting can take place with the People Team, to progress agreed matters of urgency.

#### **3.3 Chair**

The meetings will be chaired on rotation by the Head of People and Culture (or their nominated Deputy) and the Staff Side Chair (or their nominated Deputy).

#### **3.4 Meeting Administration**

The meeting is serviced by the People Team, the agenda items are agreed by the Head of People and Culture (or their nominated Deputy) and the Staff Side Chair (or their nominated Deputy).

Papers to be considered and discussed, must be available 5 working days before the meeting to circulate with the agenda, late papers cannot be considered without joint agreement.