

LOCAL JOINT CONSULTATIVE COMMITTEE

Constitution and Functions

1. **Title**

The Committee shall be called the London Borough of Bromley Local Joint Consultative Committee, hereinafter called the LJCC.

2. **Representation**

The LJCC shall comprise 9 Members of the Council (or such numbers as reflect the political proportionality of the Council), of which number one shall be the Executive Leader or named alternate also from the Executive, one the Chairman of General Purposes and Licensing Committee or named alternate also from the General Purposes and Licensing Committee and one the Chairman of the Main Policy Development and Scrutiny Committee or named alternate also from the Main Policy Development and Scrutiny Committee.

The General Purposes and Licensing Committee at its first meeting appoints them annually after the annual Council meeting. 12 representatives of the Local Authority's employees shall be appointed. 7 of these shall be by election of all employees (2 x Adult and Community Services, 2 x Children and Young People, 1 x Environment and Leisure, 1 x Resources and 1 x Chief Executive's/Legal and Democratic Services), 5 being nominated by the recognised trade unions (currently Unison, Transport and General Workers Union, ACTSS and GMB) and the elected Staff Side Secretary. All members of the LJCC shall retire annually and be eligible for re-appointment.

If a member of the LJCC ceases to be a Councillor or employee of the Local Authority, he or she shall cease to be a member of the LJCC; any employer vacancy shall be filled by the General Purposes and Licensing Committee, the trade union vacancy by the appropriate trade union and the employee representative by the relevant departmental employees.

3. **Chairman**

A Chairman and Vice-Chairman shall be appointed by the LJCC at their first meeting each year. The Chairman shall be a Member of the Council and be elected by the employer side, while the Vice-Chairman shall be from the employee/trade union representatives and be elected by the employee side. The Chairman shall not have a casting vote.

4. **Officers**

Each side shall have secretarial assistance to help co-ordinate the meetings and attendance arrangements.

5. **Functions**

The functions of the LJCC shall be:

- (a) to establish regular methods of consultation and discussion between the Local Authority and its employees in order to prevent differences arising and to develop a co-operative approach to and understanding of work issues wherever appropriate. No question of individual discipline, promotion or efficiency, grading appeal, grievance or other individual matter shall be within the scope of the LJCC;
- (b) to consider any relevant matter referred to it by the Executive or General Purposes and Licensing Committee or by any of the employee representatives or trade union representatives;
- (c) to consider all relevant matters affecting the mutual interest of the Council and their employees and to make recommendation to the Executive and General Purposes and Licensing Committee;
- (d) to discharge such other functions as may be specifically assigned to the LJCC;
- (e) to refer any question coming before it for consideration by and advice of the London Councils. It may inform London Councils of any recommendation of the LJCC which appears to the LJCC to be more than of local interest providing that such a recommendation shall be first approved by the Executive or General Purposes and Licensing Committee before it is submitted to the Provincial Council.

Rules and Regulations

1. The LJCC shall meet quarterly. The Chairman or Vice-Chairman may at any time direct the Committee Administrator to call a special meeting, providing this request is submitted in writing, states the item of business to be discussed and is signed by not less than three members of either side. Any meeting so directed or required shall be convened so as to meet not earlier than seven days and wherever possible, not later than fourteen days after such notification. No other matter shall be considered unless agreed by both sides.
2. The quorum of the LJCC shall be three representatives of the employers and three representatives of the employees: comprising one trade union representative and two departmental representatives who are drawn from two different departments.
3. No resolution shall be regarded as carried unless it has been approved by a majority of the members present on each side of the LJCC. In the event of the LJCC being unable to arrive at an agreement it shall report to the Executive or General Purposes and Licensing Committee.

4. The proceedings of each meeting of the LJCC shall be reported for consideration to the General Purposes and Licensing Committee but before submission the report shall be circulated to the Chairman and Vice-Chairman for comment.
5. The Council shall give the employees' representatives the necessary facilities to attend the meetings. Time off in lieu of the time spent at the LJCC meeting shall be given or overtime at plain time rates.
6. The Chief Executive and the Head of Human Resources and/or their representative(s) may attend any meeting of the LJCC, but they may not vote.
7. Employee representatives will have the right to invite in an advisory capacity not more than two representatives of the particular departments affected by a question under discussion. Similarly, the additional representative(s) shall attend only for the period during which the question is being discussed. In neither situation will these representatives be allowed to vote.
8. External trade union officials or representatives of other employee organisations may also be invited to the meeting, at the agreement of both the employer and employee sides, to discuss a particular issue, but may not vote.
9. At the request of either side, the Committee may consider recommendations for alteration of the Constitution provided that notice of the proposal in this respect shall have been placed on the agenda of the meeting. No such alteration will be effective until approved by the General Purposes and Licensing Committee.

Revised General Purposes and Licensing Committee 25th July 2007.