

Local Joint Committee Constitution – Last Amended 18 May 2001, Minute No 6/01

PEAK DISTRICT NATIONAL PARK AUTHORITY

LOCAL JOINT COMMITTEE

1. CONSTITUTION AND FUNCTIONS

1. Title

The Committee shall be called “The Peak District National Park Authority and Employees Local Joint Committee” hereinafter called the “Local Joint Committee”.

2. Representation

The Local Joint Committee shall comprise nine members of the Authority to be appointed annually and an equal number of its employees. At least two of the employees shall be accredited shop stewards of the Derbyshire Branch of UNISON. All the members of the Local Joint Committee shall retire on **31st July each year 31st July 1979 and annually thereafter**, and shall be eligible for re-appointment.

If a member of the Local Joint Committee ceases to be a member or employee of the Peak District National Park Authority he shall cease to be a member of the Local Joint Committee; any vacancy shall be filled by the Authority or by the employees as the case may be.

Any employee member who is one of the accredited shop stewards of the Derbyshire Branch of UNISON shall cease to be a member after the election of his successor, who shall automatically replace him on the Local Joint Committee.

An Amendment may be made to the representation of the Local Joint Committee at any time on the majority vote of the Committee and subsequent approval of the Authority so long as there is equal representation from both the Authority and the Employees.

Chair:

A Chair and Vice-Chair shall be appointed by the Local Joint Committee at its first meeting after the Authority’s Annual Meeting in each year. If the Chair appointed **be is** a member of the Peak District National Park Authority, the Vice-Chair shall be appointed from the employees’ side, and vice-versa. The Chair of a meeting may vote with the meeting but shall not have a casting vote.

Officers

In addition the following will be entitled to attend all meetings of the Local Joint Committee. They will not be entitled to vote but may speak at the invitation of the Committee.

- (a) A Secretary to be appointed by the Committee on an annual basis. The Secretary shall attend all meetings if possible, but a deputy may be appointed to convene and attend meetings in the Secretary’s absence.
- (b) **~~The National Park Officer or his/her Assistants~~ The Head of Paid Service or their representative.**

- (c) The Head of Human Resources.
- (d) The Safety Officer.
- (e) Full-time Trade Union Officers.
- (f) Employer representatives
- (g) Other employees or members at the invitation of the Committee if a particular matter affecting them is on the agenda.

The Role of the Secretary

- (a) **Setting the dates of meetings and arranging accommodation**
- (b) **Gathering items and papers for the agenda**
- (c) **Circulating meeting notices and agendas**
- (d) **Providing procedural guidance and support to the Chair and Committee during and outside meetings**
- (e) **Producing and publishing minutes of meetings**
- (f) **Dealing with correspondence concerning the Committee**
- (g) **Taking action on matters as instructed by the Committee**

3. Functions

The functions of the Local Joint Committee shall be:

- (a) To establish regular methods of negotiation and discussion between the Authority and its employees, in order to prevent differences and to resolve them should they arise. No question of an individual's grading shall be within the scope of the Local Joint Committee.
- (b) To consider any relevant matter referred to it by a Committee of the Authority, or by any representative meeting of the Employees.
- (c) To consider matters relating to the application of the terms and conditions of service and to the education and training of Employees of the Authority.
- ~~(d) **To receive and seek to settle grievances referred to the Local Joint Committee under the Authority's staff grievance procedure. (It is suggested that this is deleted as this is no longer an option in the current grievance policy (approved in February 2011))**~~
- (e) To consider any matters referred to the Local Joint Committee by the Health and Safety Committee set up under Safety Representatives and Safety Committee's Regulations 1978 by S.2(7) of the Health and Safety at Work etc. Act 1974. The constitution and functions of the Health & Safety Committee are shown in the Schedule attached to this Committee's Constitution and Functions.
- (f) The Local Joint Committee may refer any question coming before it for consideration by, or for the advice of, the East Midlands Regional Joint Council. It shall inform the East Midlands Regional Joint Council of any decision or

recommendation of the Local Joint Committee which appears to the Local Joint Committee to be of more than local interest. Any recommendation to be referred to the East Midlands Regional Joint Council shall be approved by the Authority and by a representative meeting of the appropriate Trade Union, prior to its submission.

- (g) Some matters must be referred to the East Midlands Regional Joint Council under the provisions of the Scheme of Conditions of Service. These matters will be excluded from the functions of the Local Joint Committee.
- (h) To discharge such other functions as may, from time to time, be specifically assigned to the Local Joint Committee.

2. RULES AND REGULATIONS

1. The Local Joint Committee shall meet as required but not less than twice a year. The Chair or Vice-Chair may direct the Secretary to call a meeting at any time. A meeting shall be called within ten days of the receipt of a request signed by not less than four members of either side. The matters to be discussed at any meeting of the Local Joint Committee shall be stated in the notice summoning the meeting. Any other business may be considered if admitted by a majority vote of those present at the meeting.
2. The quorum of the Local Joint Committee shall be four representatives of each side, subject to para 8 below.
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 Local Joint Committee.
4. Normally decisions of the Local Joint Committee shall be binding on the Authority and on the employees of the Authority. In some cases, however, either side may determine a matter to be a "major issue" while the matter is under discussion. A "major issue" shall be the subject of a recommendation to the Authority and/or the Branches of the appropriate Trade Union. If this recommendation is approved it shall be binding on both the Authority and its employees.
5. In the event of either (a) the Local Joint Committee being unable to arrive at an agreement, or (b) the Authority or the appropriate Trade Union disagreeing with a recommendation of the Local Joint Committee, the matter in dispute shall be referred to the East Midlands Regional Joint Council. This complies with the constitution of the East Midlands Regional Joint Council.
6. The proceedings of any meeting of the Local Joint Committee shall be reported to the appropriate Committee of the Authority and to the Trade Unions concerned. This report shall be signed by both the Chair and Vice-Chair of the Local Joint Committee.
7. The Local Joint Committee shall not arrive at any agreement which conflicts with the policy or recommendations of the East Midlands Regional Joint Council.

~~8. Grievances referred to the Local Joint Committee shall be heard in the following manner:~~

- ~~1. The Committee shall convene a panel consisting of at least 3 members of each side, including the Chair and Vice-Chair.~~
- ~~2. The Panel appointed shall follow the rules of natural justice in hearing the grievance, but its proceedings shall be private.~~
- ~~3. The decision of the Panel shall be reduced to writing and served on both parties.~~

(It is suggested that this is deleted as this is no longer an option in the current grievance policy (approved in February 2011))