[X] JLNC constitution

## Title

* 1. The committee shall be called the [X] joint medical and dental staff local negotiating committee (JLNC, hereinafter ‘the committee’).

## Terms of reference

* 1. The role of the committee shall be to negotiate and agree:
     1. terms and conditions of service, working arrangements, policies and procedures relevant exclusively to medical and dental staff in the trust, including arrangements for the application of national terms and conditions of service;
     2. such working arrangements, policies, procedures and other matters not exclusively relevant to medical and dental staff where these nevertheless impact the terms and conditions of service of medical and dental staff.
  2. The committee will also be the forum through which the employer will, where appropriate, formally consult with medical and dental staff on relevant matters, including those of wider application to the staff of the trust.
  3. The BMA staff side local negotiating committee (LNC) will have sole collective bargaining rights and will be the only body recognised by the employer for these purposes.

## Membership

* 1. Membership of the committee shall be as follows:
     1. Up to [X] representatives of all categories of medical and dental staff within the employer, drawn from the staff side LNC.
     2. Up to [X] representatives of the management of the employer including the human resources director, and the medical director.
     3. The BMA industrial relations officer (or equivalent BMA officer).
     4. If or when the employer employs GPs, a representative of the statutory local medical committee (LMC) shall be entitled to attend meetings of the committee.
  2. Where possible, deputies will be appointed to attend meetings in the absence of the principal member(s).
  3. The committee may by agreement invite any other person to attend a meeting of the committee. Any such invitee will not be eligible to vote nor counted in a quorum.
  4. The employer’s guardian of safe working hours shall have a standing invite to meetings of the committee. Given the independent nature of this role they will not be eligible to vote nor counted in a quorum.

## Officers

* 1. [The committee shall appoint a chair and deputy chair annually. These positions will rotate between the management and local negotiating committee members annually. / The role of chair shall alternate between the management and staff side LNC members at each meeting.]
  2. The committee will appoint a secretary who will agree agendas and minutes with the LNC chair. The management side secretary will be responsible for administrative arrangements.

## Decisions

* 1. The committee shall decide all matters through agreement between the sides, each side coming to its own position in its own manner.
  2. Where this is not possible, failure to agree will be recorded and the status quo will be held until such time as the dispute is resolved.

## Meetings

* 1. The committee shall normally meet [bi-monthly / quarterly] and written notice of the date, venue and agenda shall be circulated in advance.
  2. A special meeting of the committee must be called at the written request of three members.
  3. The quorum for a meeting shall be [X] members on each side.

## Changes

* 1. Changes to the constitution may only be made by agreement of the committee. There will normally be a 6 month notice period for changes, unless otherwise agreed.

## Document approval

This document is approved by the signatories below.

Date of approval:

…………/…………/…………

On behalf of the employer:

……………………………………………………… **Chief executive**

On behalf of the LNC:

……………………………………………………… **Industrial Relations Officer**