

Confidential

Joint Negotiating and Consultative Committee

Terms of Reference

Purpose

The committee will be a place for representatives to raise issues, both positive and negative, and make suggestions relevant to the employees at The Place. It will provide an opportunity for management to consult with the wider staff body on aspects of their employee experience and engage in discussion regarding future developments of The Place.

Scope/Operation

The committee will focus on strategic issues affecting the business, rather than the minutiae of the day to day. Any issues raised out of scope will be heard and directed to existing cross organisation groups and established committees for action.

For reference the other cross organisation groups are

- Resources, Environment and Projects – remit operational matters, ACE Investment Principle - Environmental Responsibility, 5-year Strategic Plan
- Education and Participants – remit Widening Participation, ACE Investment Principle - Inclusivity and Relevance, Access and Participation Plan and 5-year Strategic Plan
- Artists and Audiences – remit artistic commissions and audience development. ACE Investment Principle - Ambition and Quality
- Safeguarding Committee – remit Safeguarding and Prevent
- EDA action group, 5-year strategic plan, ACE Investment Principle, Inclusivity and Relevance
- Research and Knowledge Exchange working group – 5 year-strategic plan and ACE Investment Principle, Dynamism

Issues within the scope of the committee will be:

- Financial performance of The Place/LCDS
- Significant Changes planned to business operations.
- Employee experience
- Employee Pay and Conditions (both salaried and hourly paid)

The committee will report into the HR Committee (Head of HR, Chief Financial Officer and Chief Executive) which reports to the Finance and General Purposes and the Board Remuneration Committee both of which meet 4 times a year and have terms of reference and annual workplans approved by the committees and the Board of Governors

Objectives

- To foster positive employee relations between The Place/LCDS and the recognised trade union and non-union employee representatives by providing an equitable, systematic means of communication between all parties.
- To provide a forum for sharing information on a confidential basis about The Place/LCDS strategic position including financial and other performance, potential future changes to work organisation and arrangements including restructuring and other changes.
- To work in partnership to support a process of continuous improvement for the employee experience at The Place/LCDS.
- To provide space for an open dialogue between The Place/LCDS and its staff.

Values

All communications under this agreement will be conducted in line with The Place's values, mission, and vision and with an awareness of the framework and context of The Place's 5-year business plan [The Place 5-year strategic plan 2024-29 final.pdf](#)

Communications should also be conducted in line with The Place's Equity and Inclusion Principles [Equity and Inclusion at The Place May 24.pdf](#)

Staff are encouraged to engage in discussions regarding governance and compliance responsibilities such as the Corporate Workplan which sets out the sequence of governance meetings in alignment with stakeholder reporting requirements including the Annual Financial Return to Office for Students and the Arts Council England National Portfolio Organisation submissions and the Higher Education Code of Governance - Community of University Chairs "CUC Code" and Charity Code of Governance in a constructive and curious way via this forum.

The organisation commits to listen and take appropriate action to items raised via this forum.

Administration

Agendas will be agreed and circulated two weeks in advance.

Meetings will be accessible, and where possible adjustments will be made to ensure all representative voices can be heard.

All meetings will be held as hybrid with an option to join online

Minutes will be circulated to the membership and a summary shared with the wider Place staff via area Reps.



Membership

SLT Member (Chief Executive, Artistic Director, Chief Financial Officer, Director of Dance Studies)

Head of HR or appropriate deputy

Secretary - HR Officer/Head of Governance

3 Central Services Reps

3 Public Programmes Reps

3 LCDS Faculty Reps (inc UCU Reps)

2 LCDS Admin/Support/Management

Quorum will be at least 1 rep from each group, plus one member of management.

Reps can be salaried or hourly paid staff. Hourly paid staff will be paid at their normal rate for preparation and attendance at meetings.

Meeting frequency

The Committee will meet once every term. From time to time it may be necessary for subgroups to meet more frequently, if mutually agreed by all parties.

Subgroups may sometimes meet to discuss issues which only affect certain groups. These subgroups will only be formed by joint agreement and will report back to the full committee.

LN August 24