

NORTH LANARKSHIRE COUNCIL
REPORT

To: JOINT CONSULTATIVE COMMITTEES	Subject: JOINT CONSULTATIVE ARRANGEMENTS
From: HEAD OF PERSONNEL SERVICES	
Date: 21 June 1996	Ref: AB/IO

PURPOSE OF REPORT

This report sets out the basic joint consultative arrangements agreed by the Council and the trade unions.

DETAILS

The Council have agreed to the establishment of separate Joint Consultative Committees for teachers, APT & C staff and the manual/craft employees. The Committees are serviced by the Department of Administration, Head of Personnel Services and other Directors of the Council's services as required.

The constitutions for the respective Joint Consultative Committees have been agreed and are appended for information.

The elected member representatives of the Council are 9 in total, comprising Councillors Robertson, Gordon, Hogg, McElroy, MacLeod, Martin, Smith, Cefferty and one SNP member.

Both the APT & C and Manual/Craft Consultative Committees would have 9 union representatives and these representatives would likely be provided at the first meeting of the Committees.

In addition to the Council wide joint consultative arrangements, it is likely that the size, complexity and nature of the larger Council services will warrant arrangements for joint consultation between departmental officials and shop stewards at local level.

Currently draft proposals are being formulated for consideration and these will be distributed for comments and observations by the trade unions and officials.

RECOMMENDATIONS

- (1) That the Joint Consultative Committees (APT & C and Manual/Craft Employees) confirm the trade union nominees;
- (2) That a consultative paper be submitted to a future meeting of the JCCs on the arrangements for local joint consultation.

AK BGI

Head of Personnel Services

Encl.

**NORTH LANARKSHIRE COUNCIL
STAFF JOINT CONSULTATIVE COMMITTEE
CONSTITUTION**

(1) Title

The Committee shall be entitled the Joint Consultative Committee for JNC and APT&C Staff, hereinafter called the Staff JCC.

(2) Functions

- (a) To provide opportunities for joint consultation in relation to issues affecting the efficient operation of the Council, always provided that matters of individual salary, discipline, promotion or efficiency will not be within the scope of the Committee.
- (b) To provide a forum for employees to contribute to decisions that directly affect them, referred either by the Council or employee representatives.
- (c) To consider and make recommendations, where appropriate, on the application of the terms and conditions of service and the training and development of Officers of the Council, with the exception of any matters which, pursuant to the provisions of the Scheme of Salaries and Conditions of Service shall be referred to the Scottish Council.
- (d) To provide opportunities for joint consultation in relation to issues connected with health, safety and general welfare of Officers employed by the Council.
- (e) To consider and offer observations on any proposals made by the Council involving substantial administrative re-organisation to the extent to which it affects the employment and conditions of service of Officers employed by the Council.

(3) Membership

- (a) The Staff Joint Consultative Committee shall consist of 18 Members, of whom 9 shall be appointed by the Council and 9 by Organisations representing employees.
- (b) The Employees' Representatives will be appointed as follows:

		<u>Number</u>
(i)	_____	_____
(ii)	_____	_____
(iii)	_____	_____

- (c) It shall be open to the Staff JCC to change its membership to permit the representation of other Trade Unions always provided that there shall be an equal number on both sides.
- (d) The Representatives shall retire biannually with effect from 1 April 1997 and shall be eligible for re-appointment. Representatives shall retire from the Committee on ceasing to be Members of the body by which they are appointed.
- (e) Casual vacancies shall be filled by the body concerned.

(4) **Attendance of Officers**

- (a) The Council's Chief Officials and any full time Trade Union Official from the above named bodies may attend meetings of the Staff JCC and take part in discussion.
- (b) Any Officer or Official taking part in an advisory capacity shall not be entitled to vote on any issue.

(5) **Office Bearers**

- (a) A Convenor and Vice Convenor shall be appointed by the Staff JCC at the first meeting following its constitution or re-constitution.
- (b) When the Convenor is elected from one side of the Committee, the Vice Convenor shall be elected from the other.
- (c) The Convenor shall not have a casting vote.
- (d) The Head of Central Services shall be Secretary to the Committee.

(6) **Meetings**

- (a) The Staff JCC shall normally meet quarterly.
- (b) There shall be circulated with each notice convening a meeting of the Staff JCC an agenda setting out the business of the meeting. No other items of business shall be discussed unless admitted by the majority of Members present.
- (c) Notice of a meeting shall be circulated to Members not less than five days prior to the date of the meeting. Agenda items shall be lodged with the Secretary not less than 8 days prior to the meeting.

(7) **Quorum**

The quorum of the Staff JCC shall be Members from each side.

(8) **Amendment**

The Constitution may be amended with the assent of the bodies named in **Clause 3** above.

NORTH LANARKSHIRE COUNCIL
MANUAL/CRAFT JOINT CONSULTATIVE COMMITTEE
CONSTITUTION

(1) **Title**

The Committee shall be entitled the Joint Consultative Committee for Manual/Craft Employees, hereinafter called the Manual/Craft Joint Consultative Committee.

(2) **Functions**

- (a) To provide opportunities for joint consultation in relation to issues affecting the efficient operation of the Council, always provided that matters of individual wage, discipline, promotion or efficiency will not be within the scope of the Committee.
- (b) To provide a forum for employees to contribute to decisions that directly affect them, referred either by the Council or employee representatives.
- (c) To consider and make recommendations, where appropriate, on the application of the terms and conditions of service and the training and development of employees of the Council, with the exception of any matters which, pursuant to the provisions of the Scheme of Pay and Conditions of Service shall be referred to the Scottish Council.
- (d) To provide opportunities for joint consultation in relation to issues connected with health, safety and general welfare of employees of the Council.
- (e) To consider and offer observations on any proposals made by the Council involving substantial administrative re-organisation to the extent to which it affects the employment and conditions of service of employees of the Council.

(3) **Membership**

(a) The Manual/Craft Consultative Committee shall consist of 18 Members, of whom 9 shall be appointed by the Council and 9 by Organisations representing employees.

(b) The Employees' Representatives will be appointed as follows:

		<u>Number</u>
(i)	_____	_____
(ii)	_____	_____
(iii)	_____	_____

(c) It shall be open to the Joint Consultative Committee to change its membership to permit the representation of other Trade Unions always provided that there shall be an equal number on both sides.

(d) The Representatives shall retire biannually with effect from 1 April 1997 and shall be eligible for re-appointment. Representatives shall retire from the Committee on ceasing to be Members of the body by which they are appointed.

(e) Casual vacancies shall be filled by the body concerned.

(4) **Attendance of Officers**

- (a) The Council's Chief Officials and any full time Trade Union Official from the above named bodies may attend meetings of the Joint Consultative Committee and take part in discussion.
- (b) Any Officer or Official taking part in an advisory capacity shall not be entitled to vote on any issue.

(5) **Office Bearers**

- (a) A convenor and Vice Convenor shall be appointed by the Joint Consultative Committee at the first meeting following its constitution or re-constitution.
- (b) When the Convenor is elected from one side of the Committee, the Vice Convenor shall be elected from the other.
- (c) The Convenor shall not have a casting vote.
- (d) The Head of Central Services shall be Secretary to the Committee.

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- (a) The Joint Consultative Committee shall normally meet quarterly.
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