



To: JOINT CONSULTATIVE COMMITTEES (APT&C) and (Manual/Craft)		Subject: DRAFT REVISED CONSTITUTION
From: HEAD OF PERSONNEL SERVICES		
Date: 1 September 2000	Ref: IW/FMcN/CB	

1 Introduction

- 1.1 This report seeks approval from the Members of the JCC on the attached draft constitution. For ease of reference, the amendments to the existing constitution are shown in italics.

2 Background

- 2.1 At the meetings of the Joint Consultative Committees (APT&C) and (Manual/Craft) held on 11 May 2000 the Trade Unions enquired as to whether there were any proposals to merge both Joint Consultative Committees in view of the Single Status agreement. It was agreed that the Head of Personnel Services would set out proposals for a merged Joint Consultative Committee and review the constitution for submission at the next JCCs to be held on 7 September 2000.
- 2.2 The establishment of a JCC for Local Government Employees would require the Council to review its consultation arrangements in respect of Craft Operatives. The committee will be aware of ongoing negotiations in respect of Public Private Partnerships for current Construction Services DLO functions. The transfer of employees to the new partnerships is expected to take place on 1 January 2001. At that stage, the Craft Operatives will transfer to the new employer.
- 2.3 Following the transfer of the DLO Craft Operatives, there will be few employees of the Council employed on craft conditions and, consequently, it is considered that one JCC could represent all employees' interests, excluding teachers who have separate JCC arrangements at present. It is, therefore, proposed that the implementation date for the revised arrangements be the first meeting of the JCC in 2001.

3 Membership

- 3.1 It is proposed that the trade union side comprises of 9 members and that the trade unions determine the allocation of places across the recognised trade unions representing Local Government employees.

4 Recommendations

4.1 It is recommended that the Committee:-

- i) approves the proposed constitution; and
- ii) agrees that the revised arrangements take effect from the first meeting of the JCC in 2001.

Iris Wylie

Head of Personnel Services

NORTH LANARKSHIRE COUNCIL

JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES

DRAFT CONSTITUTION

(1) Title

The Committee shall be entitled the *Joint Consultative Committee for Local Government Employees*.

(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/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 employees of the Council, with the exception of any matters which, pursuant to the provisions of the *Scheme of Pay/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 the 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 *Joint Consultative Committee for Local Government Employees* 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:-

Trade Union	Number
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Trade Unions to agree breakdown

- (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 aforementioned bodies may attend meetings of the Joint Consultative Committee and take part in discussions.
- (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 Convener and Vice-Convener shall be appointed by the Joint Consultative Committee at the first meeting following its constitution or re-constitution.
- (b) When the Convener is elected from one side of the Committee, the Vice Convener shall be elected from the other.
- (c) The Convener shall not have the casting vote.
- (d) The Head of Central Services shall be the Secretary to the Committee.

6 Meetings

- (a) The Joint Consultative Committee shall normally meet quarterly.
- (b) There shall be circulated with each notice convening a meeting of the Joint Consultative Committee 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) *In relation to all agenda items submitted by the Trade Union side, Members should satisfy themselves that the issue(s) has (have) been raised in the first instance with the service department and, if unresolved, then progressed to the Department of Administration, Personnel Services Division, and only as a final means of resolving the issue should it then be discussed at the Joint Consultative Committee.*
- (e) 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 JCC for Local Government Employees shall be 3 members from each side.

8 Amendments

The Constitution may be amended with the assent of the bodies named in Clause 3 mentioned previously.

NOTE

Items *in italics* are the proposed amendments

Personnel Services Division
30 August 2000