

NORTH LANARKSHIRE COUNCIL

JOINT CONSULTATIVE COMMITTEE FOR LOCAL GOVERNMENT EMPLOYEES

DRAFT CONSTITUTION

(1) **Title**

The Committee shall be entitled the Joint Consultative Committee Manual Employees and Staff hereafter called 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 24 Members, of whom 12 shall be appointed by the Council and 12 by Organisations representing employees.

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

Number

(A) Unison

*Trade Unions to
agree breakdown*

(B) GMB

(C) TGWU

(D) MSF

- (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 business discussed, Members should satisfy themselves that the issue(s) has (have) been raised in the first instance with the service department and 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. The quorum on the trade union side shall not be achieved by members of one trade union only.

8 Amendments

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

Personnel Services Division
14 May 2002