

EAST AYRSHIRE COUNCIL

CABINET - 28 SEPTEMBER 2011

CENTRAL JOINT CONSULTATIVE COMMITTEE – REVISED CONSTITUTION

Report by Executive Director of Finance and Corporate Support

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to seek Cabinet's approval of a revised Constitution for the Central Joint Consultative Committee.

2. BACKGROUND

- 2.1 The current Constitution of the Central Joint Consultative Committee was last reviewed in May 2001. As a result of a number of changes in the Council and Trade Union structures it is necessary to review the Constitution.
- 2.2 The Central Joint Consultative Committee at its meeting on 1 September 2011 noted the revised Constitution and remitted it to Cabinet for approval (Appendix 1)

3. PROPOSED CONSTITUTION

- 3.1 The revised Constitution reflects the changes in the Council and Trade Union structures referred to in para 2.1 above, viz,
- references to Personnel Services replaced with Human Resources;
 - references to full-time Trade Union Convenors deleted;
 - references to Cabinet inserted as appropriate; and
 - references to TGWU and AEEU replaced with UNITE the Union.

4. RECOMMENDATIONS

- 4.1 Cabinet is asked to approve the revised Constitution for the Central Joint Consultative Committee, as provided at Appendix 1

Alexander McPhee
Executive Director of Finance and Corporate Support
22 September 2011

BACKGROUND PAPERS

Nil

Anyone wishing further information on this report should contact Martin Rose, Head of Human Resources (tel: 01563 576092).

Implementation Officer: Martin Rose, Head of Human Resources

EAST AYRSHIRE COUNCIL

CONSTITUTION OF THE EAST AYRSHIRE COUNCIL JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFT OPERATIVES)

1. TITLE

- 1.1 The Committee shall be called "The East Ayrshire Council Joint Consultative Committee (Local Government Employees and Craft Operatives)" hereinafter referred to as "JCC".

2. OBJECTIVES

- 2.1 The objectives of the JCC are to:

- (i) provide a forum and procedure for Council members and Trades Unions to meet on a regular and constructive basis to exchange information and resolve issues of mutual concern where necessary through recommendations to Cabinet; and
- (ii) promote and develop good relations between the Council, Management, employees and their Trade Unions.

3. MEMBERSHIP

- 3.1 The JCC shall consist of 9 members of the Council (4 from the Administration , 4 from the majority opposition party and 1 from the minority opposition party) and 10 representatives from the employee organisations represented on the National Negotiating Committees for Local Government employees and Craft Operatives groups, i.e.

3 UNISON	(Local Government Employees)
3 GMB	(Local Government Employees)
3 Unite the Union	(Local Government employees and Craft Operatives)
1 UCATT	(Craft Operatives)

- 3.2 The employee representatives (recognised shop stewards/safety representatives) shall retire annually at 31 March and may be re-appointed by their Trade Union provided they remain eligible for membership.
- 3.3 If a Member of the JCC ceases to be a Member of the Council they shall cease to be a Member of the JCC. Any vacancy thus created shall be filled by the Council and the Members so appointed shall hold membership for the remainder of the period afforded to the preceding Member. Similar arrangements will apply to Trade Union representatives on the JCC.
- 3.4 Full-time officials of the Trade Unions and officers of the Council may attend meetings of the JCC.
- 3.5 A Trade Union may appoint a deputy (recognised shop stewards/safety representatives) where otherwise they would not be represented in a meeting of the JCC.

APPENDIX 1

4. CHAIR

- 4.1** The JCC shall appoint from amongst its members a Chair and Vice-Chair who shall retire annually at 31 March. If the appointed Chair is a member of the Council, the following year the Chair will be appointed from the Employee Representatives and vice-versa. When the Chair is elected from one side of the JCC the Vice-Chair shall be elected from the other.

5. SECRETARIES

- 5.1** The Committee's secretarial role will be provided by the Head of Democratic Services in accordance with the Council's set arrangements.

6. OFFICERS

- 6.1** The Executive Director of Finance and Corporate Support (or nominee) shall be Clerk to the JCC and shall keep Minutes of Meetings, copies of which will be circulated to all JCC members, all Members of the Council and all Departments for the information of employees.
- 6.2** The Head of Human Resources (or nominee) shall attend all meetings of the JCC in an advisory capacity.

7. FUNCTIONS

- 7.1** The functions of the JCC shall be to:
- (i) establish regular methods of consultation between the Council and its Local Government Employees and Craft Operatives on service conditions which are not specifically determined at national level and other areas of mutual interest. The JCC is not a negotiating forum and neither is it a forum to consider individual grievances, disciplinary matters, disputes or pay related issues except when consulting on the policy aspects of these matters;
 - (ii) secure the greatest possible measure of joint action between the Council and its employees for the development improvements of its services;
 - (iii) encourage the training and developing of Council employees.
 - (iv) consider measures of safeguarding the health, safety and welfare of Council employees;
 - (v) consider references from the Council or Trades Unions and make recommendations to the Cabinet;
 - (vi) refer, as appropriate, any issue for consideration by and advice of the National Negotiating Bodies; and
 - (vii) inform the Council of any JCC recommendation which appears to be of more than local interest, always provided that such recommendation shall be approved by the Council prior to its submission to the relevant national negotiating body.

APPENDIX 1

8. MEETINGS

- 8.1** The JCC shall meet as and when required but not less than 4 times per year.
- 8.2** The matters to be discussed at any meeting of the JCC shall be stated upon the notice calling the meeting, provided that any emergency business may be considered if accepted by general consensus at the meeting, this to be accepted by the Chair and Vice-Chair no less than thirty minutes before the meeting.
- 8.3** The Head of Democratic Services will advise JCC members of the intention to convene a meeting in order that they may submit, in writing, details of matters which they consider should be placed on the Agenda. JCC members will be provided with a minimum of 14 calendar days notice of a meeting and 6 calendar days notice of Agenda items.
- 8.4** A special meeting shall be called within 14 calendar days of receipt, by the Head of Democratic Services, of a requisition signed by not less than 3 members or 3 employee representatives (including a representative of 3 of the 4 recognised Trade Unions). Any such requisition shall include a notice of the business to be discussed.
- 8.5** The minutes of JCC meetings shall be reported to Cabinet but before submission the minutes shall be signed by the Chair or Vice-Chair or in their absence their deputies, a Member of the Council or a Trade Union representative, as appropriate, who were present.

The minute shall be further distributed in accordance with para 6.1 above.

- 8.6** The JCC shall not make any recommendations which conflict with the policy of the National Negotiating Bodies.
- 8.7** The Council shall afford the necessary facilities for the employee representatives of the JCC to prepare items for the Agenda and to attend the meetings.

9. QUORUM

- 9.1** The quorum of the JCC shall be 3 representatives of each side.

10. RECOMMENDATIONS

- 10.1** Recommendations from the JCC shall be submitted to Cabinet for consideration.

11. ALTERATION TO CONSTITUTION

- 11.1** The Constitution of the Central Joint Consultative Committee may be altered by mutual agreement of the Council and the Trades Unions represented.

September 2011