

DRAFT

EAST AYRSHIRE COUNCIL

CONSTITUTION OF A CENTRAL JOINT CONSULTATIVE COMMITTEE (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS)

1. TITLE

- 1.1 The Committee shall be called “The East Ayrshire Council Joint Consultative Committee (Local Government Employees and Craftpersons)” hereinafter referred to as “J.C.C.”.

2. OBJECTIVES

The objectives of the J.C.C process can be summarised as follows:

- 2.1 To 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 through recommendations to the appropriate Committee of the Council.
- 2.2 To promote and develop good relations between the Council, Management, employees and their Trades Unions.

3. MEMBERSHIP

- 3.1 The J.C.C shall consist of eight members of the Council (6 from the Administration and 2 from the opposition) and nine representatives from the employee organisations represented on the National Negotiating Forums for Local Government employees and Craftpersons groups i.e:

3 UNISON (Local Government Employees)
3 GMB (Local Government Employees)
3 TGWU (Local Government Employees **and Craftpersons**)
1 UCATT (Craftpersons)
1 AEEU (Craftpersons)

- 3.2 The employee representatives shall retire annually at 31 March and maybe re-appointed by their Trade Union provided they remain eligible for membership.
- 3.3 If a Member of the J.C.C ceases to be a member of the Council he/she shall cease to be a member of the J.C.C. 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 J.C.C

DRAFT

- 3.4** Full-time officials of the Trades Unions and officers of the Council may attend meetings of the J.C.C at the request of either side, where considered appropriate. Similarly, where the Joint Secretaries agree that consideration of an agenda item would benefit from input from a trade union representative who is not a member of the JCC then the representative will be invited to join the meeting for consideration of that item.
- 3.5** The Trades Unions may appoint a deputy where they would not be represented in a meeting of the J.C.C.

4. CHAIR

- 4.1** The J.C.C shall appoint from amongst its members a Chair and Vice-Chair who shall retire annually at 31 March. If the appointed Chair be 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 J.C.C the Vice-Chair shall be elected from the other.

5. SECRETARIES

- 5.1** The Committee's secretarial roles will be provided by the Head of Personnel on behalf of the Council and by the Trade Union Convenors on behalf of the Trade Unions.

6. OFFICERS

- 6.1** The Chief Executive (or nominee) shall be Clerk to the J.C.C and shall keep Minutes of Meetings, copies of which will be circulated to all J.C.C members, all Members of the Council, all Departments for the information of employees.
- 6.2** The Head of Personnel (or nominee) shall attend all meetings of the J.C.C in an advisory capacity.

7. FUNCTIONS

The functions of the J.C.C shall be: -

- 7.1** to establish regular methods of consultation between the Council and its Local Government Employees and Craftpersons on service conditions which are not specifically determined at national level and other areas of mutual interest. The J.C.C is not a forum to consider individual grievances, disciplinary matters, disputes or pay related issues except when consulting on the policy aspects of these matters;

DRAFT

- 7.2 to secure the greatest possible measure of joint action between the Council and its employees for the development improvements of its services;
- 7.3 to encourage the training and developing of Council employees;
- 7.4 to consider measures of safeguarding the health and welfare of Council employees;
- 7.5 to consider references from the Council or Trades Unions and make recommendations to the appropriate Council Committee.
- 7.6 to refer, as appropriate, any issue for consideration by and advice of the National Negotiating Forums;
- 7.7 to inform the Council of any J.C.C recommendation which appears to be of more than local interest, always provided that such recommendation shall be approved by the Council prior to its submissions to the relevant national negotiating forums.

Footnote

It is emphasised that the JCC is not a negotiating forum. At the date of this constitution the Craftpersons are not part of the national Single Status agreement. The JCC will not encourage their participation in any discussions on Single Status arrangements as the Craftpersons representatives do not wish to participate in any debate on these matters.

8. MEETINGS

- 8.1 The J.C.C shall meet as and when required but not less than four times per year.
- 8.2 The matters to be discussed at any meeting of the J.C.C 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 conducted by the Chair and Vice Chair no less than thirty minutes before the meeting.
- 8.3 The Secretaries of the J.C.C will advise J.C.C 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. J.C.C members will be provided with a minimum of fourteen calendar days notice of a meeting and six calendar days notice of Agenda items.
- 8.4 A special meeting shall be called within fourteen calendar days of receipt, by either of the Secretaries, of a requisition signed by not less than three members or three employee representatives (including a representative of three of the five recognised Trade Unions). Any such requisition shall include a notice of the business to be discussed.

DRAFT

- 8.5** The minutes of J.C.C meetings shall be reported to the Personnel and Property Sub-Committee of the Council, but before submission the minutes shall be signed by the Chair or Vice-Chair or, failing one or other, a representative Member of Council or a Trade Union representative, as appropriate, who was present.

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

- 8.6** The J.C.C shall not make any recommendations which conflict with the policy of the National Negotiating Forums.

- 8.7** The Council shall afford the necessary facilities for the employee representatives of the J.C.C to prepare items for the Agenda and to attend the meetings.

9. QUORUM

- 9.1** The quorum of the J.C.C shall be three representatives of each side.

10. RECOMMENDATIONS

- 10.1** Recommendations from the J.C.C shall be submitted to the Personnel and Property Sub-Committee for consideration

11. ALTERATION TO CONSTITUTION

- 11.1** The Constitution of the J.C.C may be altered by mutual agreement of the Council and the Trades Unions represented.

J.C.C (LOCAL GOVERNMENT EMPLOYEES AND CRAFTPERSONS) GH/LB/18.5.01

AGENDA