

APPENDIX 9 (Annex 1)

EMPLOYEES CONSULTATIVE COMMITTEE

CONSTITUTION AND FUNCTION

1. The Committee shall be known as the Joint Consultative Committee (hereinafter referred to as 'the Committee')
- 1.1 The Committee shall consist of 15 members, 7 of whom (hereinafter referred to as 'the Employer's Side') shall be non-Executive members appointed by the Borough Council and 8 of whom (hereinafter referred to as 'the Employees' Side') shall be employees appointed by the recognised trades unions in accordance with paragraph 13
- 1.2 If a member of the Committee ceases to be a member of the body by whom he/she was appointed to the Committee, he/she shall thereon cease to be a member of the Committee. Any resultant vacancy shall be filled as soon as possible by the Council or trade union as the case may be
- 1.3 Substitute members shall be permitted to attend meetings of the Committee
- 1.4 The Chief Executive, Executive Directors/Heads of Service or their representatives shall attend the meetings of the Committee in an advisory capacity
- 1.5 Subject to due notice being given to the Employees' Side, assistance may be given at any meeting by full time officials of the recognised trades unions
- 1.6 The persons mentioned in 1.4 and 1.5 above shall not have any voting rights.
2. The object and function of the Committee shall be to provide a means of consultation between the Council and the recognised trades unions on matters affecting employees of the Council
- 2.1 The Committee will not consider issues which are normally dealt with as part of the day to day management/employee relationship unless these lines of communication have been exhausted
- 2.2 Either side may request an emergency meeting of the Committee, as necessary
- 2.3 The Committee will not be a substitute for the Council's agreed disciplinary/grievance procedures and will not consider issues affecting a single employee. Such matters will be dealt with by a separate appeal hearing of the Committee

- 2.4 Cancellations of meetings shall only occur with the agreement of the Chairs of both the Employer's and Employee's Sides

3. The Committee shall not have executive powers but be a consultative committee and shall act by way of submitting reports and recommendations to the decision maker

4.
 - (a) The Employees' Side may nominate 2 representatives to attend the decision maker's meetings to be observers on items submitted from this Committee

 - (b) The Chair of the Committee shall be entitled to attend and speak at the decision making committee on items submitted from the Committee

5. The quorum of the Committee shall be 6 comprising a minimum of 3 from both Sides provided always that the Employees' Side may waive their right to 3 representatives

6. The view of both Sides shall be recorded and will be submitted to the decision maker following a vote if necessary

7. The Employer's Side and the Employees' Side shall each appoint its own Chair.

The Chair of the Committee shall be the Employer's Side Chair.

In the absence of the Chair, a Chair for the meeting shall be appointed by and from the Employer's Side.

8. The Committee shall be included in the annual cycle of meetings

9. The Committee shall appoint such working parties as may be necessary to undertake the detailed examination of any matters falling within paragraph 2 above and such working parties shall report thereon to this Committee with their recommendations

10. The Executive Director (Resources and Support Services) or his/her appointed representative shall act as Employer's Side Secretary to the Committee and it shall be their duty to summon meetings and liaise with the Employees' Side Secretary on the administration and order of Committee business. The Employer's Side Secretary shall also be responsible for keeping the minutes, communications, resolutions and recommendations to the parties concerned and to conduct any necessary correspondence on behalf of the Committee

11. The Employees' Side will appoint one of its number to be the Employees' Side Secretary who will liaise with the recognised trades unions and act as co-ordinator for agenda items

12. The following rules shall apply to meetings of the Committee
 - 12.1 Agenda items will normally be supported by a written report
 - 12.2 To enable both sides to prepare written responses, all items will be submitted to the Employer's Side Secretary at least 15 working days prior to the meeting
 - 12.3 The Employer's Side Secretary shall liaise with the Employees' Side Secretary to determine items for the agenda. The agenda for the meeting shall be circulated to the members together with notice convening the meeting. Otherwise than with the consent of the majority of members on both Sides present at the meeting, and other than in exceptional circumstances, business shall not be considered by the Committee which does not appear on the agenda unless, in the opinion of the Chair of the Committee, the matter is urgent
 - 12.4 All reports will be circulated to the members of the Committee at least 3 working days prior to the meeting at which they are to be considered
 - 12.5 Voting shall be by show of hands unless the Committee shall determine otherwise. The Chair of the meeting shall be entitled to vote on all matters, but shall not be entitled to a casting vote
 - 12.6 All communications relating to the work of the Committee shall be addressed to the Employer's Side Secretary

13. The trades unions currently recognised to represent the Employees' Side of the Committee are as follows:

UNISON
General Municipal Boilermakers and Allied Trade Unions (GMB)
Association of Professional, Executive and Clerical staffs (APEX)
Federated Union of Managerial and Professional Officers (MPO)

- 13.1 The Employees' Side seats shall be allocated on the basis of two seats per recognised trades union. The Employees' Side Secretary shall be responsible for advising the Employer's Side Secretary of the names of the Employee's Side representatives and the trades unions they represent.