JOINT CONSULTATIVE COMMITTEES

JOINT CONSULTATIVE COMMITTEE - LOCAL GOVERNMENT EMPLOYEES

**Name of Committee**

1. The committee will be known as the Employee Joint Consultative Committee

**Scope**

2. The committee will cover all Local Government employees in the Western Isles, other than Teaching staff.

**Membership**

3. (1) The committee will have ten members. Five members will be appointed to represent the Comhairle side including the Chair of Policy and Resources Committee ex-officio and there will be five staff representatives appointed on such basis as the Comhairle’s recognised trade unions shall agree.

   (2) If any of the above bodies do not appoint the number of their representatives provided for by the constitution, failure to appoint will not invalidate the decisions of the committee.

   (3) If a vacancy arises, a new member shall be appointed by the body who the previous member represented and will be a member until the end of the period for which the previous member was appointed.

   (4) Where any representative is unable to attend, a substitute may attend in place of that representative and shall exercise the same rights as the principal appointed representative. In the case of the staff side the representative substitute shall be appointed by the staff side under such arrangements as shall from time to time be approved by them and notified to the Chief Executive. In the case of the Comhairle side the substitute shall be selected by the Chief Executive as soon as practicable after he is notified that a member is unable to attend.

**Functions of the Committee**

4. The Comhairle and Trade Unions shall plan to develop a fair and progressive employment agenda to support innovative quality service delivery. This principle will underpin all of the committee’s agreements and activities.

   The functions of the committee are as follows:

   (1) To support and develop a local framework which will contribute to the development of a highly skilled and motivated workforce.

   (2) To negotiate sustainable local collective agreements on employment related matters.

   (3) To promote the support of the application of such agreements for the Comhairle and its employees.

   (4) To promote co-operation between employers and recognised unions throughout the Comhairle.

   (5) To support the promotion of equality and the elimination of discriminatory practices in employment.

   (6) To support the development and adoption of local codes of practice to cover the conduct and obligations of employees and employers.
(7) To support the development and implementation of training and development initiatives and to ensure their integration into broader employee development strategies.

(8) To provide a local conciliation service for the resolution of disputes.

(9) To undertake any activity incidental to the above.

5 The committee may invite any persons whose special knowledge would be of assistance to attend and speak at its meetings. Such persons will not have the power to vote.

Chair and Vice-Chair

6 (1) The committee will appoint from amongst its membership a Chair and Vice-Chair who will retire at the same time after one year. The office of Chair of the committee will be held in alternative years by a member of the employer's side and a member of the employee's side.

(2) In the absence of the Chair, the Vice-Chair shall preside at meetings of the committee and if neither the Chair nor the Vice-Chair is present a Chair will be elected for the meeting. The Chair will not have a casting vote.

Officers

7 The Employer's Secretary to the committee shall be the Chief Executive. The Employees' Secretary will be appointed from amongst the staff representatives. Either side may arrange for the attendance in an advisory capacity, of an external officer at any meeting where it would be helpful to the business under discussion. Such attendances shall be notified to the Chief Executive and notified to the other side when Reports are exchanged.

Meetings

8 Meeting of the committee shall be held at least four times each year with additional ad hoc meetings as necessary. Meetings will be called by notice in writing not less than seven days before the date of the meeting and the notice shall include the Agenda of items to be discussed.

Items can only be placed on an Agenda if a draft of the Report has been submitted to the employees’ representative, if originated by management, or the management side if originated by staff. The Chief Executive must receive the Report at least fifteen clear days before the date of the Meeting. This procedure applies for Reports originated by either employees or management. If those receiving the Report are unable to produce the Report in time for the Meeting or in time for the sending out of the Agenda, notification should be given the originator of the Report that it was impossible for the matter to go to that Meeting and the reasons given. An indication should be given of the date by which a response Report could go forward.