

# **Council and Employee Joint Committee**

## **Terms of Reference**

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### **Preamble**

The Council recognises the need to ensure that officers are consulted and have the opportunity raise issues in a timely manner on matters which concern them including:

- Recent and probable developments within the Council
- The Councils' activities and economic situation
- The situation, structure and probable development of employment within the Council and any anticipatory measures
- Information and consultation on decisions likely to lead to substantial changes in organisation or contractual relations between the Council and its employees.

### **Representation**

Council side: 5 members of the Council appointed annually by Council

Employee side: 5 employee representatives (including trade unions where possible), appointed annually and re appointed on a four yearly basis.

### **Substitutes and Casual Vacancies**

The Council and Employee sides may appoint substitute representatives to act in the place of members unable to attend any meeting. For the Council side the normal substitution rules shall apply and all substitutes shall be notified to the Assistant Director Law and Governance before the start of the meeting.

Casual vacancies may be filled by either side as and when they occur during the year.

### **Officer Attendance**

The committee shall be supported by the Chief Executive and other officers as he/she deems appropriate. The committee shall be administered by democratic services.

### **Chairman and Vice-Chairman**

A Chairman and Vice Chairman shall be appointed by the committee at the first meeting each year. If the Chairman appointed is a member of the Council side, then the Vice-Chairman shall be appointed from the Employee side and Vice versa. By convention the Chairmanship shall rotate between sides and councils each year.

### **Functions**

To provide a formal opportunity for the Council to inform and consult their employees on those matters that concern them including the matters set out in the preamble above.

To establish regular methods of negotiation and consultation between the Council and their employees in order to prevent differences and disputes and to negotiate on any differences and disputes. No question of individual discipline, capability, promotion or efficiency shall be within the scope of the committee.

To consider any relevant matter referred to it by the Appointments and Personnel Committee, a committee of the Council, the Chief Executive, employee side or by any of the recognised staff organisations.

To make recommendations to the Chief Executive, committees and Council as required.

To act as the consultation body on all matters relating to health, safety and welfare of employees in accordance with the Health and Safety Policy Statement.

To discharge such other functions as may be specifically assigned to the committee by the Council.

## **Rules and Regulations**

Provision shall be made within the council diary for meetings of the committee prior to meetings of the Appointments and Personnel Committee.

The Chairman or Vice-Chairman may require the Chief Executive to call a special meeting at any time. A special meeting may also be called on receipt of a requisition to the Chief Executive, signed by not less than two members of either side. When a special meeting is called it shall be convened as soon as practicable.

The quorum shall be two representatives of the council side and two representatives from the employee side substitute representatives will be permitted.

No resolution shall be regarded as carried unless it has been approved by a majority of the members present on each side of the committee.

The agenda shall be drawn up following consultation with the Chief Executive and the Council and Employee sides on potential agenda items.

The constitution of the committee may be amended by the council on the recommendation of the committee.

In recognition of the fact that some issues under discussion are likely to be of a confidential or commercially sensitive nature, all those attending committee meetings are expected to respect the confidential nature of such issues and to confine their comments and discussion to within the meeting itself. This restriction does not preclude staff side representatives from consulting their members or paid officers (if any) on appropriate issues.

Reasonable facilities, including time with full pay, shall be made available to employee side members to:

- Consult with management, including the Chief Executive

- Consult with employees and trade union officials as part of the consultation process and in preparation for meetings.