



Corporate Policy and
Resources Committee

7 September 2023

**Subject: Recommendation from the Joint Staff Consultative Committee -
Amendments to JSCC Constitution, Rules of Procedure and
Terms of Reference**

Report by:

Monitoring Officer

Contact Officer:

Ele Snow
Senior Democratic and Civic Officer

Ele.Snow@west-lindsey.gov.uk

Purpose / Summary:

To approve the amendments to the Rules of
Procedure and Terms of Reference for the Joint
Staff Consultative Committee

RECOMMENDATION(S):

1. That, following the recommendation from JSCC, the Corporate Policy and Resources Committee **approve** for staff representation on the Joint Staff Consultative Committee (section 1.2 paragraph (b) of the Constitution, Rules of Procedure and Terms of Reference) to be amended as follows:

“(b) not more than four employee representatives and six reserve employee representatives (to be made up of equal representation of union appointed and staff elected employee representatives where possible; should an equal balance not be possible, vacancies may be filled by staff members whether union or non-union)

IMPLICATIONS

Legal: N/A

Financial: There are no financial implications arising from this report.

Staffing: There are no staffing implications arising from this report. JSCC Staff Representatives are volunteer Committee Members.

Equality and Diversity including Human Rights: West Lindsey District Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Data Protection Implications: N/A

Climate Related Risks and Opportunities: Meetings of the JSC Committee are held virtually via MS Teams. This means the impact of carbon emissions from motor vehicles is reduced.

Section 17 Crime and Disorder Considerations: N/A

Health Implications: N/A

Title and Location of any Background Papers used in the preparation of this report :

Review of Terms of Reference – JSCC October 2018 / CP&R November 2018

Risk Assessment:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

X

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

X

1 Background

- 1.1 For several years, the Joint Staff Consultative Committee (JSCC) has run with staff member vacancies. This has, on occasion, led to meetings being cancelled due to not meeting the quorum.
- 1.2 In 2018, the JSCC Constitution, Rules of Procedure and Terms of Reference were reviewed and subsequently approved by the Corporate Policy and Resources Committee to amend the quorum from two staff members, to one (either Union or Non-Union Representative).
- 1.3 The current version of this document is attached at Appendix 1 and will be referred to throughout this report.
- 1.4 Since the amendments in 2018, there have been reduced instances of cancellations, however, with only two members of staff on the Committee, there was a concerted effort to seek more staff representatives. This has proven successful.
- 1.5 The suggested amendments to the JSCC Constitution, Rules of Procedure and Terms of Reference at this time are to reflect the increased pool of staff representatives, whilst recognising there is no delineation between Union or Non-Union representatives.

2 Committee Membership

- 2.1 There is now a pool of eight staff members. Whilst this is not in excess of the sum total of staff representatives permitted (that being 10), the current Constitution and Functions do differentiate between Union and Non-Union representatives.

- 2.2 Section 1.2 of the Constitution and Functions states:

“1.2 Representation

The Committee shall comprise:-

- (a) not more than four members of the West Lindsey District Council appointed by the Council, and four reserve members;
 - (b) not more than four employee representatives (made up of two union appointed and two staff elected employee representatives) and six reserve employee representatives (made up of three union appointed and three staff elected employee representatives);”
- 2.3 It is suggested that paragraph (b) be amended to read:
 - (b) not more than four employee representatives and six reserve employee representatives (to be made up of equal representation of union appointed and staff elected employee representatives

where possible; should an equal balance not be possible, vacancies may be filled by staff members whether union or non-union)

- 2.4 Staff Representatives may choose to align themselves as Union or Non-Union, however, it is recognised that Union Membership is protected information and as such, unless specified by the member of staff, there shall be no differentiation.

3 Conclusion and Recommendation

- 3.1 The suggested amendments to the JSCC Constitution, Rules of Procedure and Terms of Reference will ensure the Committee can continue to discharge its functions as required.

- 3.2 The Joint Staff Consultative Committee, at their meeting on Thursday, 6 July 2023, received and agreed with the suggested amendments, resolving to recommend to the Corporate Policy and Resources Committee for final approval and adoption of the amended document.

- 3.3 Therefore it is recommended that:

- 3.3.1 The Corporate Policy and Resources Committee approve for staff representation on the Joint Staff Consultative Committee (section 1.2 paragraph (b) of the Constitution, Rules of Procedure and Terms of Reference) to be amended as follows:

“(b) not more than four employee representatives and six reserve employee representatives (to be made up of equal representation of union appointed and staff elected employee representatives where possible; should an equal balance not be possible, vacancies may be filled by staff members whether union or non-union)”