

Appendix 1

WEST LINDSEY DISTRICT COUNCIL

JOINT STAFF CONSULTATIVE COMMITTEE

CONSTITUTION, RULES OF PROCEDURE AND TERMS OF REFERENCE

1. CONSTITUTION AND FUNCTIONS

1.1 Title

The Committee shall be called the “Joint Staff Consultative Committee” hereinafter called the “Committee”.

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);

TO BE REPLACED WITH:

- (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)

Note: Advisers as agreed by both sides may be permitted to attend.

1.3 Chairman and Vice-Chairman

The Chairman shall be a member representative of the West Lindsey District Council and the Vice-Chairman shall be appointed from the employee representatives.

Note: The person presiding at any meeting shall not have a casting vote.

1.4 Quorum

The quorum for a meeting of the Committee shall be **three**, comprising at least two members of the West Lindsey District Council and either at least one union appointed representative or at least one staff elected representative.

2. RULES OF PROCEDURE

- 2.1 The Head of the Paid Service of the West Lindsey District Council, or his/her representative, will summons, attend and service meetings of the Committee.
- 2.2 The Committee should meet with the same regularity as the Council's Standing Committees. If there is insufficient business, the meeting will be cancelled by the Head of Paid Service or his/her representative following consultation with the Chairman and Vice-Chairman of the Committee.
- 2.3 No business shall be transacted at any meeting of the Committee which does not appear on the agenda for that meeting, except by reason of special circumstances which shall be recorded in the Minutes of the meeting and which in the opinion of the person presiding at the meeting should be considered as a matter of urgency.
- 2.4 The proceedings of any meeting of the Committee shall be reported to the Corporate Policy and Resources Committee.
- 2.5 The Committee shall not arrive at any agreement which conflicts with the policy or recommendations of the appropriate National or Provincial Negotiating Bodies.
- 2.6 The representatives of each employee group represented on the Committee shall have the right, if desired, to meet the appropriate Committee of the West Lindsey District Council and negotiate on any decision upon which the Committee has been unable to agree, or where the Corporate Policy and Resources Committee has not accepted a recommendation from the Committee.

3. TERMS OF REFERENCE

- (a) To establish regular methods of communication and negotiation between the Council and employees of the Council, in order to prevent differences and to adjust them should they arise, always provided that no question of individual discipline, promotion or efficiency shall be within the scope of the Committee;
- (b) To consider and advise on any relevant matter referred to it by any committee of the Council, or by any of the employee groups represented on the Consultative Committee;
- (c) To make recommendations to the Corporate Policy and Resources Committee as to the adoption of policies affecting employee interests (except those relating to the terms and conditions on which they are employed) or on any other matter referred to it; and
- (d) The Consultative Committee may submit for consideration by, and the advice of, the appropriate national or provincial negotiating body established to deal with the National Scheme of Conditions of Service affecting employees.

Personnel Sub-Committee 24 May 1966

Policy and Resources Committee 13 June 1996

Joint Staff Consultative Committee 27 June 2002

Council Meeting 18 July 2011

Joint Staff Consultative Committee 4 October 2018

Corporate Policy and Resources Committee 8 November 2018