

## **JOINT CONSULTATIVE GROUP**

### **A REMIT**

- 1 (a) To provide a means of regular consultation and to facilitate negotiations between the Council and its employees in order to prevent differences and to adjust them should they arise, always provided that no question of an individual's pay, wage, grading, discipline, promotion or efficiency shall be within the scope of the Group.  
  
(b) To consider and offer observations on any proposals made by the Council involving substantial administrative re-organisation to the extent to which it affects the pay and conditions of employment of the employees of the Council.  
  
(c) To consider and report on any matter which may be referred to the Group by West Lothian Council or by any of the Trade Unions and in this connection the Group shall have the right to invite the attendance of any official of the Council or any other person or persons to act in an advisory capacity at any meeting of the Group.  
  
(d) It shall be within the discretion of either side to refer to the National Joint Council for Local Authorities' Services (Scottish Councils) or other negotiating body, for advice and guidance, any matter brought before the Group.

### **B MEMBERSHIP**

- 1 7 Elected members (4 Labour, 2 Conservative, 1 SNP), one of whom shall be the member of the Executive Committee holding the Partnership and Resources Portfolio.
- 2 12 representatives of the Single Status and Craft Staff of the Council appointed by Unison, Transport and General Workers Union, Amalgamated Electrical and Engineering Union, General, Municipal and Boilermakers' Union and the Union of Construction Allied trades and Technicians.
- 3 The group shall appoint a Chair and Vice-Chair from amongst its members. The offices of Chair and Vice-Chair shall alternate annually between each side, and those offices shall not be held by the same side in any year.

### **C QUORUM**

- 1 3 Elected members and 3 staff-side members.

### **D SUBSTITUTES**

- 1 Substitutes for Elected Members to be allowed, drawn from all Elected Members of the Council.
- 2 Substitutes on the staff side are allowed, and shall represent the trade union making the substitution.

### **E MEETINGS (SUBJECT TO STANDING ORDER 41)**

- 1 Four meetings each year fixed by the Council.
- 2 After consultation with both sides, if it emerges that a meeting is not required then the Clerk shall, in consultation with both sides, be entitled to cancel the meeting

### **F REPORTING ARRANGEMENTS**

- 1 Minutes of the Group shall be reported to the next meeting of the group.
- 2 Minutes of the Group shall be reported to full council for noting.

**G MISCELLANEOUS**

- 1 The JCG is a working group of the Council.