

JOINT CONSULTATIVE AND SAFETY COMMITTEE

1. Responsible for

Providing a forum for discussion and consultation between the Council and Trade Union representatives on matters affecting the Council's employees. Such matters to include but not limited to:

1. Employee terms and conditions
2. Employee health and well-being

2. Delegation

1. To receive proposals and make recommendations to the Appointments and conditions of Service Committee in relation to the terms and conditions of Council employees and procedures for disciplinary action and dismissal.
2. To receive proposals and make recommendations to the Head of Paid Service in respect of his proposals for significant change to:
 - a) The manner in which the discharge by the authority of their different functions is co-ordinated
 - b) The number and grades of staff required by the authority for the discharge of their functions
 - c) The organisation of the authority's staff
3. To be consulted on and make recommendations to the Executive in respect of any health and safety functions of the Council to the extent that those functions are discharged in the authority's capacity as an employer.

3. Membership

The Committee shall comprise of 7 members appointed by Gedling Borough Council representing the Employers (Employer's side) and 7 members appointed by the recognised Trade Unions (Employees' side)

The Employer's side will make their appointments at the Council's Annual Meeting

The Employees side will be invited to make appointments to their places in proportion to their membership among the Council's workforce

There will be no substitute members from either side

4. Chair and Vice-Chair

The Chair and Vice-Chair of the Committee will alternate between the Employer's side and the Employee's side on an annual basis.

5. Voting

Voting shall be by a show of hands by the Committee members. No resolution shall be regarded as carried until it has been approved by a majority of the members present on either side of the Committee.

6. Resolutions

Resolutions that are passed by the Committee will be presented to the Executive, Appointments and Conditions of Service Committee or the Head of Paid Service as appropriate. Where a resolution is not passed the matter will nonetheless be reported to the Executive, Appointments and Conditions of Service Committee or the Head of Paid Service as appropriate.

The role of the Committee is consultative and therefore any resolution cannot be a decision of the Council. The decision rests with the Executive, Appointments and Conditions of Service Committee or the Head of Paid Service as appropriate having due regard to any resolution of the Committee.

7. Meetings

Meetings will be called as required when there are items for discussion and consultation raised by either the Head of Paid Service, or the Trade Unions. There will be at least one meeting per year for consideration of the annual Health and Safety Report.

The meetings will usually be held in working time, and the provisions of the Council's Trade Union Facilities Agreement for paid time off for Trade Union Representatives will apply.

Agenda items may be submitted by either side and should be with Democratic Services at least 6 clear working days before the date of the Committee

Summons to the Meeting and Agendas will be circulated to all Committee members 5 clear working days before the meeting.