

SURREY HEATH BOROUGH COUNCIL
JOINT STAFF CONSULTATIVE GROUP
CONSTITUTION

~~January-February 2018~~2022

1. Title

The name of the Group shall be the "Surrey Heath Borough Council Joint Staff Consultative Group".

2. Purpose

The purpose of the Group is to:

- a) provide a forum of consultation between the Council, senior management and staff;
- b) conduct negotiations and reach agreement on changes to the terms and conditions of services of staff;
- c) make recommendations to the Council, through the Employment Committee, in respect of pay and matters relating to the Group's Constitution, and to the ~~Executive~~Employment Committee in respect of all other matters.

3. Scope

The scope of the Group covers collective matters affecting those members of staff employed under the Surrey Heath Conditions of Service for Officers.

4. Membership

- a) The Group shall normally consist of eight Members of the Council representing the Council and eight members of staff representing the staff.
- b) All members of the Group shall hold office on an annual basis.
- c) The Head of Paid Service shall be invited to attend all meetings of the Group but shall not have voting rights.
- d) The ~~Executive Head of Transformation~~Head of HR, Performance and Communications and the ~~HR & OD~~ Manager shall attend all meetings of the Group but shall not have voting rights.

5. Council Representatives

The Council's Representatives will be appointed annually by the Council. No more than three members of the Executive can be appointed to the Group.

6. Staff Representatives

The Council recognises Unison for negotiation purposes and Unison shall be allocated seats on the Group on a proportional representation basis to accord with the level of Unison membership among the staff with *de minimus* of one seat, providing that Unison membership does not fall below thirty members. The allocated Unison seats will be filled by members of the Branch Executive and Service Stewards.

The remaining seats shall be filled by a ballot of all officer staff falling within the provisions of the Surrey Heath Conditions of Service with each candidate being proposed and seconded by two members of staff on a nomination paper.

7. Chairman

A ~~C~~hairman and ~~V~~ice-~~C~~hairman shall be appointed by the Group at its first meeting each year. If the ~~e~~~~C~~hairman appointed is a Council Representative, the ~~v~~~~V~~ice-~~C~~hairman shall be a Staff Representative and vice versa. The chairmanship of the Group shall alternate between the Council's Representatives and the Staff Representatives each municipal year.

No member of the Executive shall chair any meeting of the Group or be the appointed ~~vice~~~~Vice~~-~~C~~hairman.

8. Full Meetings

The Group shall normally meet at least ~~four~~~~five~~ times a year. The Head of Paid Service may call a meeting at any time at the request of the Chairman, the Vice-Chairman, or of his/her own volition. Unless otherwise agreed with the Chairman and Vice-Chairman, the Head of Paid Service will use their best endeavours to arrange meetings within fourteen days of the request.

9. Management Consultation Meetings

The Head of Paid Service, the Head of HR, Performance and Communications ~~Executive Head of Transformation~~ or the Chairman of the Staff Representatives may call management consultation meetings. Such meetings will be attended by the Staff Representatives, the Head of Paid Service, Head of HR, Performance and Communications ~~Executive Head of Transformation~~ and the HR ~~& OD~~ Manager. The purpose of these meetings will be to discuss matters which affect staff and which fall within the purview of

the senior management. No changes to the Conditions of Service for Officers may be made at management consultation meetings. However, subject to agreement, recommendations for change could be prepared for presentation to the full Group.

10. Agenda

The Head of HR, Performance and Communications ~~Executive Head of Transformation~~ will place items on the agenda and Democratic Services will be responsible for the preparation and distribution of agendas. Agendas will be distributed to each member of the Group at least five working days before a meeting. Business other than that on the agenda may be introduced with the agreement of the Chairman, Vice-Chairman and the Head of HR, Performance and Communications ~~Executive Head of Transformation~~.

The Chairman of the Staff Representatives may also include items on an agenda after consultation with the Head of HR, Performance and Communications ~~Executive Head of Transformation~~.

11. Quorum

A quorum shall consist of four Council Representatives and four Staff Representatives. No business will be conducted in the absence of a quorum. If there is no quorum within 30 minutes of the appointed time for a meeting, then the meeting shall be abandoned.

12. Recommendations

Recommendations of the Group, -shall be reached by a simple majority of both the Council's Representatives and of the Staff Representatives voting separately; the Chairman does not hold a second or casting vote.

~~In accordance with the Scheme of Delegation of Functions to Officers, amendments to Terms and Conditions of Employment for staff and Human Resources Policies, where there are no additional resource implications and which have been unanimously agreed by the Joint Staff Consultative Group, will be referred to the Head of Paid Service for agreement. Where items considered by the Joint Staff Consultative Group will result in additional resource implications or cannot achieve unanimous agreement of the Group, they will be referred to the Executive and/or the Council in accordance with the Council's Scheme of Delegation.~~

13. Other Advisers

Other specialist advisers, including officers and Unison officials, may be invited to attend meetings of the Group in a non-voting capacity.

Such attendance shall be agreed in advance by the Chairman, Vice-Chairman and the Head of Paid Service.

14. Facilities

The Council shall provide such reasonable facilities as it is agreed are necessary for the conduct of the business of the Group, including the holding of most meetings during normal office hours and paid leave of absence for Staff Representatives to attend meetings and consult with members of staff. Staff Representatives shall consult their ~~Executive Strategic Director/ Head of Service Heads/Service Heads~~ on absence to attend meetings and, subject to the exigencies of the service, no reasonable request will be refused.

15. Notes

Notes of meetings shall be agreed by the Chairman, Vice-Chairman and ~~Head of HR, Performance and Communications Executive Head of Transformation/ HR & OD~~ Manager. Copies of notes will be placed on the intranet.

16. Review

The Group may recommend the amendment or rescinding of this Constitution at a meeting at which not *fewer* than six Council Representatives and six Staff Representatives are present and the proposed amendment is supported by a simple majority of the Council Representatives and of the Staff Representatives voting separately.

Any proposed amendment shall be circulated in writing with the agenda calling the meeting and will be referred to the Council for ratification. The Council may not make any amendment to the Constitution as recommended and, should it consider further changes to be appropriate, it can only refer back to the Consultative Group any suggestions for consideration by the Group.