

**LANCASTER CITY COUNCIL  
JOINT CONSULTATIVE COMMITTEE**

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**Constitution and Functions**

**1 TITLE:**

The Committee shall be called the "Lancaster City Council Joint Consultative Committee" (hereinafter called the "Joint Consultative Committee").

**2 REPRESENTATION:**

- (a) The Joint Consultative Committee shall consist of the 7 members of the Personnel Committee of the Lancaster City Council, and 7 employee representatives of the Lancaster City Council to be appointed by the Trade Union organisations represented on the North Western Provincial Councils for Local Authorities' Services and/or the National Local Government Negotiating Committees covering Building and Engineering Craftsmen, in proportion to the number of such employees in membership of each organisation.<sup>1</sup> Where the number of members of any one organisation is insufficient to qualify, it may combine with one or more organisations for this purpose.
- (b) If a member of the Joint Consultative Committee ceases to be a member and/or employee of the Lancaster City Council, he/she shall thereupon cease to be a member of the Joint Consultative Committee. Any member vacancy shall be filled by the Lancaster City Council and any employee representative's vacancy by the organisation or the combination of organisations concerned.

**3 CHAIRMAN AND VICE-CHAIRMAN:**

The Chairman and Vice-Chairman shall be appointed by the Joint Consultative Committee at their first meeting in each municipal year commencing on 1<sup>st</sup> May and shall hold office until the first meeting in the following municipal year. If the Chairman appointed be a member of the Lancaster City Council, the Vice-Chairman shall be appointed from the employee's side and vice-versa. The Chairman of a meeting shall not have a casting vote.

**4 OFFICERS:**

The Joint Consultative Committee shall appoint a Secretary from the employer's side officials and other necessary officers. The Secretary shall liaise with a secretary or other person appointed by the employee's side in the arrangements for meetings, etc.

**5 FUNCTIONS:**

The functions of the Joint Consultative Committee shall be:

- (a) To establish a regular method of consultation between the Lancaster City Council and the employee representatives regarding the terms of appointment and the working conditions of employees employed by the Lancaster City Council, always provided that no question relating to any particular employee shall be within the scope of the Committee where there are agreed procedures. No matter may be discussed by the Joint Consultative Committee until all such procedures have been exhausted.

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<sup>1</sup> Currently the proportions equate to 4 UNISON and 2 UNITE members and one member place shared by UCATT and GMB.

- (b) To consider any relevant matter referred to it by the Lancaster City Council, or by any of the trade union organisations.
- (c) To make recommendations to the Lancaster City Council as to the application of the terms of appointment and working conditions and the education and training of employees employed by that authority.
- (d) To discharge any other functions specifically assigned to the Joint Consultative Committee.

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**Rules and Regulations**

1. The Joint Consultative Committee shall meet at least twice a year and more often if there is sufficient business to warrant a meeting.
2. The Chairman or Vice-Chairman may direct the Secretary to call a meeting if there is sufficient business to warrant it. A meeting shall be called within 14 days of the receipt of a requisition signed by at least two members of either side.
3. The matters to be discussed at any meeting of the Joint Consultative Committee shall be stated upon the notice summoning the meeting, provided that any other business may be considered if admitted by a majority vote of those present at such meeting.
4. The quorum of the Joint Consultative Committee shall be three representatives of each side.
5. No resolution shall be regarded as carried unless it has been approved by a majority of each side present at the meeting.
6. In the event of the Joint Consultative Committee being unable to arrive at an agreement or the City Council disagreeing with the recommendations, the matters shall, if so required by either side of the Joint Consultative Committee, be determined by the Personnel Committee.
7. The proceedings of meetings of the Joint Consultative Committee shall be submitted to the Personnel Committee and shall be signed by the Chairman and Vice-Chairman of the Joint Consultative Committee before being so submitted.
8. The Joint Consultative Committee shall not arrive at any agreement which conflicts with the policy or recommendation of the North Western Provincial Councils or of the National Negotiating Committees covering Building and Engineering Craftsmen.