

**ANGUS COUNCIL**  
**CENTRAL CONSULTATIVE COMMITTEE**  
**CONSTITUTION**

**1 Title**

The Committee will be called the Central Consultative Committee.

**2 Membership**

- a The composition of the Central Consultative Committee will be:
  - i A representative or representatives of each trade union and teacher association recognised by the Council on the basis of one representative per 300 members, or a proportion of one full time equivalent dependent on member numbers, subject to each union or teacher association with in excess of 50 members being entitled to a minimum of one representative.
  - ii Six members of Angus Council including the Convener and Vice- Convener of the Policy and Resources Committee and the Convener and Vice Convener of the Children and Learning Committee.
- b Members of the Committee will be appointed for a period of four years or until the next Council elections. Trade union and association members will be appointed in line with their rules.
- c A member representing the Council will cease to hold office in the event of his/her ceasing to be a member of the Council and a member representing the trade unions and teacher associations will cease to hold office on leaving the employment of the Council or at the discretion of the appointing body.
- d The appointing body shall be entitled to nominate a substitute from the relevant constituent body to attend a meeting of the Committee on behalf of an absent member.
- e Casual vacancies will be filled by the original appointing body with a substitute being empowered to continue to attend meetings of the Committee pending such appointment.
- f Any member of Angus Council may be invited to meetings of this Committee.
- g The Chief Executive, Strategic Directors and the Head of HR, IT & Organisational Development and other officials of the council whose advice may be sought will attend meetings in an advisory capacity as required.
- h
  - i A full-time official of any trade union or teachers' association recognised by the Council may attend meetings.
  - ii Any trade union or teacher association recognised by the Council which is not represented on the Committee by virtue of 2a above may nominate a substitute from that organisation to attend a meeting of the Committee on behalf of the full time officer, subject to that individual being an employee of the Council.

**3 Office Bearers**

- a Convenorship of this committee will be held by the Convener of the Council's Policy and Resources Committee as agreed with members representing the trade unions and teacher associations. The Vice Convenor of the Policy and Resources Committee will act as Vice Convenor for the Central Consultative Committee.

- b The Council's Head of Legal and Democratic Services until 31 March 2018 and thereafter the Council's Service Leader (Legal and Democratic), together with a person appointed by those members representing the trade unions and teacher associations, will act as Joint Secretaries to the Committee

#### **4 Functions**

The functions of the Committee will be

- a To provide a means of consultation between the Council and its employees by way of discussion with recognised trade unions and associations on employment and related matters, including health and safety. The matters considered will be of a 'collective nature' and will not include any relating to individual employees nor those for whom separate arrangements exist within the Council.
- b To consider any matters referred to it by the Policy and Resources Committee or the Children and Learning Committee, by the Joint Negotiating Committees for Teachers or by any Directorate Consultative and Safety Committee.
- c To receive reports relating to the council's health and safety arrangements and performance

#### **5 Procedure**

- a The Committee will meet on at least one occasion per annum. This will normally be in February for the purpose of discussing the council's proposed Budget. Additional meetings may be called by the Joint Secretaries following written request, to the Convener of the Committee by any five members of the Committee. Such meetings will be held within one month of the receipt of the request.
- b The agenda and items for consideration will be agreed by the Joint Secretaries three weeks before the meeting and papers issued to members two weeks before the meeting. Late items, which will, in any event, not be accepted less than one week before the meeting, will be allowed only by agreement from the convener and vice convener of the committee.
- c The quorum of the Committee will be six, of whom two must be representatives of the Council and four employee representatives.
- d Notices of all regular meetings with the agenda will be circulated in accordance with the Standing Orders of the Council.
- e After approval and agreement of the Joint Secretaries and distribution to all members of the Committee, minutes of the Central Consultative Committee proceedings will be submitted for information thereafter to the first suitable meeting of the Policy and Resources Committee, to the next available Joint Negotiating Committee for Teachers and to each Directorate Consultative and Safety Group

#### **6 Alteration and Variation of Constitution**

The constitution of the Central Consultative Committee can only be varied or modified by agreement between both Parties. If a Party wishes a variation or modification they should submit the proposal in writing to the Joint Secretaries two months prior to the proposed implementation date of the variation or modification.