

## **JOINT CONSULTATIVE PANEL**

### **Constitution and Functions**

#### **Title**

- 1. The Panel shall be called the Joint Consultative Panel.**

#### **Representation**

- 2. The Joint Consultative Panel shall comprise 3 Members of Burnley Borough Council to be appointed annually by the local authority as qualified appointments being the Leader, Deputy Leader and Executive Member for Resources and Performance Management..**  
The Members shall retire annually and shall be eligible for re-appointment.

If a Member of the Joint Consultative Panel ceases to be a Member of the Local Authority he/she shall thereupon cease to be a member of the Joint Consultative Panel, the appropriate side of the Joint Panel shall fill any vacancy.

**The Trade Union side shall be allocated 3 places. 1**

If a full-time officer wishes to attend he/she shall take one of the places allocated to his/her Trade Union.

#### **Chair**

- 3. A Chair and Vice-Chair shall be appointed by the Joint Consultative Panel at their first meeting in each Municipal year. If the Chair appointed is a Member of the local authority, the Vice-Chair shall be appointed from the employee side, and vice-versa. The Chair of the meeting shall not have a casting vote.**
- 4. The Joint Consultative Panel shall appoint Joint Secretaries one from each side.**

#### **Functions**

- 5. The functions of the Joint Consultative Panel shall be:-**
  - (a) To act as a forum for consultation and negotiation between the Council and Trade Union Representatives of employees subject to the national agreement of the NJC for Local Government Services and other employees.**

- (b) To make recommendations to the Council's Executive\* as to the application of the terms and conditions of service and the training of employees of the Council.
- (c) To discharge such other functions specifically assigned to the Joint Consultative Panel by the Council.

(\* This does not preclude decisions being made under delegated powers)

## **Rules and Regulations**

6. **The Joint Consultative Panel shall meet as and when required.** The Chair or Vice-Chair may direct the Joint Secretaries to call a meeting at any time. A meeting shall be called within seven days of the receipt of a requisition signed by not less than one-third of the members of either side. In emergency situations every endeavour shall be made to convene a meeting within three working days of receipt of a request for it. The matters to be discussed at any meeting of the Joint Consultative Panel 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.
7. A Quorum for the Joint Consultative Panel shall be one representative from each side.
8. **Regarding voting**, no resolution shall be regarded as carried unless it has been approved by a majority of each side **i.e. both a majority of Members present and Trade Unions present.**
9. A failure to agree on a collective issue (i.e. affecting a number of employees) may be referred to the North Western Joint Council for Local Government Services by one side or jointly. In the first instance, the good offices of the Joint Secretaries of the Regional Council will be used to assist the local parties. Before an issue is referred to the Regional Council, the Executive or the Council may refer the matter back to the Joint Consultative Committee for further consideration.
10. **The proceedings of any meeting of the Joint Consultative Panel shall be reported to the Executive Member for Resources and Performance Management and the Council's Management Team.**
11. The Joint Consultative Panel shall not arrive at any agreement which conflicts with the policy or recommendation of the North Western Joint Council for Local Government Services.