

**NORTHERN JOINT POLICE BOARD**

**18 JANUARY 2008**

**JOINT CONSULTATIVE GROUP**

**Report by the Clerk**

Agenda Item	
Report No	

**Summary**

This Report invites the Board to establish a Joint Consultative Group together with representatives of Northern Constabulary Support Staff.

**Background**

1. Members are aware that the Board already has in place a Northern Joint Police Board and Police Staff Associations Liaison Group, with representation from the local branches of the Scottish Police Federation and the Association of Scottish Police Superintendents, and at Chief Officer level. To date the Board has not had a similar body for Support Staff and the Board is invited to establish a Joint Consultative Group with representation from the recognised trade unions. A draft Constitution for the Group, agreed with the relevant unions and the Chief Constable's office, is appended to this report.

**Recommendation**

The Board is asked to agree:

- (i) to establish a Joint Consultative Group; and
- (ii) to adopt the draft Constitution appended to this report.

Signature

Designation Assistant Clerk

Date 8 January 2008

Author Mrs R Moir, Assistant Clerk

**NORTHERN JOINT POLICE POLICE BOARD**

**JOINT CONSULTATIVE GROUP**

**1. CONSTITUTION**

1. Title

The Group shall be called “The Northern Joint Police Board Joint Consultative Group”, hereinafter called the “Joint Consultative Group”.

2. Membership

The membership of the Joint Consultative Group shall be –

- 2.1 6 representatives appointed by the Northern Joint Police Board (3 Highland Council Members plus 1 from each of the Islands Authorities).
- 2.2 3 representatives from the staff of Northern Joint Police Board appointed by the recognised Trades Unions.
- 2.3 The Chief Constable or his or her nominee.

Casual vacancies on the Joint Consultative Group shall be filled by the original appointing body.

**2. FUNCTIONS**

3. The functions of the Joint Consultative Group shall be –

- 3.1 To provide a means of consultation between the Northern Joint Police Board and the support staff of the Northern Constabulary in order to prevent differences and to adjust them, always provided that no question of individual discipline, promotion or efficiency shall be within the scope of the Joint Consultative Group;
- 3.2 To consider and offer observations on any proposals made by Northern Constabulary Force management or the Northern Joint Police Board in any scheme of administrative or functional re-organisation which affects the conditions of employment of the staff;
- 3.3 To consider and report on any matter which may be referred to the Joint Consultative Group by the Northern Joint Police Board or by the trades unions and Force management and in this connection the parties shall have the right to invite the attendance of any officials of the trades unions or Force management and either side may, by agreement between the Chair and Vice-Chair, invite the attendance of any Member or Official of Northern Joint Police Board, or any other person or persons to act in an

advisory capacity at any meeting of the Joint Consultative Group; provided that it shall be with the discretion of either side to refer to the Police Support Staff Council (Scotland), or other negotiating body, for advice and guidance, any matter brought before the Joint Consultative Group.

### **3. CONDUCT OF BUSINESS**

#### **4. Chair and Vice-Chair**

The Joint Consultative Group shall appoint from amongst its members a Chair and Vice-Chair. If the Chair appointed is one of the Northern Joint Police Board representatives, the Vice-Chair shall be one of the staff representatives and vice versa.

#### **5. Meetings**

The Joint Consultative Group shall meet on the authority of the Chair and Vice-Chair at yearly intervals or more frequently as necessary. Meetings will normally be called by notice in writing not less than fourteen calendar days before the date of the meeting and the notice shall include the agenda of items to be discussed.

#### **6. Quorum**

A quorum shall be two members from each side.

#### **7. Minutes**

Minutes of meetings of the Joint Consultative Group shall be kept and shall be circulated to members of the Joint Consultative Group.

#### **8. Facilities to Attend Meetings**

The Northern Joint Police Board shall afford the necessary facilities for the staff representatives to attend meetings of the Joint Consultative Group.

#### **9. Amendment**

The Constitution may be amended with the assent of the original appointing body referred to in Clause 2.