

TERMS OF REFERENCE

CONSULTATION AND NEGOTIATION COMMITTEE

Membership:

3 Elected Members of the Authority.

Function of the Committee

To deal with consultation and negotiation with employees' representatives.

Regular Industrial Relations Progress Reports*

1. The Committee will receive regular and systematic progress reports so Members can:
 - 1.1 Satisfy themselves that all parties are committed to good industrial relations and be informed of issues that may formally involve the CNC in the future.
 - 1.2 Be in a more informed position when related issues are raised at the various Authority meetings.

*For the sake of clarity, these progress reports will not require Members to become involved in detailed discussion or negotiation [at this time](#) but rather be able to assess the progress of the relevant consultation/negotiation. This is distinct from their role as a committee when asked to make a decision on a matter that is unable to be resolved at joint secretary level and been referred to the CNC within the Authority's agreed procedures. The Clerk to the Authority will be available for advice if necessary.

Consultation Procedures

2. The Committee will convene at the request of, and with the agreement of the Employers and Trade Union Local Joint Secretaries as part of the Authority's consultation procedures.
3. The Committee will consider (as part of a consultation process) matters referred to it that do not require collective agreement, (for example those issues described in the European Union Information and Consultation Directive).
4. Consultation will be undertaken through the Committee with a view to resolving differences and reaching agreement between management and representative trade unions that may arise from time to time. To this end, the Committee will give consideration to all issues raised with them and will give reasons when it is unable to recommend any proposals put forward by the relevant trade unions for agreement.

5. The Committee will make recommendations to the Strategic Assets Committee or the Authority as to the issues considered by the Committee.

Negotiation Procedures

6. The Committee will convene at the request of, and with the agreement of the employers and trade union Local Joint Secretaries as part of the Authority's negotiation procedures.
7. The Committee will consider matters that are the subject of collective negotiation and agreement between the Authority and the relevant trade union, and which have been referred to the Committee by the Local Joint Secretaries.
8. Negotiations will be undertaken through the Committee, with a view to reaching agreement. Where agreement is reached between the parties, then this will be recorded through an appropriate Collective Agreement, and the Strategic Assets Committee (or the Authority) will be informed of such agreement. Where agreement is not reached between the parties on an issue considered by the Committee, then the Committee will notify the Strategic Assets Committee (or the Authority) of its recommendations.

General

9. The Committee will additionally be convened to consider any other matters as may be referred to it by the Authority to fulfil, (without prejudice to the normal consultation and negotiation procedures), a conciliatory role in the interests of continued good industrial relations.