
Report to Council

Date of Meeting: 12th May 2016

Subject: Tripartite Remit

Report by: Head of Resources and Governance

1.0 Purpose

- 1.1. To seek the Council's approval of the terms of reference for the Tripartite Group.

2.0 Recommendations

- 2.1. The Council adopts the terms of reference for the Tripartite Group

3.0 Considerations

- 3.1. The Tripartite Group is a long-standing forum that was convened to enable three way discussion between Trade Unions, Elected Members and Management.
- 3.2. During meetings in 2015 it became apparent that a terms of reference for the Group had not been formally adopted and there was some ambiguity about the Group's role and status. The Tripartite asked that work was taken forward by management and Trade Unions to bring forward a proposal for a terms of reference. The draft was discussed in detail at the Tripartite meeting in November 2015 and following some further revisions at its meeting in February 2016 the Tripartite agreed that the draft should be brought to May's Council meeting for approval.
- 3.3. The key principles that were agreed which under-pin the terms of reference are:
- The role of the Tripartite Group was to provide a regular forum for all elected members to meet with the range of trade union representatives as there was no other such opportunity. Its membership and scope reflect that.
 - Tripartite should focus on strategic issues and high level policy development including budget matters that impact on staff

- As a consultative forum it does not need the same rules of procedure as a Council or committee meeting
- Service specific issues should only be escalated to Tripartite as a last resort
- JTUC need to establish a clear position on issues and not present individual viewpoints
- Regional organisers (Full Time Branch Officers) should be invited
- Chair should continue to rotate between the Chair of the JTUC and the Provost
- Management's role should be to support the process and provide advice and analysis. Heads of Service were not required to be full members but had a standing invitation should they wish to attend and would in any case attend, or send a senior representative, should there be any matters directly relating to their Service on the agenda
- The administrative processes should be stated.

4.0 Sustainability Implications

4.1. None

5.0 Resource Implications

5.1. *Financial Details*

5.2. The full financial implications of the recommendations are set out in the report. This includes a reference to full life cycle costs where appropriate. Yes ☐

5.3. Finance have been consulted and have agreed the financial implications as set out in the report. Yes ☐

5.4. *Staffing*

6.0 Exempt Reports

6.1. Is this report exempt? Yes ☐ (please detail the reasons for exemption below) No ☒

7.0 Declarations

The recommendations contained within this report support or implement our Corporate Priorities and Council Policies.

(1) **Our Priorities** (Please double click on the check box ☒)

- The area has a positive image and attracts people and businesses ☐
- Our communities are more cohesive and inclusive ☐
- People are better skilled, trained and ready for learning and employment ☐
- Our communities are safer ☐
- Vulnerable people and families are supported ☐
- Substance misuse and its effects are reduced ☐
- Health is improving and health inequalities are reducing ☐
- The environment is protected and enhanced for all ☐
- The Council is effective, efficient and recognised for excellence ☒

(2) **Council Policies** (Please detail)

8.0 Equalities Impact

- 8.1 Have you undertaken the required equalities impact assessment to ensure that no groups are adversely affected by the recommendations?
 Yes ☐ No ☐ NA

9.0 Legality

- 9.1 It has been confirmed that in adopting the recommendations contained in this report, the Council is acting within its legal powers. Yes ☐

10.0 Appendices

- 10.1 Please list any appendices attached to this report. If there are no appendices, please state "none".

Draft Terms of Reference for Tripartite Group


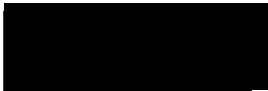
11.0 Background Papers

- 11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)
 Yes ☐ (please list the documents below) No ☒

Author(s)

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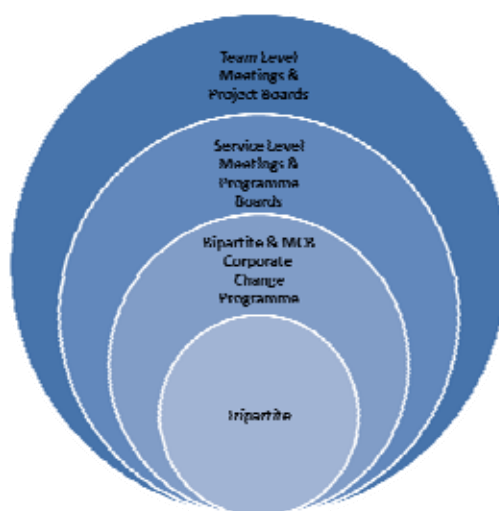
Approved by

NAME	DESIGNATION	SIGNATURE
Stephen Coulter	Head of Resources & Governance	
Nikki Bridle	Depute Chief Executive	

Clackmannanshire Council Tripartite Group Terms Of Reference

Introduction

Clackmannanshire Council is committed to developing, motivating and engaging with all of its people to ensure that everyone's best efforts are fully focused on tackling the challenges, and making the most of the opportunities, that the Council faces in the coming years. At the heart of the Council's relationship with its staff is a positive and progressive relationship with the Trade Unions that represent them. As illustrated below The Tripartite Group sits at the heart of the Council's ongoing engagement with the Trade Unions.



Purpose

The purpose of the Tripartite Group is to provide a periodic, structured forum for dialogue between elected members, trade unions and management with a particular emphasis on the Council's strategies and policies that have a significant impact on staff. It provides the opportunity for trade unions to outline their collective position on key issues, such as proposals for change, and to seek clarity from elected members on any queries resulting from such issues.

Scope

The Tripartite Group is the principal forum for trade unions to bring issues to the collective attention of elected members. These issues should not be confined to those that are causing concern but should also reflect particular successes or the sharing of good practice from elsewhere that trade unions may wish elected members to consider.

Generally, these issues should have already been discussed at the regular meetings between trade unions and management to allow management the

opportunity to provide the necessary background material or context for consideration by elected members at the Tripartite Group's meetings.

As a forum with a strategic focus the Tripartite Group's purpose does not include the consideration of individual cases under any circumstances nor does it include the consideration of specific issues that exist in Services unless the management/trade union dialogue processes have been exhausted.

The Tripartite Group has no delegated authority to make decisions on behalf of the Council. It is for elected members to determine whether the issues raised at Tripartite should be formally considered by the Council or its committees in accordance with Standing Orders and the Scheme of Delegation and they will seek the support of management to prepare formal reports as appropriate.

The Tripartite Group will conduct its business with due regard to the standards of conduct and procedures set out in Standing Orders. It is for the joint Chairs to ensure orderly conduct and efficient management of the business of the meetings.

The Tripartite Group will identify standing items for its agenda and review these periodically.

Process and administration of the Tripartite Group

- The Tripartite Group will be chaired alternately by the Chair of the JTUC and the Provost.
- The Tripartite Group will be comprised of elected members, the Executive Team and trade union representatives. The membership of the Tripartite is as set out in Schedule 1 to this document.
- The Head of Resources and Governance and HR Manager will also be in attendance
- Heads of Service have a standing invitation to all Tripartite Group meetings and must attend personally or send a senior representative where issues are on the agenda that directly affect their service area.
- Only recognised trade union representatives who are members of the JTUC will be members of the Tripartite Group.
- Full time branch officers have a standing invitation to attend Tripartite Group meetings.
- The Head of Resources and Governance will have overall responsibility for the management of the Tripartite Group and will be supported by the HR Manager and Business Support (Committee Services).
- Requests for agenda items will be made by Business Support (Committee Services) to the Head of Resources and Governance and Trade Union members 10 working days in advance of meetings.

- In conjunction with the Head of Resources and Governance, the meeting Chair will determine the final agenda prior to its circulation
- Meeting papers will aim to be circulated to Tripartite Group members 5 working days before meetings.
- The draft minutes of each meeting will be circulated to members within 10 working days of the meeting.
- Meetings will be scheduled quarterly. Exceptionally, additional meetings may be called at short notice to discuss urgent matters subject to the agreement of the Chair of the JTUC, the Provost and the Head of Resources and Governance.

Review of Effectiveness

Each year the Committee will review its effectiveness and, where appropriate, consider changes to these Terms of Reference in line with good governance practice.

Schedule 1

Membership of Tripartite Group as at November 2015

Full Members

All Elected members

All Executive Team Members

Members of the JTUC as follows

- JTUC Chair
- UNISON - 3 local representatives
- EIS - 1 local representative
- UNITE - 1 local representatives
- SSTA - 1 local representatives
- GMB - 1 local representatives
- UCATT - 1 local representatives

In Attendance

Head of Resources and Governance
HR Manager

Standing Invitation

Heads of Service
Trade Union Full Time Officers