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<b>Report To:</b>	<b>Policy and Resources Executive Sub Committee</b>	<b>Date:</b>	<b>18 June 2015</b>
<b>Report By:</b>	<b>Head of Organisational Development, HR and Corporate Communications</b>	<b>Report No:</b>	<b>HR/07/15/SMcN</b>
<b>Contact Officer:</b>	<b>Allan Wilson</b>	<b>Contact No:</b>	<b>2022</b>
<b>Subject:</b>	<b>Inverclyde Council and Trade Union Partnership at Work Pledge</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to introduce a Partnership at Work Pledge between the Council and the Trades Unions which will assist in building on the good working relationship and the cooperative approach to employment relations which already exists across the Council.

## 2.0 SUMMARY

- 2.1 Inverclyde Council recognises the importance of Managers and Trades Unions working together for the benefit of the Council and its employees and to safeguard and deliver quality public services for the local community.
- 2.2 It is the spirit and the intention of this pledge to foster the best possible relations between the Council, its employees and the Trade Unions and to this end to provide a mutually understood method of discussion, consultation and negotiation, through maintenance and development of effective and meaningful joint negotiating and consultation.
- 2.3 There are a number of forums currently in place for consultation and negotiation between trade union representatives and Council officers which support this pledge. These include the regular Joint Budget Group meeting, the Corporate Trade Union Liaison group which meets a minimum of six times per year and it is proposed that these continue.

## 3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Policy and Resources Executive Sub Committee:
- Approve the content of the report and specifically the Inverclyde Council and Trade Union Partnership at Work Pledge as shown in Appendix 1,
  - Note that arrangements will be made for representatives from the Council and trade unions to formally sign the pledge once approved.

**Steven McNab**  
**Head of Organisational Development,**  
**Human Resources and Communications**

## **4.0 BACKGROUND**

- 4.1 Inverclyde Council recognises the importance of Managers and Trades Unions working together for the benefit of the Council and its employees and to safeguard and deliver quality public services for the local community.
- 4.2 It is the spirit and the intention of this Partnership at Work Pledge to foster the best possible relations between the Council, its employees and the Trade Unions and to this end to provide a mutually understood method of discussion, consultation and negotiation, through maintenance and development of effective and meaningful joint negotiating and consultation.
- 4.3 There are a number of forums currently in place for consultation and negotiation between trade union representatives and Council officers which support this pledge. These include the regular Joint Budget Group meeting, the Corporate Trade Union Liaison group which meets a minimum of six times per year and it is proposed that these continue.
- 4.4 Inverclyde Council recognises formally the Trades Unions affiliated to the Scottish Joint Council for Local Government Employees (SJC), the Scottish Negotiating Committee for Teachers (SNCT) and the Scottish Joint Council for Building & Civil Engineering Operatives, Engineering Craftsmen, Electricians & Plumbers. These trade unions are shown below.

### **SJC**

Unison  
Unite the Union  
GMB  
TGWU  
UCATT

### **SNCT**

EIS  
SSTA  
NASUWT  
PAT  
AHDS  
HAS

- 4.5 Inverclyde Council recognises that not only do we provide essential community services, but it is one of the largest employers in Inverclyde, and our workforce make a significant contribution to the local economy and community. The Council therefore recognises the Trades Unions for the purposes of individual representation and collective bargaining.
- 4.6 The Partnership at Work Pledge outlines the Council's commitment to working together through existing committee mechanisms in a positive and constructive way to improve standards where necessary.

## **5.0 PROPOSALS**

- 5.1 It is proposed to introduce this Partnership at Work Pledge as a statement of intent designed to the further fostering of good industrial relations.

## **6.0 IMPLICATIONS**

### **6.1 Finance**

- 6.1.1 There are no financial implications for this report.

## Financial Implications:

### One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

### Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

## 6.2 Legal

6.2.1 There are no legal implications for this report.

## 6.3 Human Resources

6.3.1 This Partnership at Work Pledge is designed to the further foster good industrial relations and working relationships with the Trades Unions across the Council.

## 6.4 Equalities

6.4.1 Has an Equality Impact Assessment been carried out?

YES (see attached appendix)

NO - This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

## 7.0 CONSULTATIONS

7.1 Trade Union colleagues have been fully consulted and support the introduction of the Pledge. The Head of Organisational Development, HR and Communications, in consultation with the Chief Executive and the trade unions, will finalise the necessary arrangements for the Agreement and official signing.

## 8.0 LIST OF BACKGROUND PAPERS

8.1 Appendix 1 – Inverclyde Council and Trade Union Pledge

***Organisational Development, Human Resources &  
Communications***

***Inverclyde Council and Trade Union  
Partnership at Work Pledge***

**Produced by:  
Organisational Development, Human Resources & Communications  
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*Distribution may be made to others on request*

Document Review		
Review Date	Responsible Team	Service
Annually	OD & HR	OD, HR & Communications

## **1.0 INTRODUCTION**

- 1.1 Inverclyde Council recognises the importance of Managers and Trades Unions working together in partnership for the benefit of the Council, its employees and to safeguard and deliver quality public services for the local community.
- 1.2 Inverclyde Council recognises that not only do we provide essential community services, but it is one of the largest employers in Inverclyde, and our workforce make a significant contribution to the local economy and community. The Council therefore recognises the Trades Unions for the purposes of individual representation and collective bargaining.
- 1.3 Inverclyde Council is committed to working together through existing committee mechanisms in an open, positive and constructive way to improve standards where necessary.

## **2.0 AIMS AND PRINCIPLES**

- 2.1 Inverclyde Council and the Trades Unions share a common objective in ensuring efficiency and effectiveness of Council services.
- 2.2 The Trades Unions recognise the right of management to plan, organise and manage the business, activities and staffing of Inverclyde Council according to the Policies and Procedures agreed by the Council.
- 2.3 Inverclyde Council recognises the Trades Unions' right to represent the interests of their members.
- 2.4 The Council and the Trades Unions recognise interdependence and agree that matters affecting their interest shall be considered jointly as provided for in this agreement in order to continue and maintain harmonious employee relations.
- 2.5 Inverclyde Council and the Trades Unions accept their joint responsibility to communicate directly with their employees and members respectively as individuals or groups through a range of appropriate media.
- 2.6 Inverclyde Council will ensure that Trades Union representatives will be able to operate effectively within the Council, without fear of victimisation for carrying out their Trades Union duties or activities. Inverclyde Council has in place a policy on Time off for Trades Union Duties and Activities.
- 2.7 Inverclyde Council and the Trades Unions will ensure that communication between them is open and effective.
- 2.8 Inverclyde Council will ensure that all aspects of the agreement take account of all relevant legislation.

- 2.9 Inverclyde Council and the Trades Union will work together to promote greater employment opportunities for local people and develop apprenticeship opportunities to assist the local economy.
- 2.10 Inverclyde Council should be an exemplar of good employment practice, for example, equal pay, living wage, no zero hour contracts and reducing the number of agency workers.

### **3.0 APPLICATION AND SCOPE**

- 3.1 The local government Trades Unions covered by this agreement are;

UNISON  
GMB  
UNITE  
UCATT  
EIS  
SSTA

### **4.0 GENERAL RESPONSIBILITIES**

- 4.1 Inverclyde Council

- Is committed to maintaining good employment relations through consultation and negotiation
- Recognises the collective bargaining arrangements within all Council services
- Encourages all employees to become members of recognised Trades Unions
- Agrees appropriate time off and facilities for Trades Unions
- Encourages the Trades Unions to participate in joint working in as many areas as possible
- Maintains quality employment policies and procedures
- Is committed to Equal Pay
- Is committed to paying at least the Living Wage

- 4.2 Management

- Must engage Trades Union representatives early in consultation and negotiation issues which have workforce implications including service delivery
- Must share information and staffing data as appropriate with Trades Union representatives in order to enable effective consultation or negotiation to take place
- Encourage the promotion of harmonious employee relations within the workplace

- 4.3 Trade Unions

- Should take an active and constructive part in discussions at an early stage to facilitate reaching agreement within agreed timescales
- Should provide a considered response to management proposals including alternative options where necessary
- Should share with management relevant information to assist discussions

Support and develop their representatives through learning and development initiatives.

## **5.0 SUPPORTING IN HOUSE SERVICES**

5.1 In determining how services can best be provided, Inverclyde Council will endeavour to undertake service reviews in partnership with the Trades Unions in preference to embarking on procurement exercises. Inverclyde Council is committed to full consultation and engagement with Trades Unions throughout the review process, including providing access to all relevant documentation.

## **6.0 FINANCE AND BUDGETING**

6.1 Inverclyde Council's Corporate Management Team (CMT) will continue to work openly and transparently in partnership with the Trades Unions via the Joint Budget Group to develop and deliver the Council's budgets.

## **7.0 CONTRACTING OUT SERVICES**

7.1 Securing services in-house remains Inverclyde Council's default position. However, where contracting out of services is under consideration, we commit to putting forward the rationale and assumptions used in the process and to full consultation and involvement of the Trades Unions throughout the process.

Additionally Inverclyde Council will ensure that any criteria include a clear commitment to work with the Trades Unions, honour future improvements to pay and conditions of employment and national collective agreements. Inverclyde Council will carry out an Equality Impact Assessment and ensure that effective monitoring arrangements are in place during the term of the contract.

## **8.0 COMMISSIONING SERVICES**

8.1 In commissioning services, Inverclyde Council and other stakeholders will seek to ensure good employment practices carried out by the Council are applied to others providing the service.

## **9.0 POLICY DEVELOPMENT BEYOND EMPLOYMENT MATTERS**

9.1 Inverclyde Council agrees to explore policy ideas outside employment issues with the recognised Trades Unions, and commits to full partnership on such issues of common interest and resolve.

## **10.0 CONSULTATION**

10.1 The Council and the Trades Unions accept that differences are best resolved in the shortest time scale. Managers will routinely consult with employees in their own work areas on matters affecting them in consultation with OD & HR and will liaise with appropriate Trades Union representatives wherever appropriate.



## **11.0 TRADE UNION LIASION MEETINGS**

- 11.1 The Head of OD, HR and Communications and the Full Time Trades Union Officers will agree a programme of meetings to discuss relevant employment related issues, with a set minimum of six per year. An agenda will be provided for each meeting along with a note of the meeting. Each Full-time Officer may be accompanied by no more than one steward.

## **12.0 NEGOTIATION**

- 12.1 Matters that are subject to national agreement e.g. maternity leave, pay awards are not subject to local joint negotiation.

## **13.0 BUILDING ON THIS AGREEMENT**

- 13.1 Inverclyde Council and the Trades Unions believe greater co-operation with a partnership at work approach will benefit the organisation, its workforce and the citizens of Inverclyde.

Inverclyde Council's Officers and Elected Members commit to making this Partnership at Work Pledge with the Trades Unions, to ensure it becomes the basis of an enduring and progressive collaboration.