
Report to Clackmannanshire Council

Date of Meeting: 1 December 2022

Subject: Tripartite Group Terms of Reference

Report by: Strategic Director, Partnership and Performance

1.0 Purpose

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

2.0 Recommendations

That Council:

- 2.1. **Agree** to adopt the revised 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. The existing terms of reference were approved by Council on 12th May 2016
- 3.3. Following joint review with our Trade Union Colleagues of our Working Together and that, at it meeting on 25 May 2022, the Council agreed changes to the arrangements for convening the Council it was necessary to review and refresh the Tripartite Group Terms of Reference.
- 3.4. Union colleagues have been engaged in the development of this paper.

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)

Clackmannanshire will be attractive to businesses & people and ensure fair opportunities for all

Our families; children and young people will have the best possible start in life

Women and girls will be confident and aspirational, and achieve their full potential

Our communities will be resilient and empowered so that they can thrive and flourish

(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

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".

Tripartite Group Terms of Reference

11.0 Background Papers

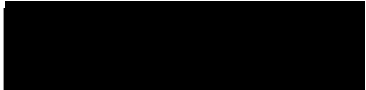
11.1 Have you used other documents to compile your report? (All documents must be kept available by the author for public inspection for four years from the date of meeting at which the report is considered)

Yes (please list the documents below) No

Author(s)

NAME	DESIGNATION	TEL NO / EXTENSION
Chris Alliston	Senior Manager, HR and Workforce Development	2184

Approved by

NAME	DESIGNATION	SIGNATURE
Stuart Crickmar	Strategic Director, Partnership and Performance	



**Clackmannanshire
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Comhairle Siorrachd
Chlach Mhanann

Tripartite Remit



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.

At the heart of the Council's relationship with its staff is a positive and progressive relationship with the Trade Unions that represent them. This is reflected in the Working Together Agreement the Management and Unions have agreed.

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 an 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 normally include the consideration of specific issues that exist in Services unless the management/trade union dialogue processes have failed to reach agreement.

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 Boards/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 Convenor of Council.
- The Tripartite Group will be comprised of elected members, the Strategic Leadership Group and trade union representatives. The membership of the Tripartite is as set out in Schedule 1 to this document.
- The Senior Manager – HR and Workforce Development will also be in attendance.
- Senior Managers 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.
- Regional Trade Union officers have a standing invitation to attend Tripartite Group meetings.
- The Strategic Director – Partnership and Performance will have overall responsibility for the management of the Tripartite Group and will be supported by the Senior Manager – HR and Workforce Development and Committee Services
- Requests for agenda items will be made by Committee Services to the Senior Manager – HR and Workforce Development and Trade Union members 10 working days in advance of meetings.
- In conjunction with the Senior Manager – HR and Workforce Development, 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 Convenor of Council and the Strategic Director – Partnership and Performance.

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

Full Members

All Elected members

Strategic Leadership Group

JTUC Trade Union members

In Attendance

Senior Managers

Standing Invitation

Regional Trade Union Officers

*Note other officers may be in attendance for specific agenda items

