

### **Scope**

This protocol applies to all of the Trade Unions recognised by Fife Council for the purposes of collective bargaining,

### **Introduction**

Fife Council's Recognition Agreement establishes the principle that adequate and reasonable levels of representation across Services will be agreed with the Trade Unions in proportion to their membership numbers and the distribution of members across Services.

In support of this principle all of the Trade Unions will be required to submit details of total membership numbers, broken down by recognised employee groups, and distribution across Services.

### **Definition**

Membership information submitted by each Trade Union should include only current Fife Council employees.

### **Protocol**

#### **1. Non-disclosure of membership information**

Should a Trade Union fail to supply membership information as required, reference will be made to the number of members whose Trade Union subscriptions are deducted from payroll. In the absence of any other membership information, this figure will be used as the total membership number for the non-disclosing Trade Union.

#### **2. Disclosed membership information**

Membership information disclosed by any Trade Union will require no further verification in circumstances where:

- the membership information submitted corresponds to the number of members whose Trade Union subscriptions are deducted from payroll; or
- the membership information submitted corresponds closely to the previous year's submission for the Trade Union.

#### **3. Independent verification of membership information**

In circumstances where there is a discrepancy between the membership information submitted and the number of members whose subscriptions are deducted from payroll, or the membership information submitted in previous years, the Council will reserve the right to seek independent verification of the disclosed membership information. Where independent verification is required, the Council will refer to Electoral Reform Services to review and confirm disclosed membership information.