

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 defines the Council's structures for negotiation and consultation. These structures include the Joint Negotiation & Consultation Forum, Education and Learning Negotiation & Consultation Forum, Fire & Rescue Service Negotiation & Consultation Forum and a number of Service Consultation Forums. This protocol outlines the underlying principles for determining appropriate maximum numbers of Management and Trade Union Representatives attending each of the Consultation Forums operating across Directorates and Services.

Appendix I to this Protocol outlines the allocated Trade Union seats for each of the current Service Consultation Forums, agreed with effect from 12 September 2012. The agreed membership numbers detailed **should not be exceeded** unless it is appropriate and necessary to facilitate the consultation process. Where the Trade Unions wish to request the attendance of additional representatives prior approval should be sought via the Executive Director.

Protocol

1. Determining maximum numbers of attending Representatives

In order to promote the effective and efficient operation of Service Consultation Forums the maximum of number of attending Management and Trade Union Representatives will be limited in proportion to the size of the relevant Service/ Section/ work group to which the Forum relates.

The table below provides a key to determining the appropriate maximum number of attending Representatives with reference to the FTE number for the relevant Service/ Section/ workgroup.

FTE Number	Max No. of TU Reps	Max No. of Mgt Reps
<50	2	2
51-300	3	3
301-650	4	4
651-950	5	5
951+	6	6
2001+	7	7

2. Distribution of Forum places between the relevant Trade Unions

Forum seats will be distributed between the Trade Unions in proportion to their total membership within the relevant work group, up to the maximum number of Trade Union Representative seats relevant to the particular Forum.

Forum seats will be restricted to those Trade Unions with a confirmed and reasonable level of membership within the relevant workgroup covered by the Forum. As a general principle a seat at every meeting will only be available to any Trade Union with at least 5% membership within the workgroup. For those Trade Unions with less than 5% membership, a discretionary seat will be available. *

3. Consultative Groups

The principles outlined above will apply to all Consultation Forums as well as Consultative Groups which operate below the level of the main Forum within Services.

4. Attendance of Elected Members

It will be appropriate to invite Elected Members to attend Service Consultation Forums under the following circumstances:

- Where the Forum covers a Directorate/Service with statutory obligations and the Elected Member acts as the spokesperson for a portfolio relating specifically to that Directorate/Service;
- Where there is agreement across the Directorate Management Team, Trade Union members of the Forum and the appropriate Elected Member, that Elected Member attendance would be beneficial and enhance arrangements for communication and consultation; and
- Where the Forum operates at a Directorate level.

Where an Elected Member attends a Service Consultation Forum it will not be appropriate for him or her to chair the meetings.

***Guidance Note: Discretionary Seats on Service Consultation Forums**

Discretionary seats will be allocated to any Trade Union whose membership is less than 5% of the relevant work group.

Trade Unions with discretionary seats will only be expected to attend meetings where items for discussion have a direct impact on their membership. Trade Union Reps with discretionary seats will be able to propose agenda items for future meetings and attend those meetings to participate in discussions.

Service Consultation Forums should ensure that the minutes of all Forum meetings are forwarded to all Trade Unions holding seats on the Forums, including discretionary seat holders.

It will only be appropriate to deny a Trade Union a seat on a Consultation Forum where it can be confirmed that they have no members within the relevant work group.

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Appendix I: Agreed Trade Union Seats at Service Consultation Forums effective 12 September 2012

Environment, Enterprise & Communities

	Enterprise Planning & Prot. Services	Transport & Environment	Leisure & Cultural	Housing & N/bour hood	Asset & Facilities Mgt	Resources
Max. total TU Reps	3	6	5	4	7	3
UNISON Reps	2	3	3	2	4	2
GMB Reps	1	1	2	1	1	1
Unite – Reps	D	2	D	1	1	D
UCATT Reps	-	D	-	-	1	-

	Assessors	Finance & Resources	Corporate Services	Social Work
Max. total TU Reps	2	4	5	7
UNISON Reps	1	3	5	5
GMB Reps	1	D	D	2
Unite Reps	-	1	D	D
UCATT Reps	-	-	-	-

	Education & Learning
Max. total Teaching TU Reps for Forum part A & B	9
EIS Reps	6
SSTA Reps	2
NASUWT Reps	1
Voice Reps	D
Max. total Single Status TU Reps for Forum part A only	6
Unison Reps	6
GMB Reps	D
Unite Reps	D

	Fire
Max total TU Reps	4
Unison Reps	D
FBU Reps	4

* D = Discretionary seat