

# Finance and Resources Committee

**10am, Tuesday 5 September 2017**

## **Appointments to Working Groups 2017/2018**

<b>Item number</b>	7.1
<b>Report number</b>	
<b>Executive/routine Wards</b>	Executive

### **Executive Summary**

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The Finance and Resources Committee is invited to appoint the membership of the Joint Consultative Group, Elected Member ICT and Digital Sounding Board, and the Council Health and Safety Consultation Forum.

The proposed membership structures and remits of each are detailed in appendices 1 to 3 of this report.

## Appointments to Working Groups 2017/2018

### 1. Recommendations

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- 1.1 To appoint the membership of the Joint Consultative Group as set out in Appendix 1.
- 1.2 To appoint the membership of the Elected Member ICT and Digital Sounding Board in Appendix 2.
- 1.3 To appoint the membership of the Council Health and Safety Consultation Forum in Appendix 3.
- 1.4 To postpone the re-appointment of the Property Sub-Committee until such time as a meeting of the Sub-Committee is deemed necessary.
- 1.5 To approve the remits of the Joint Consultative Group, Elected Member ICT and Digital Sounding Board, and the Council Health and Safety Consultation Forum 2017/2018 as set out in appendices 1 to 3 of this report.

### 2. Background

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- 2.1 The Council, at its meeting on 22 June 2017, approved revised political management arrangements for 2017 and appointed membership of the Finance and Resources Committee including the Convener and Vice-Convener.

### 3. Main report

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- 3.1 The Committee is required to appoint the membership of its Working Groups for 2017/18.
- 3.2 While there is no requirement for the membership of working groups to be proportionate to that of the Council, it is suggested that this is good practice.  
  
The proposed membership has therefore been adjusted to reflect the overall political balance on the Council. It is, however, open to the Committee to alter the membership where it feels this is warranted.
- 3.3 The proposed membership structures and remits are set out in Appendices 1 to 3 of this report.

### 4. Measures of success

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- 4.1 Not applicable

## **5. Financial impact**

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5.1 Not applicable

## **6. Risk, policy, compliance and governance impact**

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6.1 Not applicable.

## **7. Equalities impact**

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7.1 Not applicable.

## **8. Sustainability impact**

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8.1 Not applicable.

## **9. Consultation and engagement**

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9.1 Not applicable.

## **10. Background reading/external references**

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10.1 [Political Management Arrangements 2017 – report by the Chief Executive](#)

10.2 [Minute of Council Meeting of 22 June 2017](#)

**Andrew Kerr**

Chief Executive

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## 11. Appendices

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Appendix 1 – Joint Consultative Group

Appendix 2 – Elected Member ICT and Digital Sounding Board

Appendix 3 – Council Health and Safety Consultation Forum

## Joint Consultative Group

### Proposed Membership - 7 Members

(2 SNP, 2 Conservative, 1 Labour, 1 Green and 1 SLD)

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor

Councillor

### Other Members

15 representatives appointed by the recognised Trade Unions as follows:-

UNISON (**5 representatives**)

UNITE (**3 representatives**)

General, Municipal, Boilermakers and  
Allied Trades Union (**1 representative**)

UCATT (**1 representative**)

Educational Institute of Scotland (**3  
representatives**)

Scottish Secondary Teachers'  
Association (**1 representative**)

National Association of  
Schoolteachers/Union of Women  
Teachers (**1 representative**)

### Remit

The Joint Consultative Group provides a means of regular consultation between the City of Edinburgh Council and its employees through:

- informing employee representatives on the activities, economic situation and development of the Council and consulting on the structure and development of employment within the Council;
- informing and consulting employee representatives on any proposals made by the City of Edinburgh Council involving substantial changes in the organisation of work and their effects on employment relations; and
- considering any matter relating to the employment of Council employees which may be referred to the JCG by the City of Edinburgh Council or by any of the Trades Unions, including matters referred for consideration by Departmental Joint Consultative Committees.

## Elected Member ICT and Digital Sounding Board

### Proposed Membership - 8 members

(2 SNP, 2 Conservative, 2 Labour, 1 Green and 1 SLD)

Councillor	Councillor
Councillor	Councillor
Councillor	Councillor
Councillor	Councillor

### Remit

The Sounding Board oversees and scrutinises the delivery of the Council's ICT and Digital Services Contract, with a specific focus on:

- The risks associated with the delivery of the ICT and Digital Services Contract;
- The financial resources required;
- The cost/value of the ICT and Digital Services Contract to the Council;
- The Council's need to demonstrate best value;
- An assurance that ICT and Digital services contract is meeting the needs of the Council's stakeholders, including citizens.

## Health and Safety Consultation Working Forum

Proposed Membership - 1 member (Vice-Convener of the Finance and Resources Committee)

### Remit

The remit of the Health and Safety Consultation Working Forum is to:

- To promote a low tolerance approach to health and safety risks.
- To consider, review and make recommendations to the Corporate Health and Safety Manager and/or Council Health and Safety Group on the following areas:
  - Health and safety performance;
  - Accident investigations and action taken;
  - Health and safety matters referred from the Council Health and Safety Group;
  - Reports from the Health and Safety Executive, where appropriate;
  - Reports submitted by the Corporate Health and Safety Team;
  - Requirements for health and safety training;
  - Health and safety communication in the workplace; and
  - Health and safety reports that have been submitted by Safety Representatives and that have not been resolved at a local level.
- To assist in the development of Council policy, procedures and guidance on matters relating to health and safety at work.
- To raise awareness of Council Health and Safety initiatives.