

Finance and Resources Committee

10am, Thursday 27 August 2020

Appointments to Working Groups 2020/21

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 To appoint the membership of the Joint Consultative Group 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 2019/20 as set out in appendices 1 to 3 of this report.

Andrew Kerr

Chief Executive

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Appointments to Working Groups 2020/21

2. Executive Summary

- 2.1 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.
- 2.2 The proposed membership structures and remits of each are detailed in appendices 1 to 3 of this report.

3. Background

- 3.1 The appointment of committees, joint committees and joint boards is a reserved matter for full Council.
- 3.2 On 23 April 2020 the Leadership Advisory Panel agreed interim political management arrangements to carry out Council business for the period 1 May 2020 to 1 September 2020 and Interim Standing Orders to cover that period.
- 3.3 Part of the interim political management arrangements was to agree that the functions reserved to Council in the Committee Terms of Reference and Delegated Functions would be carried out by the Policy and Sustainability Committee.
- 3.4 At its meeting on 28 May 2020, in terms of Interim Standing Order 1.2, the Policy and Sustainability Committee agreed the political balance on the Council's committees.
- 3.5 Appointments to the Council's committees were also made at the Policy and Sustainability Committee meeting on 28 May 2020.

4. Main report

- 4.1 The Committee is required to appoint the membership of its Working Groups for 2020/21.
- 4.2 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.

- 4.3 The proposed membership therefore reflects the overall political balance on the Council. It is, however, open to the Committee to alter the membership where it feels this is warranted.
- 4.4 The current membership structures and remits are set out in Appendices 1 to 3 of this report.

5. Next Steps

- 5.1 Not applicable.

6. Financial impact

- 6.1 Not applicable.

7. Stakeholder/Community Impact

- 7.1 Not applicable.

8. Background reading/external references

- 8.1 [Review of Appointments to Committees, Boards and Joint Boards for 2020/2021– report by Chief Executive](#)
- 8.2 [Minute of Policy and Sustainability Committee of 28 May 2020](#)

9. Appendices

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 (JCG)

Current Membership – 7 members

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

Councillors Rankin (Convener), Bruce, Griffiths, Hutchison, Main, McVey and Neil Ross.

Other Members

15 representatives appointed by the recognised Trade Unions as follows:

- UNISON (5 representatives)
- UNITE (4 representatives)
- GMB (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 (JCG) is constituted with the purpose of providing a means of regular consultation between the City of Edinburgh Council and its employees and, where appropriate, submitting views to the Finance and Resources Committee of the Council for consideration.

The functions of the JCG are:

- To inform employee representatives on the activities, economic situation and development of the Council and to consult on the structure and development of employment within the Council
- To inform and consult 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
- To consider 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 Trade Unions, including matters referred for consideration by directorate Joint Consultative Committees; provided that no question of an individual's employment circumstances (e.g. pay, wage, grading, discipline, promotion, efficiency, etc) shall be within the scope of the JCG.

Elected Member ICT and Digital Sounding Board

Current Membership - 8 members

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

Councillors Rankin, Booth, Cameron, Howie, Hutchison, Johnston, Neil Ross, and Watt.

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.

Council Health and Safety Consultation Forum

Current 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;
 - 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.