

MODEL CONSTITUTION FOR A DEPARTMENTAL CONSULTATIVE COUNCIL

MEMBERSHIP

1. The Council shall consist of not more than ..... members, appointed as to not more than ..... members by the Head of Department and as to not more than ..... members by the associations or groups of associations and representatives of grades having members employed in the Department.
2. The members of the Council shall be persons of standing. The Chairman of the Council, after consultation with the Vice-Chairman, shall, as occasion may require, arrange for the addition of a representative appointed by the Civil Service Branch of the Colonial Secretariat.
3. Where an association has members outside as well as inside the Department, the electorate for the Department shall be the members of the association in the Department, and, if necessary, special machinery shall be set up by the association to ensure the carrying into effect of this arrangement. It shall be open to the electorate so constituted to choose as their representative any member of the association who is employed in the Civil Service. The election shall in all cases be under the authority of the association concerned. Although certain questions relating to classes employed in two or more departments will be dealt with by special committees of the Senior Civil Service Council, this fact shall not preclude members in those classes from being elected to serve on the Departmental Council.
4. It shall be open to the authorities appointing the respective members of the Council to vary their representatives.
5. The first Council shall be appointed to serve until the close of the annual meeting in 19...
6. Casual vacancies may be filled by the authority concerned in the same manner as the original appointments. Provided always that where a representative cannot attend a meeting of the Council, an accredited deputy may be appointed pro hac vice by the authority concerned.

OFFICERS

7. Chairman and Vice-Chairman. The Chairman at every meeting of the Council shall be a senior member of the Department appointed by the Head of Department; the Vice-Chairman shall be a staff member of the Council.
8. Secretaries. One Secretary shall be an official

member of the Council, and one Secretary shall be a staff member of the Council.

9. Quorum. The quorum shall be ..... official members and ..... staff members.

#### MEETINGS

10. Meetings, etc. The ordinary meetings of the Council shall be held as often as necessary, and not less than once a quarter. The meeting in the month of .... shall be the annual meeting. An agenda shall be circulated to all members not less than 14 days before the meetings of the Council. Business not on the agenda shall be taken only by permission of the Chairman and Vice-Chairman. A special meeting of the Council may be called by the Chairman on his own initiative or at the request of the Vice-Chairman. The business to be discussed at such special meetings shall be limited to matters stated upon the notice summoning the meeting.

11. The Council may draw up such standing orders and rules for the conduct of its business as it may deem necessary.

#### OBJECTS

12. General Objects. The general objects of the Council shall be to secure the greatest measure of co-operation between the Administration, in its capacity as employer, and the general body of the staff in matters affecting the Department, with a view to increased efficiency in the Department combined with the well-being of those employed; to provide machinery for dealing with grievances, and generally to bring together the experience and different points of view respecting conditions of service within the Department.

#### FUNCTIONS

13. The scope of the Council shall comprise all matters which affect the conditions of service of the staff covered by the Council in the Department, and its functions shall include the consideration of the following :-

- (a) Provision of the best means of utilising the ideas and experience of the staff.
- (b) Means for securing to the staff a greater share in and responsibility for the determination and observance of the conditions under which their duties are carried out.
- (c) The encouragement of the further education of the staff, and their training in higher administration and organisation.

- (d) Improvement of office machinery and organisation and the provision of opportunities for the full consideration of suggestions by the staff on this subject.
- (e) The consideration of proposed legislation so far as it has a bearing upon the position of members of the staff in relation to their employment in the Department.
- (f) Consideration of the general principles governing the following conditions of service in so far as these matters are peculiar to members of the staff of the Department :-
  - (i) The structure of individual grade salary scales and internal relativities (i.e. the relationship between the scales within the Department and between those scales and the scales of similar grades of officers in other Departments).
  - (ii) Appointment and promotion qualifications for individual grades.
  - (iii) Detailed conditions of service for individual Departmental grades (e.g. allowances, duties, hours of work, overtime arrangements).
  - (iv) Leave arrangements (excluding leave rates).
  - (v) Departmental welfare arrangements.
  - (vi) The application of redundancy arrangements.
  - (vii) Departmental quarters.
  - (viii) Office accommodation and working conditions.
  - (ix) Uniforms.

Note 1 : Any recommendations arising from the discussion of items (i) and (ii) above should be referred by the Head of Department to the Civil Service Branch for consideration.

Note 2 : Salary levels and requests for general salary increases must not be discussed at Departmental level, since the proper level of discussion is between the three main Staff Associations and Government at Senior Civil Service Council level.)

14. (a) The discussion of promotion shall be restricted to the general aspects of the subject and the principles upon

which promotions in general should rest. In no circumstances shall individual cases be taken into consideration.

- (b) It shall be open to the Council to discuss the general principles underlying disciplinary action, but there shall be no discussion of individual cases.

15. Questions common to two or more Departments not being general questions, shall be reported to the Senior Civil Service Council. The Council may request the Senior Civil Service Council to appoint a chairman for inter-departmental meetings for the consideration of such questions.

#### COMMITTEES

16. The Council may appoint special committees, grade committees, and other committees as required, and may delegate special powers to any committee so appointed.

17. The Council may appoint to special committees persons who need not necessarily be members of the Council. Grade committees shall consist of representatives of the grade concerned and official representatives nominated by the Head of Department, such persons not necessarily being members of the Council.

#### DELIBERATIONS

18. The deliberations of the Council shall be without prejudice to -

- (a) the overriding authority of the Colonial Secretariat and the responsibility of the Head of the Department as such;
- (b) the responsibility of the staff members to their constituent bodies;
- (c) the authority of the Senior Civil Service Council as the only joint body competent to deal with general questions.

19. The Council may seek the advice of the Senior Civil Service Council in cases of difficulty.

#### PUBLICATION OF PROCEEDINGS

20. Only statements issued under the authority of the Council shall be published, and such statements shall be as full and informative as possible.

MINUTES

21. The Council shall keep Minutes of its proceedings.

AMENDMENT OF THE CONSTITUTION

22. The Constitution of the Council may be amended, after consultation with the Secretary for the Civil Service, at an annual meeting of the Council. Notice of amendment of the Constitution must be given and circulated to the members of the Council at least one calendar month before the meeting.

DIVISION/BRANCH/SECTION/UNIT AND OFFICE COMMITTEES

23. The Council shall have power to establish Division/Branch/Section/Unit and Office Committees and to decide the nature and extent of their functions.