NORTH EAST REGIONAL EMPLOYERS' ORGANISATION FOR LOCAL AUTHORITIES

RULES OF THE ORGANISATION

1. TITLE

The Organisation shall be known as the North East Regional Employers' Organisation for Local Authorities (hereinafter referred to as "the Employers' Organisation").

2. ADDRESS

The address shall be Guildhall, Quayside, Newcastle upon Tyne NE1 3AF

3. AREA

The sphere of operations shall be the geographical areas of Northumberland, Durham, Tyne and Wear, and the Tees Valley.

4. OBJECTIVES

The overall aim of the Employers' Organisation is to advise, support and represent member authorities in the broad fields of human resource management, management practice and industrial relations. Specific objectives include:

(i) To provide information, advice and direct support to member authorities on human resource and general management issues.

(ii) To promote best practice in employee relations, management practice and training and development.

(iii) To support the exchange of information and best practice between member authorities by co-ordinating and administering a range of management networks which reflect human resource and management issues of concern and relevance to those authorities.

(iv) To identify and develop opportunities for joint working with other agencies representing Local Government in the North East.

(v) To provide the Employers' Side to the North East Provincial Council.

5. MEMBERSHIP

5(a) The Employers' Organisation shall consist of the following representatives, who shall constitute the Governing Body of the Organisation:-

From each local authority within the Employers' Organisation's geographical area employing between 2,001 and 10,000 employees engaged under the aforementioned agreement

3 representatives

From each local authority within the Employers' Organisation's geographical area employing more than 10,000 employees engaged under the aforementioned agreement

4 representatives

(b) Any representative may be represented at a meeting of the Employers' Organisation or at a meeting of the North East Provincial Council of which the Employers' Organisation constitutes the Employers' Side, by a substitute with full powers, provided that such substitute has been appointed by the appropriate local authority mentioned in Rule 5(a) above. Substitutes at meetings of committees of the Employers' Organisation or any committee of the North East Provincial Council shall be appointed only from amongst the remaining representatives of the Organisation.

(c) The failure of any of the authorities referred to in Rule 5(a) above to appoint the number of representatives provided for by this constitution shall not vitiate the decisions of the Employers' Organisation or the Employers' Side of the North East Provincial Council.

(d) An employee of:

(i) an Organisation represented on the Trade Unions' Side of the Joint Council
or

(ii) a local or joint authority or admitted body and whose conditions of employment are within the scope of the Joint Council shall not be appointed as an Employers' representative (or substitute representative) on the Organisation.

6. RETIREMENT OF REPRESENTATIVES

The representatives on the Employers' Organisation shall retire on the day prior to the Annual Meeting, which is normally held in July, or as otherwise determined by the appointing authority, and shall be eligible for reappointment.

7. CASUAL VACANCIES

On the occurrence of a casual vacancy, a new representative shall be appointed by the authority in whose representation the vacancy occurs and shall sit until the end of the period for which his/her predecessor was appointed.

8. CHAIRS AND VICE-CHAIRS

The Employers' Organisation shall elect at its annual meeting a Chair and two Vice-Chairs who, at the end of their year of office, may offer themselves for re-election, subject to compliance with Rule 6 above.

9. OFFICIALS

(a) DIRECTOR

The Employers' Organisation shall appoint a Director, who will also undertake the role of Treasurer and Employers' Secretary to the North East Provincial Council.

(b) OTHER STAFF

The Organisation shall appoint such other staff as they deem necessary.

(c) AUDIT

The accounts will be audited by an auditor or auditors appointed by the Employers' Organisation for the purpose, and copies of the audited accounts shall be forwarded to the constituent authorities, and presented to an appropriate meeting of the Employers' Organisation, once in each year.

10. COMMITTEES

10(a) EXECUTIVE COMMITTEE

At each annual meeting of the Employers' Organisation an Executive Committee shall be appointed.

The Executive Committee shall be responsible for:

(i) The appointment of the Director of the Employers' Organisation;
(ii) Subject to approval by the full Employers' Organisation, determining financial estimates, operational costs and annual levy;
(iii) Subject to approval by the full Employers' Organisation, determining operational policy and strategy for the Employers' Organisation;
(iv) Taking executive action in connection with decisions reached by the National Organisations and matters delegated by the National Organisations and to make recommendations to the National Organisations in furtherance of the objectives set out in Rule 4.
(v) Approval of minor amendments and variations to financial estimates and staffing/grading structure.

The Executive Committee's membership shall consist of:

(a) The Chair and Vice-Chairs of the Employers' Organisation;
(b) One representative from each of the Metropolitan Districts and Unitary Authorities.

The representatives elected to the Executive Committee shall retire on the day immediately before the date of the annual meeting each year and shall be eligible for re-election, subject to compliance with Rules 5 and 6.

The Chair and Vice-Chairs of the Employers' Organisation will automatically be appointed Chair and Vice-Chairs of the Executive Committee.

10(b) NORTH EAST PROVINCIAL COUNCIL

The Employers' Organisation shall appoint from its representatives persons to represent it as the Employers' Side's at committees and working parties of the North East Provincial Council.

10(c) OTHER COMMITTEES AND WORKING PARTIES

The Employers' Organisation may appoint such other committees or working parties as it considers necessary.

11. MEETINGS

(a) The Annual Meeting of the Employers' Organisation shall normally be held in the month of July each year at which the Director shall submit a statement of representatives appointed to serve on the Employers' Organisation in accordance with Rule 5 above. In addition, the Organisation shall ordinarily meet in January of each year. Notice of meetings of the Organisation and any committee thereof shall be sent by the Director to the appropriate representatives at least one week before the date of the relevant meeting.

(b) The Chair shall call a special meeting of the Employers' Organisation, if so requested, by a requisition signed by not less than one third of the members of the Employers' Organisation. The requisition and also the notice convening the meeting shall state the

nature of the business proposed to be transacted and no other matters shall be discussed. The meeting shall take place within 14 days after the receipt of the requisition by the Chair

In exceptional circumstances an emergency meeting of the Employers' Organisation may be called with the approval of the Chair and two Vice-Chairs.

(c) Voting at meetings of the Employers' Organisation, its committees and the Employers' Side of the Provincial Council shall be by a show of hands or otherwise as the Employers' Organisation, committee or Employers' Sides as the case may be, shall determine. No motion shall be regarded as carried unless it has been approved by the majority of representatives present and voting. In the event of equality of voting on any issue the Chair shall have a second and casting vote.

12. QUORUM

A quorum shall be one third of the representatives of the Employers' Organisation, Committee or Employers' Side as the case may be.

13. AMENDMENT OF CONSTITUTION

The Constitution may be amended with the assent of a majority of the member local authorities within the geographical area referred to in Rule 3.

14. FINANCE

(i) All local authorities in Membership of the Organisation will pay an annual levy, the rate of which will be determined by the Organisation at its half-yearly meeting in January of each year.

(ii) In the event of the Organisation being wound-up any financial reserves will be shared between local authorities in membership of the organisation. The amount to go to each authority being determined by the Organisation. If the Organisation does not have sufficient resources to meet all financial liabilities, local authorities in membership of the organisation will meet all costs. The amount to be paid by each authority being determined by the Organisation.

15. CORE SERVICES

The Services offered by the Employers' Organisation should be underpinned by the following principles:

(i) The activities and services provided by the Employers' Organisation should not aim to compete with authorities' own activities. They should aim to complement and support them.

(ii) The Employers' Organisation should seek, whenever possible, to utilise the skills and competencies that lie within local authorities when considering the provision of services.

(iii) The services provided by the Employers' Organisation should aim to assist in the transfer of "best practice" between member authorities.

(iv) The Employers' Organisation should constantly strive to identify new ideas and approaches in the broad fields of human resource management and management practice and bring them to the attention of member authorities.

(v) The Employers' Organisation should seek to raise the profile of the region at National

level and thus increase its influence over National policy.

(vi) Service provision should be constantly monitored and reviewed in consultation with member authorities.

(vii) Marketing information outlining the services available should be widely distributed to member authorities and Advisory Service members.

Core services will include:

(a) Advice Service - on all workforce matters, including recruitment and selection, industrial relations, conditions of service, employment legislation, equal opportunities, health and safety and all training and development matters.

(b) Library and Information Services - for example, handbooks, training materials and manuals, policy documents, regional and national databases to support advice service.

(c) Research - for example, papers on relevant issues, tendering for research contracts, promoting innovation in authorities, development of new ideas, etc.

(d) Regional Representation - for example, seats on appropriate National/Regional bodies.

(e) Course and Conferences - organised in line with identified local authority needs.

(f) Regional Networks - support for a wide range of professional networks, for example, personnel, health and safety, training, equal opportunities, disability, best value, etc.

(g) Provincial and National Machinery - all joint services to be afforded by the Provincial Council machinery, i.e. conciliation, mediation, differences and/or disputes and to co-ordinate collective action on behalf of member authorities where appropriate.

(h) Elected Member Support - training courses, new Member support, in-house activities, National literature and training materials, etc.

(i) Consortium Purchases - for example, special public sector discounts on materials, training programmes, consultancy fees, etc.

(j) Consultancy – access to a wide range of in-house consultancy services, including training and development; organisational review, design and development; and recruitment and selection. Such services to be provided at highly competitive rates which will be considerably below the ‘market rate’.