

*Statutory Instrument No. 98 of 1986*

**UNIFIED LOCAL GOVERNMENT SERVICE ACT  
(Cap. 40:07)**

**UNIFIED LOCAL GOVERNMENT SERVICE (JOINT STAFF  
CONSULTATIVE COUNCIL) REGULATIONS, 1986**

*(Published on 14th November, 1986)*

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IN EXERCISE of the powers conferred on the Minister of Local Government and Lands by section 30 (f) of the Unified Local Government Service Act, the following Regulations are hereby made —

1. These Regulations may be cited as the Unified Local Government Service (Joint Staff Consultative Council) Regulations, 1986 Citation

2. (1) There is hereby established a Local Authorities Joint Staff Consultative Council (hereinafter referred to as "the Council") which shall consist of the Permanent Secretary, Establishment Secretary of the Unified Local Government Service and ten other members of whom — Establishment of local authorities joint staff consultative council

(a) four shall be appointed by the Minister;

(b) six shall be nominated by the Unified Local Government Staff Association (hereinafter referred to as the "Association") from among its members:

Provided that in appointing such members the Association shall bear in mind the need to represent as far as possible all the categories of officers in each Local Authority.

(2) There shall be a Chairman appointed by the Minister and a Deputy Chairman elected from among the members representing the Association.

(3) There shall be a Secretary to the Council, who shall be a public officer appointed by the Establishment Secretary.

(4) Meetings of the Council shall be held at least once every six months and at such other times as the Chairman may decide.

(5) Persons with special knowledge or representing special interests may be co-opted to attend any meetings of the Council and may take part in the discussions of the Council, but shall not be entitled to vote on any matter.

(6) Every meeting of the Council shall be presided over by the Chairman or, in his absence, by the Deputy Chairman.

- (7) The presence at a meeting of the Council of —
- (a) the Chairman or Deputy Chairman of the Council;
  - (b) two members appointed by the Minister;
  - (c) two members representing the Association;
- shall constitute a quorum.
- (8) Decisions of the Council shall be by majority vote and in the case of equality of votes the Chairman or in his absence the Deputy Chairman, shall have a casting vote.
- (9) Minutes shall be kept of the members present and a record of the decisions reached at every meeting of the Council.
- (10) (a) Any Local Government Officer including a member of the Council may submit any matter in the form of a written memorandum for consideration by the Council.
- (b) Every memorandum must reach the Secretary at least 21 days before the date of the meeting at which it is to be considered.
- (c) Any memorandum reaching the Secretary less than 21 days before the meeting of the Council shall be considered at the next meeting thereafter.
- (11) The Secretary shall with the approval of the Chairman prepare the agenda for each meeting of the Council, and shall circulate such agenda together with supporting memoranda to all members not less than 14 days before the date of the meeting.
- (12) Subject to the provisions of these Regulations, the Council may decide its own procedure.

**Functions  
of council**

- 3. The Functions of the Council shall be —**
- (a) to consider the terms and conditions of service and advice on methods of ensuring improvements in general working conditions, productivity and staff relations within the Local Authorities;
  - (b) to advice on measures necessary for the furtherance of good relations between Government and the Unified Local Government Service and with special reference to —
    - (i) working arrangements and measures designed to increase productivity and lower costs;
    - (ii) improved methods for achieving Development Plan targets;
    - (iii) the investigation of factors tending to reduce efficiency or in any way interfering with the satisfactory working of the Unified Local Government Service;
  - (c) to consider and advice the Government on safety, health and Welfare arrangements in the Unified Local Government Service;
  - (d) to generally assist in the furtherance of good relations between the Unified Local Government Service and employees of Local Authorities and to carry out such other duties as are entrusted to the Council by the Minister; and
  - (e) to examine recommendations put forward by the Local Authorities Consultative Committees.

**Decisions**

- 4. (1) All decisions of the Council shall be referred to the Minister immediately after the meeting at which such decisions were taken, together with copies of the minutes of the meeting.**
- (2) The Minister may accept, modify or reject any decision taken by the Council.

<p>5. All necessary expenses of the Council shall be paid by the Establishment Secretary, but no remuneration shall be paid to any Council Member.</p>	<p>Expenses</p>
<p>6. (1) The Council may constitute sub-committees to assist it in carrying out its functions and may appoint to such sub-committees members of the Council and such other persons, having relevant specialised knowledge and experience, as the Chairman may decide.</p>	<p>Establishment of sub-committees</p>
<p>(2) The Chairman may determine the procedure to be followed by any sub-committees subject to such instructions as the Council may from time to time issue.</p>	
<p>7. (1) There shall be established in each district, city or town council area a Local Authorities Consultative Committee (hereinafter referred to as "the Committee") consisting of the Chief Executive of the Council who shall be the Chairman and seven other officers of whom two shall be officers representing the Council, one shall be an officer representing the Land Board, all approved by the Minister and four shall be officers nominated by the Association from among its members:</p>	<p>Local authorities consultative council</p>
<p>Provided that in nominating such members, the Association shall bear in mind the need to represent as far as possible all the categories of staff in such Local Authorities.</p>	
<p>(2) The Deputy Chairman of each sub-committee shall be elected from among members representing the Association.</p>	
<p>(3) The provisions of paragraphs (4) to (12) of regulation 2 shall apply <i>mutatis mutandis</i> to each committee except that —</p>	
<p>(a) the Secretary of each committee shall be appointed in alternate years by the Chairman and Deputy Chairman;</p>	
<p>(b) the Committee shall meet at least once every three months;</p>	
<p>(c) memoranda to be considered at a meeting must reach the Secretary at least 14 days before the meeting; and</p>	
<p>(d) the agenda and memoranda to be considered at a meeting shall be circulated to all members at least seven days before the meeting.</p>	
<p>8. Local Authorities Consultative Committees shall carry out the functions set out in regulation 2 with special reference to improving productivity within the area of that district or town council, as the case may be.</p>	<p>Functions of committee</p>
<p>9. (1) Decisions of the Committee shall, in the case of issues which fall within the scope of responsibilities of the Chairman, be implemented forthwith.</p>	<p>Decisions</p>
<p>(2) Decisions which require prior approval of other Local Authorities shall be referred for consideration to the Council.</p>	
<p>10. Notwithstanding any other provisions of these Regulations, neither the Council nor the Committee shall consider individual cases in respect of appointments, transfers, promotions and discipline, but may consider principles governing such cases.</p>	<p>Personal cases excluded</p>
<p>11. The procedure for the election of members of the staff onto the Committee shall be in accordance with the rules made by the Permanent Secretary with the approval of the Council.</p>	<p>Elections</p>
<p>12. Any case not covered by these Regulations shall be reported to the Establishment Secretary who shall determine the procedure to be adopted.</p>	<p>Cases not provided for</p>

MADE this 31st day of October, 1986.

M.R. TSHIPINARE,  
*Assistant Minister of Local  
Government and Lands.*

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