

NHS Greater Glasgow and Clyde Branch Shop Stewards' Committee Standing Orders



1. The Shop Stewards of the Branch shall form a Branch Shop Stewards' Committee, hereinafter called "the Committee".
2. The Committee shall comprise all Unite Shop Stewards (Group Representatives/Workplace Representatives and Branch office-holders who are employed by the Board) within NHS Greater Glasgow and Clyde who shall be expected to attend meetings of the Committee. Safety Representatives, Learning Representatives and Equality Representatives shall be entitled to attend the Committee in an *ex officio* capacity and as such shall not have a vote.
3. Branch office-holders who are employed by the Board, as accountable representatives of the workforce, shall be accredited as Shop Stewards and shall be entitled to attend in a full capacity all meetings of the Committee.
4. All Regional Officers and other full time officials of the Union shall be entitled to attend in a non-voting capacity all meetings of the Committee.
5. The Committee shall normally meet on a monthly basis. There shall be at least 10 such meetings per year. The meetings shall take place at a time and place decided at the July meeting each year. Special meetings of the Committee may be called subject to agreement with the Committee Officers. Notice of the date, time and venue for the Committee Meeting shall be communicated to shop stewards normally seven days prior to the meeting.
6. There shall be a Triennial General Meeting of the Committee held during July in each third year commencing 2012. The quorum for all meetings of the Committee shall be 10.
7. The Committee shall elect a Convener of Shop Stewards, an appropriate number of Senior Representative and other functional officers as it may see fit. One of the Senior Representatives shall also be elected as Secretary to the Committee.
8. Elected officers of the Committee shall serve for three years or until the next Triennial General Meeting. Elected officers (including the Convener and Senior Representatives, but excluding other functional officers) of the Committee shall

serve the whole of the Branch and therefore are not limited by any change in their local status.

9. The Convener of Shop Stewards shall chair all meetings of the committee and ensure that business is conducted in accordance with Rule, the Constitution of the Branch, and the standing orders of the Committee. If the Convener is absent from a Committee meeting, those present shall elect a substitute to chair the meeting.
10. The Convener shall be entitled to vote on all matters to be decided by the Committee but they shall not have a second or casting vote.
11. The Committee will be responsible, on behalf of the Branch, for all industrial matters within NHS Greater Glasgow & Clyde and for keeping the Branch informed of such matters.
12. The senior representative(s) of the Branch will normally be responsible on behalf of the Branch for negotiations with the employer in consultation with the Shop Stewards' Committee, appropriate full-time officials, local representatives and the membership involved.
13. The Committee shall confirm the appointment of Unite the Union members on all partnership groups.
14. The Committee may sanction sub groups of representatives for any purpose and at any time it may deem appropriate. Decisions and actions of such sub groups will be subject to the authority of the Shop Stewards' Committee.
15. Standing Orders of the Committee may only be amended at a general meeting of the Branch upon prior notice of the proposed amendment and after prior consultation with the Branch Shop Stewards' Committee.

Agreed 2 August 2012 by Unite SC/164/NHS NHS Greater Glasgow and Clyde Branch