

HR & OD POLICIES

human resources and organisational development

RESOURCE PACK

Trade Unions Recognition, Consultation and Negotiation

GLOSSARY OF TERMS

[Glossary of Terms](#)

A list of technical terms.

GUIDANCE

[Consultation Guidance for Managers](#)

Guidance produced to supplement the Protocol for Consultation with Trade Unions.

[Consultation Protocol](#)

Process for consulting with Trade Unions.

[Negotiation Guidance for Managers](#)

Guidance produced to supplement the Protocol for Negotiating with Trade Unions.

[Negotiation Protocol](#)

Process for negotiating with Trade Unions.

FACT SHEETS

[Service Consultative Group](#)

Constitution Framework, providing formal arrangements for the Service Consultative Groups.

[Trade Union Contact Details](#)

Email addresses and telephone numbers of Trade Union Representatives.

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SAMPLE WORDING

[Consultation Invite Template Letter](#)

Letter inviting employees to attend a consultation meeting.

[Consultation Proposal Template Letter](#)

Letter detailing the proposals which are under consultation. Includes background to the proposals, information regarding the consultation process, supporting documentation as applicable, and methods by which feedback can be given.

[Notice of Implementation Template Letter](#)

Letter informing employees of the result of a consultation, stipulating the final decision made and detailing the implementation date.

FORMS

[Consultation Scoping Document](#)

Sets out actions and considerations which should be incorporated as part of the consultation process.

[Consultation Feedback Template](#)

Facilitates the collation of comments, identification of common themes, specific elements of themes that need to be addressed and response/recommendations from management.

FLOWCHARTS

[Joint Consultative Groups](#)

Flowchart showing Aberdeenshire Council's Consultative Groups.

[Health and Safety Group](#)

Flowchart showing Health and Safety Group.