

# 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.