



# City of Galway VEC's Partnership Charter

## 1. Preamble

1. City of Galway VEC recognises that major change in this Organisation requires the active participation and support of all staff. Any change introduced in the Organisation that is agreed by consensus for discussion at the local working group is considered relevant. This can be achieved through partnership within the City of Galway VEC and we recognise this is the preferred way to promote and achieve change in our Organisation.
2. In City of Galway VEC, Partnership is an active relationship between management and employees based on recognition of a common interest to secure the competitiveness, viability and prosperity of the City of Galway VEC.
3. The Organisation acknowledges its obligations to inform and consult employees on matters of importance to them and undertakes to do this through the established partnership structures
4. Partnership involves a continuous commitment by employees to improvement in quality and efficiency; and the acceptance, by the Organisation that our employees are stakeholders with rights and interests to be considered in the context of major decisions affecting their employment.
5. Partnership involves common ownership of the resolution of challenges, involving the direct participation of employees / representatives and an investment in their training, development and working environment.
6. This Organisation commits to actively promoting partnership through our Local Working Group which will be made up of an equal number of management and employee representatives.

## 2. Composition

1. The Local Working Group will be made up of at least 4 and no more than 10 people
2. There will equal numbers of management and staff representative nominees

3. The management nominees of the LWG is:
  - CEO/ EO
  - Head of Administration \ Education Services
  - Head of HR
  - Head of Finance
  - Committee member or a person designated by them to represent them
4. The staff representative nominees will be nominated by:
  - IMPACT
  - SIPTU
  - Other representative bodies
5. The Local Working Group may invite observers from any internal group to attend at meetings as require

### **3. Objectives**

1. The LWG is the group primarily responsible for the promotion and development of partnership within the Organisation
2. It has a requirement to ensure that the Organisation meets the requirements of National Agreements as set out by the VEC National Partnership Forum (VECNPF)
3. It has responsibility to ensure that all employees are informed and consulted about changes taking place within the Organisation

### **4. Core Values**

1. The successful implementation of the core values of ***Co operation, Leadership, Teamwork, Participation and Customer Centeredness*** is the most effective means by which Partnership will be achieved within City of Galway VEC. The City of Galway VEC will work to implement these in as many ways as possible across the organisation and use them as guiding principles in all decision making.

### **5. Agreement**

1. Meetings of the Local Working Group will be held in accordance with the LWG rules set out in Appendix 1

2. What will be dealt with:
  - a. It will deal with issues arising out of the national agreements
  - b. Issues from statutory requirements such as the Education Plan and Service Plan
  - c. Issues raised by any member that the committee
3. How IR issues will be dealt with
  - a. The LWG will not deal with any issues that are related to the Terms and Conditions of employment that are agreed at national level.
  - b. The LWG can decide any issue is an IR issue which can be referred to the IR process
4. How decisions are made:
  - a. Decisions will be made by consensus at LWG meetings
5. How disputes within the LWG will be handled:
  - a. In the case of local disputes there will be a number of discussions to resolve the issue. If there is no resolution the LWG will call on the NPF to facilitate the discussion in a process agreed with the LWG.

## **6. Organisation**

1. How the LWG is organized
  - a. The LWG membership is set out in S2
  - b. It may invite additional members to attend meetings for a set period of time
  - c. It may ask to be represented in other groups within the City of Galway VEC
2. How the LWG relates to other bodies within the City of Galway VEC
  - a. The LWG may by agreement invite representatives of other project groups to join the LWG
  - b. The LWG may by agreement send representatives to other project groups on invitation.
3. How it relates to City of Galway VEC partnership groups:
  - a. The LWG may establish sub groups to deal with projects, all members may not be members of the LWG.
  - b. The LWG may establish links with existing groups and adopt as partnership groups
4. How it relates to any other bodies
  - a. The LWG will nominate a representative to attend the Regional Network Group with the support of the NPF

- b. The LWG may nominate a representative to attend other local partnership groups

## **7. Communications**

1. What will be the standing communications and how you can find out about partnership in City of Galway VEC?
  - a. Details of the membership of LWG and how it operates in main office and on local City of Galway VEC web
  - b. Annual Bulletin of what's achieved and in hand
  - c. Capture of information on the website of the VECNPF
2. What regular communications will be issued as a matter of form for the LWG:
  - a. Quarterly
3. How issues of immediate concern or great importance will be communicated to the relevant staff:
  - a. Personal Briefings
  - b. Internal Circular and/or
  - c. E-mail

## **8. Training and Development**

1. What are the principles that apply to partnership training and development?
  - a. Attendance at training seminars will be available to all staff members
2. People within the Organisation will be selected for partnership training in consultation with the CEO and senior management