

Local Authority and Health Services

**CONCILIATION
AND
ARBITRATION
SCHEME**



Local Government Staff Negotiations Board

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**Scheme for a National Joint Council and Arbitration Board
for Local Government and Health Services
Part I**

GENERAL

1. Definitions

- (a) "The Scheme" means this scheme for a National Joint Council, hereinafter referred to as the Council, and Arbitration Board for the authorities referred to in sub-paragraph (c) of this paragraph;
 - (b) "The former scheme" means the Scheme of Conciliation and Arbitration for Local Authority Officers, as amended 30th January, 1964;
 - (c) "Authorities" means the bodies for which the Local Government Staff Negotiations Board, established under the Local Government Services (Corporate Bodies) Act, 1971 provides facilities for the purpose of staff negotiations and such other bodies as are named in the schedule to the Scheme.
 - (d) "Staff Panel" means the panel set up under paragraph 11 of the Scheme;
 - (e) "Management Side" means the Local Government Staff Negotiations Board and/or its nominated representatives.
 - (f) "Staff Association" means a Trade Union or any association representing staff employed by any of the authorities referred to in sub-paragraph (c) of this paragraph entitled to negotiate under the Trade Union Acts and recognised for the purposes of the scheme.
 - (g) "Staff Side" means the staff associations or representatives of such associations including the staff panel set up under paragraph 11 of the scheme;
 - (h) "Conciliation Committee" means any committee appointed from time to time by the Council to examine and report back on any matter referred to it by the Council;
 - (i) "The appropriate Minister" means the Minister of State whose sanction is required in each particular case.
2. The purpose of the scheme is to provide means for ensuring co-operation between the authorities and staff associations in the preservation and promotion of good staff relations in the authorities, for better discharge of public business and for dealing with matters arising in respect of the following—
- (a) Principles governing the recruitment of staff;
 - (b) Principles governing the remuneration of staffs, including points of entry on salary scale;
 - (c) Principles governing superannuation, promotion, grading structures, hours of attendance, annual, sick, special or study leave, disciplinary action or other general conditions of service;

- (d) Consideration of matters of general application for the promotion of efficiency in the service;
 - (e) Claims for adjustments in the general level of the remuneration of staffs as a whole;
 - (f) Claims relating to overtime rates, subsistence allowances, travelling and removal expenses, hours of attendance, annual and sick leave;
 - (g) Claims for the application or adjustment of pay and/or structures of remuneration, emoluments or allowances (including claims for new allowances) in the nature of pay for a specific grade or for specific grades, as the case may be.
3. The existence of the Scheme does not imply that the Authorities or the appropriate Ministers have surrendered their liberty of action in the exercise of their statutory authority and the discharge of their responsibilities in the public interest.
4. The Scheme shall apply to all salaried staff employed by the authorities other than—
- (i) those who have a right of recourse to the Labour Court for the settlement of disputes under the provisions of the Industrial Relations Acts,
 - (ii) those whose remuneration is determined by the appropriate Minister, and
 - (iii) those who are excluded by agreement between the staff and management sides.
5. (a) Only qualified staff associations admitted by the Management Side shall be eligible to take part in the operation of this Scheme.
- (b) Before any staff association can be admitted for the purpose of this Scheme, it must make application for admission to the Management Side.
- (c) Where a staff association makes application for admission it shall submit copies of its rules and a statement of the number of its members to whom the Scheme applies certified by its chief officer and any other relevant information which may be required either by the Management Side or the Staff Panel.
- (d) To qualify for consideration for admission to the Scheme a staff association must be either
- (i) a trade union affiliated to the Irish Congress of Trade Unions in respect of which Congress have not made a decision (not subsequently altered or rescinded) with which admission to the Scheme would be incompatible, or
 - (ii) an excepted body which at the time of application for an order under Section 6 (6) of the Trade Union Act, 1941 notified the Local Government Staff Negotiations Board of its intention to apply for admission to the Scheme in the event of the order applied for under the Trade Union Act, 1941 being granted.

- (e) Subject to sub-paragraph (f) of this paragraph, consultation with and the approval of the Staff Panel shall be necessary before admission is granted for the purpose of this Scheme to any association not admitted to the previous scheme.
 - (f) If the Staff Panel do not within a period of three months from the date of consultation approve of admission being granted to a qualified staff association or if the Management Side refuse to grant admission to such an association, the applicant association may apply to the Management Side to have the application referred to a Board of Referees.
 - (g) The Board of Referees shall consist of:—
 - (i) Where the applicant association is a trade union holding a negotiation licence for purposes of the Trade Union Acts, a Board of three persons nominated by the Irish Congress of Trade Unions.
 - (ii) Where the applicant association is an excepted body for the purposes of the Trade Union Acts and is not affiliated to the Irish Congress of Trade Unions, a Board of three persons nominated by a majority of a body comprising the Chairman of the Staff Panel, the Chairman of the Local Government Staff Negotiations Board and the Chairman of the applicant association.
 - (h) The decision of the Board of Referees shall be made by a majority vote within three months of the matter being referred to it and if in favour of the applicant association shall be accepted in substitution for the decision against which the appeal was made.
 - (i) Where admission has been granted to an association the association shall enter into an agreement with the Management Side for the acceptance of the provisions of this Scheme by such association and by the Management Side.
 - (j) Staff associations recognised for the purposes of the "former scheme" shall, subject to the provisions of sub-paragraph (i) of this paragraph, be admitted for the purpose of this Scheme without complying with any other requirements.
6. (a) Subject to the provisions of sub-paragraph (b) of this paragraph, should a staff association, recognised for the purposes of the Scheme, sponsor, support or resort to strike, industrial action or public agitation as a means of furthering claims which are appropriate to be dealt with through the Scheme and have not exhausted all provisions of the Scheme, recognition may be withdrawn from such staff association but in such case not without agreement of the Staff Panel;
- (b) The provisions of sub-paragraph (a) of this paragraph shall not apply in relation to a matter in respect of which any decision of the Arbitration Board has not been applied to any relevant members of any recognised staff association in accordance with paragraph 62.

7. Staff Side representatives may be allowed leave with pay:
 - (a) to attend, as members or officers, meetings of the Council or any committee set up by such Council, or
 - (b) to act as members of or appear as witnesses or advocates before the Arbitration Board.
8. (a) Save as is provided in paragraph 65 and unless otherwise agreed, the Management Side and the Staff Side shall each be responsible for their own expenses.
 - (b) The expenses of the Management Side in the operation of the Scheme shall be met under arrangements made by the Local Government Staff Negotiations Board.
9. Claims shall, in the first instance, be made to the individual authorities concerned and to the Secretary of the Local Government Staff Negotiations Board who shall forward copies to the appropriate Minister. Notwithstanding this, it shall be open to a staff association to lodge a claim with an individual authority or a number of authorities for the purpose of dealing with such claim by direct discussion or negotiation, provided, however, that the authority or authorities shall be entitled to have the matter referred to the Local Government Staff Negotiations Board for the purpose of having such a claim dealt with within the provisions of the Scheme and in such case the Staff association shall agree to same.
10. (a) The Scheme shall continue in force unless and until it is terminated by six months' notice given by the Management Side or by the Staff Panel.
 - (b) Each staff association shall be free to withdraw from the Scheme on the giving of three months notice to the Management Side and to the Staff Panel.
 - (c) Amendments to the Scheme may be proposed at any time by either the Management Side or the Staff Panel.
 - (d) If and when agreement is reached between the Management Side and the Staff Panel on an amendment to the Scheme such amendment shall be formally incorporated in the Scheme by means of an addendum, the original of which shall bear the signatures of the Chairman of the Management Side and the Chairman of the Staff Panel.
11. (i) Each recognised staff association having twenty-five members or over, shall be represented on the Staff Panel.
 - (ii) The Staff Panel shall formulate agreed arrangements between the recognised staff associations to ensure that for the purpose of the scale of representation on the staff panel no individual shall be reckoned as a member of more than one association.
 - (iii) (a) The scale of representation on the Staff Panel shall be on the basis of the memberships coming within the ambit of the Scheme of the participating Staff Associations as follows:—

- | | |
|-----------------------------------|---------------------|
| Less than 200 members | —1 representative. |
| 200 members and less than 400 | —2 representatives. |
| 400 members and less than 600 | —3 representatives. |
| 600 members and less than 1,500 | —4 representatives. |
| 1,500 members and less than 2,500 | —5 representatives. |
| 2,500 members and less than 5,000 | —6 representatives. |
| Having more than 5,000 members | —7 representatives. |
- (b) A recognised staff association with less than 50 members shall be represented on the Staff Panel by one non-voting member.
 - (c) Subject to the provisions of this paragraph and paragraph 5, the Staff Panel under the "former scheme" shall be the Staff Panel for the commencement of the Scheme.
12. The Staff Panel shall appoint a Chairman, Vice-Chairman and Secretary.
 13. (a) The Staff Panel shall determine its own procedures.
 (b) The Staff Panel shall regulate its procedures by means of Standing Orders, such Standing Orders or any subsequent amendments thereto shall be circulated from time to time to each staff association.
 (c) Amendments to the Standing Orders shall be made by the Staff Panel after consultation with each staff association.
 14. The Management Side shall determine its own procedure for the purposes of the Scheme.

PART 2

THE NATIONAL JOINT COUNCIL

15. The Council shall consist of a Chairman and an equal number of Management Side and Staff Side representatives.
16. (i) The Staff Side representatives shall number not less than five (5) and not more than eleven (11) nominated from amongst its members by the Staff Panel subject to the qualification that a representative of a staff association affiliated to the Staff Panel on the basis of less than one hundred (100) members shall not be eligible for nomination.
 (ii) The Management Side representatives shall be nominated by the Management Side from the salaried staff of any or all of the following:—
 - (a) the Authorities
 - (b) the Local Government Staff Negotiations Board
 - (c) any Minister of State who is an appropriate Minister for the purposes of the Scheme.

17. The proceedings of the Council shall not be invalidated by temporary vacancies in its membership or by unequal representation of Management and Staff Sides at all or any of its meetings, provided, however, that at least two representatives from each side attend such meetings. Decisions of the Council shall be made by the assent of both sides present at the meeting.
18. Subject to paragraphs 9 and 19 the matters appropriate for discussion at meetings of the Council shall be claims made by any recognised staff association or other matters relating to the purposes of the scheme, as defined in Paragraph 2, referred to it either by the Management Side or by the Staff Panel.
19. Claims shall not be appropriate for discussion which have been the subject of Council proceedings and disposed of by the Council (irrespective of whether the report recorded agreement or disagreement on the matter) or by the Arbitration Board within twelve months after the date of the decision of the Council thereon or the report of the Arbitration Board.
20. The Council may appoint conciliation committees for any of its purposes.
21. A conciliation committee shall have specific terms of reference assigned to it by the Council and such committee may include amongst its membership persons not in membership of the Council.
22. The composition of the Staff Side of a conciliation committee shall be determined by the Staff Panel in accordance with procedures drawn up under paragraph 13. The composition of the Management Side of a conciliation committee shall be determined by the Management Side representatives on the Council.
23. All reports and agreements of the conciliation committees shall, if approved by the Council, become reports of the Council.
24. Where a matter is of general application it shall be dealt with by the Council.
25. The Chairman of the Council shall be appointed by the representatives of the Management Side and the Staff Side on the Council. He shall hold office for a period of three years or such lesser period as may be agreed by the parties concerned and shall be eligible for re-appointment. A deputy chairman shall be appointed by the representatives of the Management Side and the Staff Side on the Council and shall hold office for such period as shall be agreed upon. In the absence of the Chairman the Deputy Chairman shall perform all the functions of the Chairman.
26. Members of the Oireachtas, serving civil servants, members of authorities to whom the Scheme applies, serving officers, or employees of authorities, trade union or staff association

- officials, shall be ineligible for appointment as either Chairman or Deputy-Chairman. The provisions of this paragraph shall not apply to members of the Labour Court, Rights Commissioners appointed under the Industrial Relations (Amendment) Act, 1969, the chairman of the conciliation services of the Labour Court or industrial relations officers appointed under the Industrial Relations (Amendment) Act, 1969.
27. The Council shall have two secretaries, one of whom shall be appointed by the Management Side and one by the Staff Panel.
 28. Meetings of the Council shall be held not less frequently than once in every two months unless in any two month period there is no subject for discussion when by agreement between the Chairman and the two secretaries it shall be recorded that no meeting is required. Not more than one meeting of the Council will be held in any two months except by agreement between the chairman of the Council and the two secretaries.
 29. Subject to the provisions of paragraph 28, all meetings of the Council shall be summoned on the direction of the Chairman, jointly by the secretaries at the request of either the Management Side or the Staff Side.
 30. The agenda for each meeting of the Council shall be decided by the Chairman in consultation with the joint secretaries of the Council and may include items requested for inclusion by either the Management Side or the Staff Panel.
 31. The minutes of a meeting of the Council shall be agreed between the Secretaries and shall be circulated by them to the Management Side and to each recognised staff association as soon as possible after the meeting of the Council at which they have been adopted.
 32. All reports published by the Council shall be authenticated by the signatures of the secretaries of the Council. Such reports shall record agreement or disagreement between Management Side and Staff Side on the matter before the Council and may indicate that the terms of any recommendation contained therein will not be subject to review for a period to be specified by the Council. Copies of such reports shall be issued to the Management Side, the Staff Panel, the Staff Associations and the appropriate Ministers.
 33. Where a claim made by a staff association has been referred to the Council, pursuant to Paragraph 30 herein, and has not been the subject of a report under Paragraph 32 within four months of such referral then, unless the Council decide otherwise, and such decision is recorded in the minutes of the Council, the party originating the claim, the subject of referral, shall be entitled to refer same for investigation by the Arbitration Board, subject to paragraph 48 of this Scheme.

34. The decision of the two sides concerned on a report issued under Paragraph 32 shall be notified to a subsequent meeting of the Council, and, in any event, not later than two months from the date of the meeting at which the report was made.
35. Nothing in this Scheme shall imply that a report issued by the Council shall be binding on either side or on the appropriate Ministers. In the event of a report issued under Paragraph 32 being accepted by the Staff Side and by the Management Side within the time stipulated in the preceding paragraph and the appropriate Minister subsequently decides not to accept the report, the appropriate Minister shall convey to the Council his views on the report within four months from the date of the meeting at which the report was made.
36. The proceedings of the Council and its committees will be confidential and no statements concerning them shall be published, except with the authority of the Council.
37. Subject to the foregoing provisions, the Council shall determine its own procedure, which may include (a) arrangements for the circulation to the members of the Council or its committees of claims in writing and of written replies thereto from the other side with provision for a maximum and minimum period between the date on which such statements are circulated and the date of the meeting at which the claims concerned are to be discussed. (b) the fixing of the period within which the Council will present its report on any matters discussed, and (c) any other matters which the Council may consider desirable for the better regulation of business

PART 3

THE ARBITRATION BOARD

38. The Arbitration Board for the purpose of any claim will consist of the following persons:—
 - (a) A Chairman.
 - (b) Two representatives of the Staff Association(s) submitting the claims or matter under examination by the Arbitration Board, nominated in accordance with procedures determined by the Staff Panel—
 - (c) Two representatives nominated by the Management Side.
39. The arbitration Board may by agreement between the Management Side and the Staff Side, consist of a smaller number of members for the hearing of particular claims.
40. The Chairman of the Arbitration Board shall be appointed by the Management Side in agreement with the Staff Side and shall hold office for a term not exceeding 3 years and shall be eligible for re-appointment.

41. The Chairman of the Arbitration Board shall not be the Chairman of the Council
42. Members of the Oireachtas, serving civil servants, members of authorities, serving officers or employees of authorities, trade union or staff association officials, shall be ineligible for appointment as either Chairman or Deputy Chairman of the Arbitration Board. The provisions of this paragraph shall not apply to members of the Labour Court, rights commissioners appointed under the Industrial Relations (Amendment) Act 1969, the chairman of the conciliation services of the Labour Court or industrial relations officers appointed under the Industrial Relations (Amendment) Act, 1969.
43. Whenever the Chairman is, owing to ill-health or other cause, temporarily unable to perform the duties of his office, a Deputy Chairman appointed by the Management Side in agreement with the Staff Side shall act as chairman of the Arbitration Board, to hold such office during the period of absence of the Chairman. The Deputy Chairman, will, while his appointment continues, have all the duties and powers of the Chairman of the Arbitration Board.
44. Each representative of the Management Side shall be nominated by the Management Side from the salaried staff of any or all of the following:—
 - (a) the Authorities
 - (b) The Local Government Staff Negotiations Board
 - (c) any Minister of State who is an appropriate Minister for the purposes of the Scheme.
45. Each representative of the Staff Side will be either a member of a staff association or an officer of such staff association.
46. The Secretary of the Arbitration Board will be appointed by the Management Side, after consultation with the Staff Side.
47. The following matters will, be Arbitrable:—
 - (1) Claims for adjustments in the general level of the remuneration of staffs as a whole.
 - (2) Claims relating to overtime rates, subsistence allowances, travelling and removal expenses, total hours of attendance, annual and sick leave.
 - (3) Claims for the application or adjustment of pay and/or structures of remuneration, emoluments or allowances (including claims for new allowances) in the nature of pay for a specific grade or for specific grades as the case may be.
48. To be referable to the Arbitration Board, a claim must:—
 - (a) be arbitrable, pursuant to Paragraph 47 foregoing;
 - (b) have been discussed at the Council or the time for dealing with such claim has expired pursuant to Paragraph 33;
 - (c) have been the subject of:—

(i) disagreement recorded in a report of the Council or failing such report, the time for dealing with such claim has expired pursuant to Paragraph 33.

or

(ii) an agreed report made by the Council not having been accepted by the Management Side provided that the decision of the Management Side has been communicated to the Council in accordance with Paragraph 34.

or

(iii) an agreed report made by the Council not having been accepted by the Staff Side provided that the decision of the Staff Side has been communicated to the Council in accordance with Paragraph 34.

or

(iv) an agreed report made by the Council on which the appropriate Minister has conveyed his views pursuant to Paragraph 35 and such views are that the agreed report should not be implemented by the Management Side.

49. Where, in accordance with Paragraph 48, preceding, a claim submitted becomes referable to the Arbitration Board, the side sponsoring the claim may request arbitration. Such requests for arbitration shall be conveyed to the Secretary of the Arbitration Board and shall be accompanied by a statement of the case, including proposed terms of reference for the investigation of the claim by the Arbitration Board.

50. Where the Secretary of the Arbitration Board receives a request for arbitration, pursuant to Paragraph 49, he shall convey copies of the statements of the case to the other side and the proposed terms of reference and shall request the other side to submit within a period not exceeding two months a statement containing agreement or otherwise to the proposed terms of reference together with counter-statements, if any, to the statement of case submitted by the claimant.

51. On receipt of a reply from the other side, pursuant to Paragraph 50 or in the event of a reply not being received within two months from the date of the request pursuant to that paragraph, the Secretary of the Arbitration Board shall, in consultation with the Chairman of the Board, make arrangements for the investigation of the claim referred to in the request for arbitration. Such arrangements shall include the circulation of copies of the statement of case and counterstatement, if any, and of the proposed terms of reference, where agreed. Failing such agreement the respective statements of case together will, subject to the provisions of the Scheme and the rules of procedure of the Arbitration Board, constitute the terms of reference. It will be open to any of the parties to the investigation to forward to the Secretary a further statement which they may

desire to have circulated. The Arbitration Board will meet within one month of the circulation of the final statement of case and counterstatement provided for herein and in any event, unless otherwise agreed, not later than three months from the date the request for arbitration was received by the Secretary of the Board. Each party's statement of case will as far as practicable contain all submissions relied upon in relation to the claim.

52. The Staff Panel may appoint not more than four advocates to present the Staff Side case to the Arbitration Board. The advocates shall be members or officials of the Staff Associations participating in the Scheme selected in the following manner:—
- (a) Where the Staff Association making the claim satisfies the Staff Panel that it represents exclusively the grade or grades concerned, all the advocates shall be nominated by such Staff Association;
 - (b) Where the Staff Association making the claim satisfies the Staff Panel that it represents a majority of the grade or grades concerned, such association shall be entitled to nominate at least two advocates;
 - (c) Where, in respect of a particular claim by a Staff Association, such association fails to satisfy the Staff Panel that it represents a majority of the grade or grades concerned, then the advocates shall be appointed as follows:—
 - (i) One from the Staff Association making the claim;
 - (ii) Three appointed by a majority vote of the Staff Panel;
 - (d) Subject to the provisions of this paragraph, the advocates shall be chosen from amongst the representatives of Staff Associations concerned in the claim by a majority vote of the Staff Panel;
 - (e) Where the claim has been originated by the Staff Panel, the Staff Panel shall be entitled to appoint the advocates by a majority vote of the Staff Panel or otherwise, by agreement.
53. The Management Side may appoint not more than four advocates to present the Management Side's case to the Arbitration Board in relation to any claim. Such advocates shall be nominated in accordance with the terms of Paragraph 44.
54. Where the claim under investigation by the Arbitration Board arises from the non-implementation of a report issued by the Council under Paragraph 32, and such non-implementation has arisen because of views expressed by the appropriate Minister pursuant to Paragraph 35, the counterstatement issued by the Management Side for the purpose of the investigation shall include the views of the Minister, which views shall have been circulated to the Staff Side within one month of the conveyance of such views to the Council.
55. Subject to the terms of this Scheme, the Arbitration Board shall settle its own procedure. Unless by agreement of both sides, the sitting of the Arbitration Board shall be in private.

56. Any dispute as to whether any particular claim comes within the category of arbitrable claims shall be determined by the Arbitration Board, whose decision shall be final.
57. No reference shall be made in the statements of either side or by the advocates of either side to any proceedings or reports of the Council relating to the particular claim under consideration by the Arbitration Board.
58. (a) The Chairman of the Arbitration Board shall submit to both sides and to the appropriate Minister a report within one month of the conclusion of the hearing on every claim referred to the Board and such report shall be the report of the Board.
(b) This report shall be signed by the Chairman only and no other report shall be issued by the Board or any member of it.
(c) The report shall set out the unanimous findings of the members of the Board or where the members are not unanimous, the findings of the Chairman.
59. Should the purpose of the Arbitration report be to recommend a variation in the rates of pay and/or allowances or other arbitrable conditions of service in respect of the staffs concerned, such report shall be expressed to that effect and may also contain a recommendation regarding the date from which the recommendation should become operative.
60. The Secretary of the Arbitration Board shall not be a member of the Board and shall not have the right to vote at meetings of the Board.
61. The Secretary of the Arbitration Board shall circulate reports of the Board to the Management Side, the Staff Panel, the Staff Associations concerned, the appropriate Ministers and the Labour Court. Such reports shall not be published before their presentation to the parties named herein.
62. The Management Side and the Staff Side shall consider the report of the Arbitration Board and signify to each other acceptance or rejection of the report within six weeks of its receipt or such longer period as may be agreed. In the event of the report being accepted by both the Management Side and the Staff Side the appropriate Minister will give his decision on the report within 12 weeks of its receipt or such longer period as may be agreed.
63. It shall be open to either the Management Side or the Staff Side to request clarification of a decision of the Arbitration Board or of its application in any particular case or cases.
64. There shall not be more than one hearing of any particular claim in any one period of twelve months.

65. There shall be provided by the Management Side, secretarial facilities for the Arbitration Board and the cost of those facilities, together with the fees and expenses of the Chairman of the Board and Deputy Chairman, shall be met by the Management Side.
66. Nothing in this Scheme shall imply that a report issued by the Arbitration Board shall be binding on either side or on the appropriate Minister. It shall nevertheless be open to both Management Side and Staff Side and the appropriate Minister to agree in advance that a decision of the Arbitration Board on a particular claim shall be binding on all parties.
67. Nothing in this scheme shall affect or require re-entry of claims already made or being processed under the Scheme of Conciliation and Arbitration for Local Authority Officers as amended on 30 January, 1964 and such claims shall continue to be processed under this Scheme and in accordance with its terms.

Feb. '76.

SCHEDULE (see - Part 1 - (1. C).

St. James's Hospital Board

James Connolly Memorial Hospital Board **Aug. '76.**

Addenda to the Scheme

The following amendments having been agreed between the parties are appended to the scheme and form an integral part of same.

- (i) One workers' member and one employers' member of the Labour Court would sit on an arbitration board for a particular claim when either side of an arbitration board so requested.
- (ii) The findings of the board (whether unanimous or those of the Chairman) shall be based only on the statement of case, counterstatement, submissions at the hearings and the considerations discussed by the board, and the findings shall be made at a meeting of the board.
- (iii) Reports of all arbitration boards should contain a summary of the submissions made to the boards.
- (iv) Following publication of a report of an arbitration board, participants in other public service arbitration boards should have the statement of case and counterstatement available to them on request, subject to the consent of the sponsoring organisation in each case.
- (v) When Labour Court members are appointed to boards, informal meetings of each board should be held, before any claims are considered by the boards, to review the rules of procedure.

Sept. '76.