

**EMPLOYEES' CONSULTATIVE FORUM****4 JULY 2006**

Chairman: (To be appointed) (See Minute 1)

Councillors:	* David Ashton	* Graham Henson
	* Mrs Camilla Bath (Vice-Chairman)(in the Chair)	* Joyce Nickolay (1)
	* Don Billson	* Navin Shah
	* Bob Currie	

Representatives of HTCC: (Currently no appointees)

Representatives of UNISON:	* Ms M Cawley	* Mr G Martin
	† Ms S Duffell	† Mr K McDonald
	* Mr K Halai	† Mr M Nolan
	† Ms A Jackson	

\* Denotes Member present/Employee Representative present

(1) Denotes category of Reserve Member

† Denotes apologies received

**PART I - RECOMMENDATIONS****RECOMMENDATION 1 - Equality Monitoring Report for 1 April 2005 to 31 March 2006**

The Forum received a report of the Executive Director (Business Development). An officer advised that the decision required had changed from that on the main agenda as the officer had been advised that the Portfolio Holder and dates stated were incorrect.

Members queried how the figures in the report had been obtained and also the issue of employees not declaring disabilities, as it was recognised that this would impact upon some of the figures.

Officers informed the Forum that the procedure for conducting the recruitment and selection had changed with a real time audit now being carried out. HR officers would conduct the audit as soon as the recruitment and selection paperwork had been received from managers and if information was found to be missing, managers would be contacted immediately and asked to provide the missing information, which would improve the accuracy of the audit.

**Resolved to RECOMMEND:** (to the Portfolio Holder for Community Development and Equalities)

That the Council's performance targets for 2006/07, as set out in Appendix 3 of the officer report, be approved.

(See also Minute 13).

**RECOMMENDATION 2 - Proposed Amendments to the Employees' Consultative Forum Terms of Reference**

The Panel received a report of the Interim Director of HR which asked the Forum to recommend amendments to the Terms of Reference for the Employees' Consultative Forum (ECF).

**Resolved to RECOMMEND:** (To Cabinet)

That the proposed revised Terms of Reference for the Employees' Consultative Forum, as outlined in the officer report and including the additional amendments outlined below, be approved for subsequent endorsement by full Council:

- the name of the Corporate Health and Safety Group be changed to the Health and Safety Partnership Board;
- others who may attend the Forum be amended to include representatives from Employee Support Groups when agenda items include equalities matters.

**[REASON:** The Terms of Reference for the Employees' Consultative Forum need amending to include membership of GMB, following their recognition by the Council. The inclusion of GMB on the ECF fulfils the Council's responsibilities under the terms of the trade union Recognition and Procedural agreement signed in March 2006. Amending the Terms of Reference would enable GMB to participate at ECF and a greater proportion of staff would be represented. It would also provide an opportunity to update titles in relation to Health and Safety and formally incorporate a previous decision of the ECF to invite representatives of Employee Support Groups to attend ECF when the agenda includes equalities items.]

## **PART II - MINUTES**

### 1. **Appointment of Chairman:**

For the Municipal Year 2006/2007, an Employee side representative was due to hold the office of Chairman and the Council side the office of Vice-Chairman, this being the adopted alternating annual arrangement. In the absence of a nomination from the employees' side at this meeting, it was

**RESOLVED:** That (1) the Vice-Chairman, Councillor Mrs Camilla Bath, (previously appointed to that office by the Cabinet - see Minute 5 below) be appointed Chairman for this meeting; and

(2) the appointment of the Chairman of the Forum for the Municipal Year 2006/2007 be deferred until the next meeting.

### 2. **Attendance by Reserve Members:**

**RESOLVED:** To note the attendance at this meeting of the following duly appointed Reserve Member:-

<u>Ordinary Member</u>	<u>Reserve Member</u>
Councillor Chris Mote	Councillor Joyce Nickolay

### 3. **Declarations of Interest:**

**RESOLVED:** To note that the following interests were declared:

<u>Member</u>	<u>Nature of Interest</u>
Councillor Bob Currie	Declared a personal interest in that he was a retired, lifelong member of UNISON.
Councillor Graham Henson	Declared a personal interest in that he was a member of the Communications Workers Union.
Councillor Navin Shah	Declared a personal interest in that he was a member of UNISON.

### 4. **Arrangement of Agenda:**

**RESOLVED:** That (1) in accordance with the Local Government (Access to Information) Act 1972 (as amended), the following item be admitted late to the agenda by virtue of the special circumstances and grounds for urgency detailed below:-

<u>Agenda item</u>	<u>Special Circumstances/Grounds for Urgency</u>
13. Equality Monitoring Report for 1 April 2005 to 31 March 2005 - Harrow Council Black Workers' Group (HCBWG) comments	The reason that the comments from the BWG were tabled is that they were unable to attend the meeting and wanted their comments noted. Members were asked to note the comments as they were part of the consultation process.
13. Equality Monitoring Report for 1 April 2005 to 31 March 2005	This information was not available at the time the agenda was printed and despatched. Members were asked to consider this report as it reflected the 05/06 year and the targets for the 06/07 year, to enable the targets for 06/07 to be agreed and set.

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| 13. | Equality Monitoring Report for 1 April 2005 to 31 March 2005 - Harrow Council Black Workers' Group (HCBWG) comments | The reason that the comments from the BWG were tabled is that they were unable to attend the meeting and wanted their comments noted. Members were asked to note the comments as they were part of the consultation process. |
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(2) all items be considered with the press and public present.

5. **Appointment of Vice-Chairman:**

**RESOLVED:** To note the appointment at Cabinet on 8 June 2006, under the provisions of Advisory Panel/Consultative Forum Procedure Rule 5 (4E of the Constitution) of Councillor Mrs Camilla Bath as Vice-Chairman for the Municipal Year 2006/7.

6. **Minutes:**

**RESOLVED:** That the minutes of the meeting held on 10 April 2006, having been circulated, be taken as read and signed as a correct record.

7. **Matters Arising from the Minutes of the Last Meeting:**

Members discussed matters arising from the minutes of the meeting held on 10 April 2006.

In relation to Minute 205, officers advised the Forum that the Harrow Black Workers' Group had been invited to attend the meeting, but had sent their apologies and provided comments on the Equality Monitoring Report, which had been tabled.

In relation to Minute 200, an officer advised that no amendments would be made to the Pay Protection Arrangements and that it was not known whether a cross party sub-group was looking at the Audit Report.

**RESOLVED:** That officers report back to the Forum at the meeting in September 2006 on whether a cross-party sub-group was looking at the Audit Report.

8. **Public Questions:**

**RESOLVED:** To note that no public questions were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 15 (Part 4E of the Constitution).

9. **Petitions:**

**RESOLVED:** To note that no petitions were received at this meeting under the provisions of the Advisory Panel and Consultative Forum Procedure Rule 13 (Part 4E of the Constitution).

10. **Deputations:**

**RESOLVED:** To note that no deputations were received at this meeting under the provisions of Advisory Panel and Consultative Forum Procedure Rule 14 (Part 4E of the Constitution).

11. **ECF Terms of Reference:**

**RESOLVED:** That the terms of reference be noted.

12. **Vehicle Flexibility within The Waste Department:**

A UNISON representative read a statement which asked that this item be deferred as consultation was taking place between UNISON and officers. UNISON had been advised that the matters arising would be resolved by September 2006.

It was requested that officers circulate a note to Members about what had been agreed between UNISON and officers regarding this issue and what would be achieved by September 2006.

**RESOLVED:** That the above be noted.

13. **Health and Safety Annual Report - 1 April 2005 - 31 March 2006:**

The Forum received a report of the Director of Finance and Business Strategy which asked the Forum to note the Health and Safety Annual Report for 2005-2006 and to note actions planned for 2006-2007.

Members discussed the manual handling issues associated with the change in procedure to bin collections. UNISON representatives explained that collecting the bins and in particular the green boxes less frequently would increase the weight staff would have to carry.

UNISON representatives expressed the view that the stress survey, which had been sent to employees working in the Harrow IT Services (HITS), should be extended to more employees. An officer explained that at the Health and Safety Partnership Board the idea of widening the remit of the Stress Strategy Group to include stress and all welfare issues at work had been discussed. Members discussed this and concluded that if the remit was broader the focus on stress could be lost.

Members questioned the uptake of training courses. UNISON informed the Forum that budgetary issues prevented the uptake of courses and that UNISON had an accredited trainer available to the Council without any cost implications, and the Council had not taken this offer up. A Member reported that he had received a letter informing him of this and would be following this up. Officers explained that steps had been taken to make courses more accessible to employees by offering a range of times.

**RESOLVED:** That officers (1) provide Members of the Forum with a report after 30 days of the implementation of the scheme, on the Health and Safety issues that arise as a result of the changed procedure and the impact the implementation had on frontline staff.

(2) be made aware of the Forum's views on the remit of the Stress Strategy Group, provide a response to Members of the Forum, report to the next meeting of the Health and Safety Partnership Board in September 2006 and report back to the next meeting of the Forum on 1 November 2006.

14. **Equality Monitoring Report for 1 April 2005 to 31 March 2006:**

Further to Recommendation 1 it was

**RESOLVED:** That the monitoring information for 2005/06 be noted.

15. **Proposed Amendments to the ECF Terms of Reference:**

Further to Recommendation 2, the Forum and officers welcomed a representative from the GMB to the meeting.

16. **Extension and Termination of the Meeting:**

In accordance with Advisory Panel and Consultative Forum Rule 12.1 (Part 4E of the Constitution) it was

**RESOLVED:** At 10.00 pm to continue until 10.10 pm.

(Note: The meeting having commenced at 7.44 pm, closed at 10.05 pm)

(Signed) COUNCILLOR MRS CAMILLA BATH  
Vice-Chairman (in the Chair)