

**EMPLOYEES' CONSULTATIVE FORUM
(SPECIAL)****29 AUGUST 2007**

Chairman:	* Councillor Mrs Camilla Bath	
Councillors:	* David Ashton * Bob Currie Graham Henson	* Chris Mote * Paul Osborn * Navin Shah
Representatives of HTCC:	(Currently no appointees)	
Representatives of UNISON:	* Ms K Bubenzer * Ms M Cawley Mr S Compton	* Mr G Martin * Mr R Thomas
Representative of GMB:	Mr S Karia	

* Denotes Member present/Employee Representative present

PART I - RECOMMENDATIONS**RECOMMENDATION 1 - HR Policy Framework**

An officer report setting out the response received from the unions to the proposed HR Policy framework was presented to the Forum.

Resolved to RECOMMEND: (to the Portfolio Holder for Strategy and Business Support)

That the adoption of the revised HR Policy framework as proposed by management be agreed, subject to:

- (i) a formal review and evaluation of the framework after one year, following which confirmation would be required from the ECF for the framework to continue;
- (ii) the incorporation into the framework of a procedure whereby any second-stage grievance would be reported to the Portfolio Holder.

[Reason for Recommendation: To allow for capability, conduct, grievance and harassment cases to be heard more speedily and, in relation to final-stage grievance hearings, to bring Harrow into line with practice in most London Boroughs].

PART II - MINUTES**69. Attendance by Reserve Members:**

RESOLVED: To note that there were no Reserve Members in attendance at this meeting.

70. Declarations of Interest:

RESOLVED: To note the following declaration of interest made by a Member present relating to the business to be transacted at this meeting:

Councillor Bob Currie declared a personal interest in that he was a retired member of UNISON and his son was a Council employee. Accordingly, he would remain in the room and take part in the discussion and decision-making on all items of the agenda.

71. Arrangement of Agenda:

RESOLVED: That all items be considered with the press and public present.

72. Minutes:

RESOLVED: That the minutes of the meeting held on 3 July 2007 be deferred until the next Ordinary meeting of the Forum.

73. **Deputations:**

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

74. **HR Policy Framework:**
(See Recommendation 1).75. **Asbestos:**

An officer report on the removal of asbestos-containing materials during construction of the Access Harrow contact centre was presented to the Forum. After discussion it was

RESOLVED: That (1) union representatives put any questions in writing to the management team, who would then produce a response;

(2) union representatives be allowed access to relevant contractors to gain information about the removal of asbestos;

(3) a meeting be held between union representatives and Members, to include the relevant Portfolio Holder.

76. **Customer Complaint Process:**

A report of UNISON, expressing concern at an increase in procedural complaints against employees by members of the public, was presented to the Forum. The report proposed that a customer complaints procedure be drawn up in relation to members of the public contacting officers and Members. A Member informed the Forum that work had already started on such a procedure in the context of preparing to deal with community calls for action. Once completed, the procedure would be brought to a meeting of the Forum for discussion.

RESOLVED: That the above be noted.

(Note: The meeting having commenced at 7.40 pm, closed at 9.11 pm)

(Signed) COUNCILLOR CAMILLA BATH
Chairman