

# Employees' Consultative Forum

## AGENDA

**DATE:** Monday 10 October 2011

**TIME:** 7.30 pm

**VENUE:** Committee Rooms 1 & 2,  
Harrow Civic Centre

**PRE-MEETINGS:** [Council Side - 7.00 pm - Committee Rooms 1&2  
Employees' Side - 6.30 pm - Committee Room 3]

**MEMBERSHIP** (Quorum: 3 from the Council Side and 3 from the Employees' Side of the permanent membership)

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**Chairman:** Councillor Graham Henson

**Councillors:**

Bob Currie  
Phillip O'Dell  
Bill Stephenson

Mrs Camilla Bath  
Jean Lammiman  
Paul Osborn

**Employee Representatives:**

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Representatives of HTCC: Ms L Snowdon (2 vacancies)

Representatives of UNISON: Ms L Ahmad (VC) Mr G Martin  
Mr D Butterfield Mr R Thomas  
Mr S Compton

Representatives of GMB: Mr S Karia

**(Reserve Council Side Members overleaf)**

## **Reserve Council Side Members:**

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- |                |                            |
|----------------|----------------------------|
| 1. Ajay Maru   | 1. Barry Macleod-Cullinane |
| 2. Keith Ferry | 2. Tony Ferrari            |
| 3. Navin Shah  | 3. Susan Hall              |
| 4. Ben Wealthy |                            |

**Contact: Vishal Seegoolam, Senior Democratic Services Officer**  
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# **AGENDA - PART I**

## **1. ATTENDANCE BY RESERVE MEMBERS**

To note the attendance at this meeting of any duly appointed Reserve Members.

Reserve Members may attend meetings:-

- (i) to take the place of an ordinary Member for whom they are a reserve;
- (ii) where the ordinary Member will be absent for the whole of the meeting; and
- (iii) the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve;
- (iv) if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

## **2. DECLARATIONS OF INTEREST**

To receive declarations of personal or prejudicial interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub Committee, Panel or Forum;
- (b) all other Members present in any part of the room or chamber.

## **3. MINUTES (Pages 1 - 10)**

That the minutes of the meeting held on 6 July 2011 be taken as read and signed as a correct record.

## **4. PETITIONS**

To receive petitions (if any) submitted by members of the public/Councillors under the provisions of Executive Procedure Rule 49 (Part 4D of the Constitution).

## **5. DEPUTATIONS**

To receive deputations (if any) under the provisions of Executive Procedure Rule 50 (Part 4D of the Constitution).

## **6. PUBLIC QUESTIONS**

To receive questions (if any) from local residents or organisations under the provisions of Executive Procedure Rule 51 (Part 4D of the Constitution).

## **7. INFORMATION REPORT - ANNUAL EQUALITY IN EMPLOYMENT MONITORING FROM 1 APRIL 2010 - 31ST MARCH 2011 (Pages 11 - 108)**

Report of the Assistant Chief Executive.

**8. INFORMATION REPORT - CONTRACTUAL STATUS OF EMPLOYMENT POLICIES AND PROCEDURES (Pages 109 - 122)**

Report of the Divisional Director Human Resources & Development and Shared Services.

**9. INFORMATION REPORT - POLICIES AND PROCEDURES APPLICATION (Pages 123 - 128)**

Report of the Divisional Director Human Resources & Development and Shared Services.

**10. INFORMATION REPORT - EMPLOYEE PROCEDURE APPEALS (Pages 129 - 136)**

Joint Report of the Divisional Director Human Resources & Development and Shared Services and the Director of Legal and Governance Services.

**11. INFORMATION REPORT - FOLLOW UP ACTIONS (Pages 137 - 150)**

Joint Report of the Divisional Director Human Resources & Development and Shared Services and the Director of Legal and Governance Services.

**12. INFORMATION REPORT - ANNUAL HEALTH AND SAFETY REPORT 2010/11 (To Follow)**

Report of the Assistant Chief Executive.

**AGENDA - PART II - NIL**