

Employees' Consultative Forum

AGENDA

DATE: Wednesday 4 July 2012

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)

Chairman: TBC

Councillors:

Bob Currie	Mrs Camilla Bath
Graham Henson (VC)	Jean Lammiman
Thaya Idaikkadar	Paul Osborn
Bill Stephenson	

Employee Representatives:

Representatives of HTCC: Ms L Snowdon (2 vacancies)

Representatives of UNISON: Ms L Ahmad Mr S Compton
Mr D Butterfield Mr G Martin
(1 vacancy)

Representatives of GMB: Mr S Karia

(Reserve Council Side Members overleaf)

Reserve Council Side Members:

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

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AGENDA - PART I

1. APPOINTMENT OF CHAIRMAN

To receive a nomination from the Employee's Side as to the Chair of the Forum for the Municipal Year 2012/13.

2. 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.

3. 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 Forum;
- (b) all other Members present in any part of the room.

4. APPOINTMENT OF VICE-CHAIRMAN

To note the appointment at the Cabinet meeting held on 24 May 2012 of Councillor Graham Henson as Vice-Chairman of the Forum for the Municipal Year 2012/13.

5. MINUTES (Pages 1 - 14)

That the minutes of the meeting held on 18 April 2012 be taken as read and signed as a correct record.

6. 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).

7. DEPUTATIONS

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

8. 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).

9. TERMS OF REFERENCE FOR THE EMPLOYEES' CONSULTATIVE FORUM (Pages 15 - 18)

To consider and confirm the Forum's Terms of Reference.

10. INFORMATION REPORT - ANNUAL HEALTH AND SAFETY REPORT 2011/12 (Pages 19 - 64)

Report of the Assistant Chief Executive.

11. INFORMATION REPORT - RESPONSE TO UNISON HEALTH AND SAFETY REPORT (Pages 65 - 76)

Report of the Assistant Chief Executive.

12. EMPLOYEES' SIDE REPORT ON FAIRNESS AND CONSISTENCY IN DIGNITY AT WORK COMPLAINTS (To Follow)

Report from Employees' Side.

13. MANAGEMENT'S RESPONSE TO EMPLOYEE'S SIDE REPORT ON FAIRNESS AND CONSISTENCY IN DIGNITY AT WORK COMPLAINTS (To Follow)

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

14. INFORMATION REPORT - FOLLOW-UP ACTIONS (To Follow)

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

AGENDA - PART II - NIL