

Employees' Consultative Forum

AGENDA

DATE: Wednesday 18 April 2012

TIME: 7.30 pm

VENUE: Committee Room 5,
Harrow Civic Centre

PRE-MEETINGS: [Council Side - 7.00 pm - Committee Room 5
Employees' Side - 6.30 pm - Committee Room 6]

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

Chairman: Councillor Graham Henson

Councillors:

Bob Currie
Phillip O'Dell
Bill Stephenson

Mrs Camilla Bath
Jean Lammiman
Paul Osborn

Employee Representatives:

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 (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 | |

Contact: Vishal Seegoolam, Senior Democratic Services Officer
Tel: 020 8424 1883 E-mail: vishal.seegoolam@harrow.gov.uk

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

3. MINUTES (Pages 1 - 12)

That the minutes of the meeting held on 24th January 2012 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 - UPDATE ON MODERNISATION OF TERMS AND CONDITIONS (Pages 13 - 16)

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

8. UNISON REPORT ON THE MODERNISATION OF TERMS AND CONDITIONS
(Pages 17 - 24)

Report from Employees' Side.

9. INFORMATION REPORT – MANAGEMENT RESPONSE TO UNISON'S REPORT ON THE MODERNISATION OF TERMS AND CONDITIONS (Pages 25 - 32)

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

10. INFORMATION REPORT - EMPLOYMENT PROCEDURES MONITORING
(Pages 33 - 46)

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

11. INFORMATION REPORT - RESPONSE TO THE FORUM ON HEALTH AND SAFETY TRAINING (Pages 47 - 56)

Report of the Assistant Chief Executive.

12. EMPLOYEES' SIDE REPORT ON HEALTH AND SAFETY POLICY AND PROCEDURES AND ONGOING HEALTH AND SAFETY ISSUES AND MANAGEMENT'S RESPONSE (Pages 57 - 60)

Report from Employees' Side. Re-presented from meeting of the Forum held on 24th January 2012.

13. INFORMATION REPORT - MANAGEMENT'S RESPONSE TO EMPLOYEES' SIDE REPORT ON HEALTH AND SAFETY POLICY AND PROCEDURES AND ONGOING HEALTH AND SAFETY ISSUES (Pages 61 - 72)

Report of the Assistant Chief Executive. Re-presented from meeting of the Forum held on 24th January 2012.

14. PUBLIC REALM SERVICES IPADS AND TRAINING (Pages 73 - 78)

Report of the Divisional Director, Environmental Services.

AGENDA - PART II - NIL