

# REPORT FOR: **COUNCIL**

---

**Date of Meeting:** 24<sup>th</sup> July 2014

**Subject:** Revised Terms of Reference for the Employees Consultative Forum (ECF) and Terms of Reference for the Employees Consultative Forum Sub-Group

**Responsible Officer:** Jon Turner, Divisional Director of Human Resources, Development & Shared Services

**Exempt:** No

**Wards affected:** None

**Enclosures:** Draft Revised Terms of Reference for ECF and Terms of Reference for the ECF Sub-Group

## **Section 1 – Summary and Recommendations**

This report sets out proposed changes to the terms of reference for the Employees Consultative Forum and proposes terms of reference for the Employees Consultative Forum Sub-Group

### **Recommendations:**

The Council is requested to agree the proposed changes to the terms of reference for the Employees Consultative Forum and the terms of reference for the Employees Consultative Forum Sub-Group

## **Section 2 – Report**

### **Background**

- 2.0 A recommendation was made at the 4 July 2012 meeting of the Employees Consultative Forum (ECF) that a working group be established to conduct a review of its terms of reference.
- 2.1 The working group consisting of Members, Trade Union Officers and Council Officers considered changes to the ECF terms of reference to ensure they are fit for purpose going into the future.
- 2.2 On 14 February 2013, following a recommendation from ECF, Cabinet agreed to new terms of reference for the ECF and to the establishment of a Sub-Group with draft terms of reference.

### **Current situation**

- 2.3 On 3 July 2014 the ECF Sub Group having further considered these terms of reference agreed to recommend to Council changes to the terms of reference for the Employees Consultative Forum and the terms of reference for the Employees Consultative Forum Sub-Group proposed in this report.

### **Why a change is needed**

#### **ECF Terms of Reference**

- 2.4 The proposed revisions to Section 1 confirm that the ECF will receive reports on actions from the ECF Sub-Group and that meetings will be held at least twice annually
- 2.5 The proposed revisions to Section 2 broaden the reporting requirements for the annual equality report to include analysis of employment issues by *all* protected characteristics
- 2.6 The proposed new Section 4 Budget, clarifies that the ECF will also consider the budget as part of the annual budget consultation process.
- 2.7 The proposed revisions to the section on Membership address the increased number of trade unions recognised by the Council following the transfer in of Public Health staff. They also clarify the arrangements for the role of Chair' and provide that for the meeting to be quorate, it must be attended by a minimum of three Council Members and two trade union representatives from *different* trade unions. This is so that the Employees' Side is represented by more than one trade union.
- 2.8 The remaining proposed revisions are relatively minor and relate to changes in wording to update or ensure consistency e.g. references to the post of Chief Executive are changed to Head of Paid Service.

#### **ECF Sub-Group Terms of Reference**

- 2.9 The proposed terms of reference for the ECF Sub-Group provide clarity in the event of a different political make up of the Council and address the increased number of trade

unions recognised by the Council. They also include provisions to call urgent meetings.

## Financial Implications

None

## Risk Management Implications

Risk included on Directorate risk register? No

Separate risk register in place? No

## Equalities implications

Was an Equality Impact Assessment carried out? Yes

There were no adverse findings from the changes proposed when establishing the current terms of reference and the proposed changes do not affect this.

## Council Priorities

The Council's vision:

### Working Together to Make a Difference for Harrow

The report recognises the Trade Unions' role in supporting and protecting people's interests and is therefore aligned with the administration's priorities.

- Making a difference for the vulnerable
- Making a difference for communities
- Making a difference for local businesses
- Making a difference for families

## Section 3 - Statutory Officer Clearance

Name: Simon George	<input checked="" type="checkbox"/>	Chief Financial Officer
Date: 14 July 2014		
Name: Caroline Eccles	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 14 July 2014		

**Ward Councillors notified:**

**NO**

## **Section 4 - Contact Details and Background Papers**

### **Contact:**

Jon Turner, Divisional Director of Human Resources, Development & Shared Services

Email: [Jon.turner@harrow.gov.uk](mailto:Jon.turner@harrow.gov.uk)

DD: 020 8424 1225

### **Background Papers:**

Report to Cabinet 14 February 2013: Employees' Consultative Forum Terms of Reference – Proposal for Revisions

<http://www.harrow.gov.uk/www2/documents/g61076/Public%20reports%20pack%20Thursday%2014-Feb-2013%2019.30%20Cabinet.pdf?T=10>

If appropriate, does the report include the following considerations?

1.	Consultation	YES
2.	Priorities	YES