

Employees' Consultative Forum

Terms of Reference

1.0 Consultation

1.1 The Employees' Consultative Forum (ECF) is the primary mechanism by which Council Members will consult Union Representatives on specific matters of mutual interest. The

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ECF shall make recommendations to the Cabinet on such

issues. In addition, the ECF will receive reports on actions from the ECF Sub-Group.

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1.2 The ECF will meet at least twice annually.

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2.0 Equal Opportunities

2.1 The ECF will seek to promote Equal Opportunities in

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Employment within the Council, ensuring compliance with all the relevant anti

– discrimination legislation.

2.2 The ECF will ensure the effective implementation of 'Making a

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Difference – Making Equality of Opportunity a Reality'. The ECF will receive and comment on reports including: -

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regular

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· Statistics and progress on meeting equality targets including an annual

Report on employment issues analysed by protected characteristics.

Deleted: , such statistics to include details of disciplinary, grievance and ¶ redundancy cases analysed by race, gender and disability.

3.0 Health & Safety

3.1 The ECF will seek to promote health and safety and welfare

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within the Council and will keep under review the measures taken to ensure

health and safety and welfare at work. The Forum will receive and comment on reports including:-

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· The Council's half-year and annual health and safety performance

report providing an update of health and safety activities and giving

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information on outcome measures.

3.2 Any health and safety and welfare matters which are the responsibility of the

Council as set out in the schedule to the Council's Constitution must be referred to the General Purposes and Licensing Committee

4.0 Budget

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The ECF will consider the budget, as part of the Council's consultation on the budget setting process and make comments on the recommendations.

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5.0 Membership

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5.1 The permanent membership of the Forum shall be as follows: -

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a) 7 Councillors to include the Leader / Deputy leader and the Portfolio holder with responsibility for Human Resources.

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b) A minimum of 1 and maximum of 3 representatives from each recognised trade union (Note the number of representatives for each trade union to be determined by their notified membership numbers)

Deleted: 5 Unison Representatives including Vice-Chair and Branch Secretary¶
c) 1 GMB Representative (Branch Secretary or nominee)¶
d) 3 Representatives nominated by the Harrow Teachers' Consultative¶ Committee¶
e) 2 further Representatives from the Employee side.

5.2 The Council Members shall be appointed annually by the Cabinet. If a Council Member is unable to attend any meeting then a duly appointed Reserve Council Member may attend in their place.

5.3 The Employee Side Representatives shall be nominated to the Head of Paid Service within 14 days of each Annual Council. If an Employee Side representative is unable to attend any meeting they may nominate a substitute who shall be co-opted onto the committee for the purposes of this meeting.

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5.4 The role of chairing the ECF will rotate between Council Members and Employee Side representatives each Municipal Year.

5.5 The Employee Side will agree amongst themselves who will take the Chair and notify Democratic Services.

5.6 Others who may attend the Forum include:-

Head of Paid Service, Corporate Directors & Directors (or representative)

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Trade Union Branch Secretaries (or representative)

Trade Union Branch Regional Officials (as required)

Representatives from Employee Support Groups – for the Annual Equality in Employment report

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Other officers as required

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.

6.0 Recommendations of the **Employees' Consultative Forum**

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6.1 Recommendations of the **ECF** are reached by a majority vote

among elected Members.

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6.2 Recommendations of the **ECF** must go to the relevant portfolio

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holder or Cabinet, who are the last stage in the local procedures and in the

normal course of events, will be implemented immediately (subject to the call-in period).

(Note: A proposal to establish any subsidiary body of this Committee shall be subject to its prior referral to and approval by Cabinet).