

Employees' Consultative Forum (ECF) Sub-Group

Terms of Reference

1.0 Consultation

The Employees' Consultative forum (ECF) Sub-Group is a mechanism by which Council Members will consult Union Representatives on matters of mutual interest. The Sub-Group shall report actions on such matters to the Employees' Consultative Forum.

2.0 Scope

The Sub-Group will consider and reach decisions, or agree recommendations to Cabinet or the Portfolio Holder on:

- a. Items referred by either management or the trade unions following failure to agree at the Corporate Joint Committee (CJC)
- b. Items referred by either management or the trade unions following failure to agree at a Departmental Joint Committee (DJC)
- c. Items referred by either management or the trade unions following failure to agree at the Corporate Health and Safety Group (CHSG)
- d. Items referred by either management or the trade unions following failure to agree at the Corporate Equality Group (CEG)
- e. The Sub-Group may carry out site visits of premises, which either are, or potentially are, a cause for concern in respect of Health & Safety or welfare considerations
- f. The application of Council employment policies and procedures

The Sub-Group shall not consider individual employee issues or those which fall under the scope of existing procedures, e.g. Conduct appeals, individual Dignity At Work cases and individual grading appeals.

3.0 Meetings

Meetings will be held every other month and chaired by the Chair' of the ECF.

An urgent meeting may be called at the request of any two members of the Sub-Group and will normally be convened within 7 days, or by agreement between the Chair and Vice Chair' of the ECF.

Notes of decisions and action points only shall be recorded and action points will flow through to future meetings until they are resolved

The administration of meetings will not be supported by Democratic Services

4.0 Membership

Permanent membership of group will be as follows:

- a. The Council side Chair' / Vice Chair' of the ECF
- b. A nominated Councillor from each of the political groups from the ECF
- c. 2 Unison Representatives including the Branch Secretary or nominee
- d. 2 GMB Representatives including the Branch Secretary or nominee
- e. 1 Representative from each of the other recognised trade unions
- f. 2 Council Officers including the Divisional Director of Human Resources and the Corporate Director Resources or their nominees

Others who may attend meetings are:

Councillors from the ECF panel as Reserve Members
Regional Officers of recognised trade unions (ex-officio)
Other Officers as required

5.0 Decisions and Recommendations

- a. Decisions for a recommendation shall be reached by a majority vote among permanent members as follows:
 - i. The Council side Chair' / Vice Chair' of the ECF – 1 vote
 - ii. Nominated Members – 1 vote each
 - iii. Recognised trade unions – 1 vote each
- b. If voting results in a tie, the decision shall be made by the Council side Chair of the ECF
- c. Decisions may include reference back to CJC/DJC/CHSG/CEG for further consideration of matters.
- d. Recommendations shall be made to the relevant portfolio holder or to Cabinet for a decision, as required
- e. A report on actions will be presented at ECF meetings

6.0 FORMAL DISPUTES

In the event of an agreement not being reached at either Departmental Joint Committee (DJC) or Corporate Joint Committee (CJC), current arrangements will remain in place and the matter will normally be referred to the ECF Sub-Group.