

**REPORT FOR: EMPLOYEES'
CONSULTATIVE FORUM**

Date: 26 JANUARY 2010

Subject: **INFORMATION REPORT –**
EXAMINATION OF THE MINUTES OF THE
EMPLOYEES' CONSULTATIVE FORUM

Responsible Officer: TOM WHITING, ASSISTANT CHIEF
EXECUTIVE

Exempt: NO

Enclosures: NONE

Section 1 – Summary

This report sets out the outcome of the examination with the trade unions of the minutes of the Employees' Consultative Forum for the previous 2 years.

FOR INFORMATION

Section 2 – Report

- 2.1 At it's meeting on 3rd September 2009 the Forum resolved that 'the minutes of the Forum for the previous 2 years be examined and outstanding issues be identified with the unions to enable them to be tracked'.
- 2.2 Copies of the previous 2 years minutes were sent to GMB and UNISON Branch Secretaries on 11th September 2009 and a meeting with the Divisional Director HR&D arranged for 23rd October 2009.
- 2.3 On 20th October 2009 the GMB Branch Secretary notified the Council that he was standing down
- 2.4 The meeting on 23rd October 2009 was attended by UNISON but not GMB. UNISON identified the following outstanding issues from the previous 2 years minutes:

ECF 31/7/08

Minute 121 Annual H&S Report 2007/08

UNISON had not received copies of the safety audit reports referred to in the report.

UNISON also commented that they had not received a breakdown on the 150 health and safety inspections referred to in the report but acknowledged that the minutes did not record that this had been agreed.

Minute 124 Facility Time

Unison acknowledged that there were no outstanding actions but wanted it noted that the issue had not been resolved

ECF 28/1/09

Minute 144 The Arrangements for Monitoring and Managing Legionella

UNISON had not received a copy of the letter sent to the Leader detailing what the council were required to do and whether these requirements were being met.

- 2.5 On 29th October 2009, the Divisional Director HR&D notified Harrow GMB Branch representatives and the GMB Regional Officer of the issues that had been identified by UNISON. He enclosed copies of the minutes of the

past 2 years and requested they advise him of any matters that GMB considered to be outstanding.

- 2.6 The Divisional Director also advised that if he did not hear from the GMB Branch before the report deadline for the next ECF, he would assume that there were no outstanding issues. GMB have not notified the Divisional Director of any outstanding issues.
- 2.7 The Interim Health & Safety Manager has advised that the outstanding items from minutes 121 and 144 will be addressed. There will therefore be no outstanding issues from the previous 2 years minutes.

Section 3 – Further Information

None

Section 4 – Financial Implications

None

Section 5 – Corporate Priorities

N/A

Name: Myfanwy Barrett..... Chief Financial Officer

Date: 4th January 2010.....

Section 6 - Contact Details and Background Papers

Contact: Jon Turner, Divisional Director Human Resources & Development

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Background Papers:

Minute 165 - Employees' Consultative Forum, 3rd September 2009

[http://www.harrow.gov.uk/www2/Published/C00000265/M00060094/\\$\\$\\$Minutes.doc.pdf](http://www.harrow.gov.uk/www2/Published/C00000265/M00060094/$$$Minutes.doc.pdf)