

## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
10 October 2011	Information Report – Annual Equality in Employment Monitoring from 1 April 2010 – 31 <sup>st</sup> March 2011	Information would be provided to the Forum relating to the Springboard course regarding its effectiveness.	Lesley Clarke , Jon Turner	<b>Completed - A report on this subject has been circulated</b>
10 October 2011	Information Report – Annual Equality in Employment Monitoring	Information would be circulated to the Forum showing that a similar distribution of BAME staff in senior management positions was reflected in other London Boroughs.	Jon Turner	<b>Completed - Information provided on 18 October 2011</b>
10 October 2011	Information Report – Contractual Status of Employment Policies and Procedures	The issue relating to agreement on the decision that employment policies be contractual and the associated Best Practice Notes and Toolkits be non-contractual, be referred to the relevant Portfolio Holder.	Jon Turner, Lesley Clarke	<b>Completed - This issue has been determined by the Portfolio Holder i.e. that that the employment policies be contractual and the associated Best Practice Notes and Toolkits be non-contractual</b>

## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
10 October 2011	Information Report – Policies and Procedures Application	That a report be presented to a future meeting of the Forum on the action taken to address the issue of timescales for Employee Procedures	Jon Turner / Lesley Clarke	<b>To be presented to a future meeting</b>
10 October 2011	Information Report – Follow Up Actions	An agenda item on follow up actions to be presented to each meeting.	Vishal Seegoolam / Jon Turner	<b>Completed and Ongoing</b>
10 October 2011	Information Report – Annual Health and Safety Report 2010/11	(1) the report would be presented to the next Health and Safety Partnership Meeting.  (2) Officers would speak to Headteachers regarding the significant increase in reported accidents.	David Ward, Mark Riodarn	<b>Report presented to the Corporate Health &amp; Safety Group on the 13th December 2012</b>  <b>Communication has been sent to all headteachers regarding accident performance.</b>
6 July 2011	Annual Health and Safety Report 2010/11	Resolved that a report be presented to the next meeting of the forum on 10	Divisional Director, Risk, Audit and Fraud	<b>Completed (Presented to</b>

## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
		October 2011 providing greater detail in relation to the Annual Health and Safety report 2010/11 accident statistics.		<b>meeting on 10 October 2011)</b>
6 July 2011	Employees' Side Report On The Business Support Service 'In Scope' Redundancy Selection Criterion and Management's Response	Resolved that the Project Lead, Business Support, provide the unions with all information that the Project Team provided to the directorates prior to staff being identified as 'in scope'.	Head of Service Business Management	<b>Completed (Sent on 3 August 2011)</b>
6 July 2011	Progress on delivering the Council's People Strategy 2010-12	Agreed that officers would prepare a report to be presented at the next meeting of the Forum on the application of policies and procedures for staff across the organisation. Individual cases could not be discussed.	Divisional Director HRD and Shared Services Democratic & Electoral Services Manager	<b>Completed (Presented to meeting on 10 October 2011)</b>
6 July 2011	Progress on delivering the Council's People Strategy 2010-12	Request to produce a report detailing follow up actions resolved by the Forum	Divisional Director HRD and Shared Services Democratic & Electoral Services	<b>Completed (Presented to meeting on 10 October 2011)</b>

## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
			Manager	October 2011)
25 January 2011	Trade Waste and Management Response	<p>Resolved that (1) up to date figures relating to the Trade Waste service be forwarded to the Union side</p> <p>(2) If these figures could not be verified, then the matter be considered for a peer review.</p>	Divisional Director Environmental Services	<b>Completed</b>
25 January 2011	Non Contractual Employment Procedures	<p>Resolved that (1) there be weekly meetings between the Trade Unions and Human Resources officer prior to the next meeting of the Forum</p> <p>(2) the outcome of these meetings be reported to the next meeting of the Forum</p>	Divisional Director HRD and Shared Services	<b>Completed</b>
25 January 2011	Facilities at the Central Depot	Resolved that (1) a joint risk assessment be carried out by the Union side and facilities management.	Divisional Director HRD and Shared Services  Service Manager – Asset	

## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
		(2) consideration be given to additional CCTV cameras and motion detector lights being installed at the rear of unit 1.	Management and Facilities	<b>Completed</b>
27 October 2010	Early Engagement	Circulate the email questions received from the trade union prior to the meeting	Corporate Director, Community and Environment	<b>Completed (November 2010)</b>

## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
27 October 2010	Evaluation of Accident Statistics in Children's Services	<ol style="list-style-type: none"> <li>1. Undertook to investigate issues regarding behavioural management.</li> <li>2. Ensure asbestos training is mandatory for all appropriate staff.</li> <li>3. Unison to send Corporate Director Employees' Side questions regarding statistical breakdowns</li> </ol>	Corporate Director, Children's Services	<b>Completed</b>
27 October 2010	Special Needs Transport Service	<ol style="list-style-type: none"> <li>1. Investigate Employee Side issue re payments made to agency staff not required to work</li> <li>2. Circulate information regarding statistics and costs to Forum</li> </ol>	Corporate Director, Children's Services	<b>Completed</b>

## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
27 October 2010	Non-Contractual Employment Procedures	<p>1. Convene meeting between management, Unison and GMB to commence discussion on employment policies.</p> <p>2. Respond to the letter from Unison dated 15 October 2010.</p>	Divisional Director HRD and Shared Services.	<p><b>Completed</b> (Meeting held on 1 November and further meetings to be held before report back in Jan 2011)</p> <p><b>Completed</b> (Letter to Unison 9 Nov)</p>
27 October 2010	Petition on Facilities at the Depot	Submit report to next meeting.	Service Manager – Asset Management & Facilities	<b>Completed</b> (Submitted to 25 January 2010 meeting)
30 June 2010	Special Needs Transport Full Business Case	Resolved that (1) Costs in relation to the utilisation of temporary agency staff for SNT provision be circulated to all Members of the Forum within 14 days of the meeting.	Divisional Director, Special Needs Services	<b>Completed</b> (Circulated on 12 November 2010)

## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
		<p>(2) a further report be provided by management into the proposals for STN provision, to include the issues outlined above and subject to the provision of appropriate evidence by the employee representatives of the issues raised, to allow the portfolio holder to take a full and final decision.</p>		<p><b>Completed</b> <b>(Submitted to 27 October 2010 meeting)</b></p>
30 June 2010	<p>Health and Safety Training Update, Progress of the Health and Safety Partnership Board and Departmental Safety Group Meetings, and Annual Health and Safety Report 2009/10.</p>	<p>(1) officers report to next meeting on the learning from the recent Civic Centre site bomb alert and the new arrangements for Fire and Bomb Alerts to be introduced as a direct action.</p> <p>(2) Forum requested that the Corporate Director Children's Services attend its next meeting in view of the health and safety statistics associated with her service areas and the difficulties that had been</p>	<p>Divisional Director, Risk, Audit and Fraud</p> <p>Corporate Director, Children's Services</p>	<p><b>To be presented to future meeting to take into account new proposals</b></p> <p><b>Completed</b> <b>(attended meeting and report presented on 27 October 2010)</b></p>



## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
		<p>experienced in convening health and safety meetings within schools. Also a further report to be presented on specific areas within the Children's Services Directorate.</p>		
		<p>(3) Chairman to respond to list of question from employee representatives.</p>	<p>Divisional Director, Risk, Audit and Fraud</p>	<p><b>Completed</b> <b>(prior to 27 October 2010 meeting)</b></p>
		<p>(4) Item to be placed on internal Employee Working Group to consider further actions the Council could be taking for the wellbeing of its employees.</p>	<p>Divisional Director, Risk, Audit and Fraud</p>	<p><b>Completed</b></p>
		<p>(5) Officers to consider the points made by the employee representatives and respond by letter to all members of the forum concerning training, take up and alternative training</p>	<p>Divisional Director, Risk, Audit and Fraud</p>	<p><b>Completed</b></p>

## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
30 June 2010	HR Policy Framework - Fair Treatment Suite Review	<p>providers.</p> <p>(1) the outcomes of the pilot of the Fair Treatment Suite be noted;</p> <p>(2) a further pilot be implemented for one year of the Fair Treatment Suite with Stage 3 Dignity at Work Appeals being subject to consideration by Member level Personnel Appeals Panels, in line with the current Conduct Appeals process, to allow comparative assessment of such an appeals process with the previous pilot scheme;</p> <p>(3) Portfolio Holders receive monthly summary reports of all grievances / disciplinary appeal cases under consideration within their Directorate Service areas.</p>	Divisional Director, Human Resources & Development and Shared Services	<b>Completed (ongoing)</b>

## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
30 June 2010	Lack of information and response regarding Unions non contractual submission	That the employment policies be contractual and the associated guidance and toolkits be non-contractual.	Divisional Director, Human Resources & Development and Shared Services	<b>Completed</b>
30 June 2010	Youth Offending Service Re-organisation	That the matter be deferred to the next meeting pending the outcome of current discussions with regard to the proposals	N/A as Unison report	<b>Completed</b> <b>(Submitted to 27 October 2010 meeting)</b>
26 January 2010	Housing Peer Review	A report on the implementation of the Service Improvement Plan be submitted in 6 months	Divisional Director, Housing	<b>Completed</b> <b>(Submitted to 27 October 2010 meeting)</b>
26 January 2010	Information Report – Equality in Employment Monitoring from 1 April 2007 to 31 March 2008 and 1 April 2008 to 31 March 2009	<ol style="list-style-type: none"> <li>1. To present an action plan in April 2010.</li> <li>2. Report for the period 1 April 2009 to 31 March 2010 to be submitted in Autumn 2010.</li> </ol>	Divisional Director Human Resources & Development and Shared Services.	<b>Completed</b> <b>(Submitted to 27 October 2010 meeting)</b>  <b>Completed</b> <b>(Submitted to 27 October 2010 meeting)</b>

## EMPLOYEES' CONSULTATIVE FORUM - ACTIONS

MEETING	ITEM	Recommendation / Points to address	Action to be taken by	Status
		3. GMB comments on the report to be discussed at Corporate Equality Sub-Group and reported to the forum in April 2010.		<b>Completed</b> <b>(Submitted to 30 June 2010 meeting)</b>