

## **EMPLOYEES' CONSULTATIVE FORUM**

### **Terms of Reference:**

#### **1. Consultation**

- 1.1 The consultative forum is the primary mechanism by which council Members will consult Union representatives on council strategies, policies, organisational change and other issues of mutual concern.
- 1.2 It will also provide a forum for discussion on matters of mutual interest. The consultative forum shall make recommendations to the cabinet on such issues.
- 1.3 The consultative forum shall make recommendations to the relevant Portfolio Holder or cabinet upon matters which have not been resolved at management level, specifically:
  - Items referred by either management or the trade unions following the failure to agree at the Corporate Joint Committee (CJC);
  - Items referred by either management or the trade unions following failure to agree at a Departmental Joint Committee (DJC)
  - Items may be referred to the consultative forum directly by management or the trade unions.
- 1.4 The consultative forum shall not consider issues, which fall under the scope of existing procedures, e.g. disciplinary appeals, individual grievances and individual grading appeals.

#### **2. Equal Opportunities**

- 2.1 The consultative forum will seek to promote equal opportunities in employment within the Council, ensuring compliance with all the relevant anti-discrimination legislation.
- 2.2 The consultative forum will ensure the effective implementation of 'Making a Difference - making equality of opportunity a reality'. The forum will receive regular reports of progress including:
  - Statistics and progress on meeting equality targets including an annual report, such statistics to include details of disciplinary, grievance and redundancy cases analysed by race, gender and disability.
  - Review of equal opportunities policies, procedures and practices.
  - Equal opportunities training, communication with staff and Harrow's communities.

### **3. Health and Safety**

- 3.1 The consultative forum will seek to promote health and safety and welfare within the Council and will keep under review the measures taken to ensure health and safety and welfare at work. The forum will receive regular reports on the following:
- Accidents/Incidents and notifiable diseases, statistics and trends with recommendations for corrective action;
  - Consideration of reports and factual information provided by the Health and Safety Executive, Health and Safety Partnership Board, Executive Directorate Health & Safety Groups, and Trade Union Health and Safety representatives. It will also consider safety audits and internal audit reports;
  - The Council's safety policies and the extent to which they are carried out and any need for updating;
  - The effectiveness of health and safety and welfare training, communications and promotions in the workplace;
  - Facilities for safety representatives training.
- 3.2 The consultative forum will carry out site visits of premises, which either are, or potentially are, a cause for concern in respect of health and safety or welfare considerations.
- 3.3 Any health and safety and welfare matters which are the responsibility of the Council as set out in the schedule to the Councils Constitution must be referred to the Licensing and General Purposes Committee.

### **4. Membership**

- 4.1 The permanent membership of the forum shall be as follows:
- a) 7 Councillors to include the Leader and/or Deputy Leader, Portfolio Holder with responsibility for human resources
  - b) 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 from either (b) or (c).

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.

The employees' side representatives shall be nominated to the Chief Executive 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 forum for the purposes of this meeting.

Others who may attend the forum include:

Chief Executive, Executive Directors and Directors (or representative)

Trade Union Branch Secretaries (or representative)

Trade Union Branch Regional Officials (as required)

Representatives from Employee Support Groups – for relevant items as appropriate

Other officers as required.

## **5. Recommendations of the Consultative Forum**

- 5.1 Recommendations of the consultative forum are reached by a majority vote among elected Members.
- 5.2 Recommendations of the consultative forum must go to the relevant Portfolio 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).*