

Draft

JOINT STAFF CONSULTATIVE FORUM CONSTITUTION

1 Introduction

The establishment of a Joint Staff Consultation Forum (JSCF) follows good practice adopted by many organisations.

2 Purpose

The Forum exists to undertake a **consultative** role where ideas, issues, drafts of new policies, organisational changes and legitimate employer/employee matters can be discussed cordially. In addition to this the Forum has an important **communication** role i.e. the two way promulgation of information and ideas with Staff Representatives: being a barometer for the mood and current state of morale in the organisation. Staff concerns can be raised and responded to.

Finally, the Forum should act as a **partner**, promoting good employee relations in areas of accreditation and assessment for National Awards and Performance Standards, particularly in Best Value and Investors in People.

The operation of, and the consideration of items by, Staff Representatives Forum does not override the Council's Statutory obligations to consult and negotiate with the Trade Unions under formal legislation or any National or Provincial Council agreements. Separate arrangements exist to deal with this.

3 Membership

Membership shall be composed of Employee Representatives and Management Representatives as follows:-

Employee Representatives:-

Service Area:	Number of Representatives
Corporate Services	1
Landscape & Leisure	1
Customer Services	1
Financial Services	3
ICT	1
Community Regeneration	1
Planning Services	1
Environmental Health	1
Property Services)	
Personnel & Payroll)	
Improvement Team)	2
Business Development Team)	
PA Team and PR)	
Ex Officio	
Representative from Ops Team Forum	1

Representative from Ops Leisure Forum	1
UNISON	3

Management Representatives:-

Chief Executive
Head of Personnel and Payroll
Personnel and Employee Relations Officer
Leader of the Council
Chairman or Vice Chairman of the Personnel Panel

There is the facility for a Member or Members of the Strategic Management Team to attend meetings of the JSCF as and when required.

If an issue relates to a Health and Safety matter, the Council's Health and Safety Advisor may be required to attend. This does not prejudice the Council's statutory obligation to consult on Health and Safety issues with Trade Unions and individual employees.

4 Quorum

A Quorum of three Management Representatives including an elected member and six Employee Representatives shall be required to enable a meeting of the Forum to proceed.

5 Frequency of Meetings

The Forum will meet on the basis of programmed meetings every 8 weeks with the facility for either party to call extra meetings if required. Pre-meeting arrangements for Staff Representatives will be made available.

Dates of meetings for the JSCF will appear in the appropriate section of the Bulletin (Meetings for the Week).

6 Agenda and Minutes

An Agenda will be available to Members of the Forum seven days prior to the meeting. Members of the Forum may raise other matters at the meeting which will be taken as 'Any Other Business'.

Meetings will be minuted. A copy of the minutes will be distributed to Members of the Personnel Panel, Chairman of Council and Group Leaders and will be posted on the Council's intranet.

Personnel will arrange for formal administrative support to the meeting for minutes purposes. Minutes will be published on the intranet within 7 working days of the meeting.

7 Chairmanship

The Chairmanship will be elected from amongst the elected employee representatives of the Forum and the appointment will hold for twelve months from their election.

8 Role of Employee Representatives and Terms of Appointment

- a. Representatives will be elected for two years, from each Service Area in the proportions detailed in paragraph 3.

In the event of there being more nominations than vacancies a secret ballot will be conducted. Elections to the Forum will be jointly organised by Personnel Services and UNISON.

- b. Representatives must undertake to consult with the employee group they represent and disseminate information from Forum meetings. It is not intended that any Representative should deal with matters relating to individual staff (their individual terms and conditions) or negotiate directly on behalf of any individual. Appropriate training will be given if necessary.

Employee Representatives should make every effort to attend meetings of the Forum. Substitution will not be allowed.

Procedure for removing an Employee Representative from office:

- 1) An Employee Representative may be deselected or removed from office by a declaration being made to the Head of Personnel and Payroll, signed by 6 or more employees from that service area, requesting that an election be held to appoint a new Employee Representative to serve that area.
- c. Representatives will be permitted sufficient time to carry out their duties of consultation with their employee group and for preparation for and attendance at, meetings of the Forum.

9 Inability to Agree/Major Issues

Should there be an inability to agree on any issue or a need to broaden discussion is identified, following reasonable discussions and at the request of a majority of Employee Representatives present, the Forum shall have the right to meet with the Council's Personnel Panel either at the next pre-arranged meeting of the Panel or a specially arranged meeting, in an attempt to resolve the matter.

Both Management and Employee representatives have the right to submit papers to the Panel, outlining their case. A right of attendance in whole or in part, shall be provided for both Management and Employee representatives if necessary.

10 Review

The operation of the Forum and the Constitution shall be reviewed annually.

11 Acknowledgement

The above document has been drafted with assistance from the South Hams Branch of UNISON and the Council would like to acknowledge the co-operation of the Trade Union in supporting this Draft Consultation.