

CARMARTHENSHIRE COUNTY COUNCIL
TRADES UNION FACILITIES AND CONSULTATION AGREEMENT
GMB, UNISON, UNITE

PART A

1. Introduction

- 1.1 Carmarthenshire County Council (the Council) values good working relationships between Elected Members, Managers and Employees. The Council supports the system of collective bargaining to resolve issues affecting its workforce and for this arrangement to be maintained would encourage all of its employees to join an appropriate Trade Union.
- 1.2 Employees who are union representatives of the Trades Unions recognised by the Council are entitled to reasonable time off during working hours, with pay, to carry out certain Trade Union duties and training.
- 1.3 The purpose of this Agreement is to establish a framework within which the needs of the service are protected whilst at the same time ensuring that the reasonable needs of trade union representatives are recognised and accommodated.
- 1.4 This Agreement does not extend to Teachers for which separate arrangements exist
- 1.5 This Agreement does not to extend to support staff working in schools where their management (including agreement for paid time off) is at the discretion of the head teacher and/or governing body of each individual school

2. Recognition

- 2.1 GMB, UNISON and UNITE (the Trades Unions) are recognised by the Council in relation to collective bargaining for the following Pay & Conditions of Service :
- (a) NJC for Local Government Services
 - (b) JNC for Chief Officers.
 - (c) JNC for Local Authority Craft and Associated Employees
 - (d) JNC for Youth and Community Workers

2.2 In relation to each of the groups of employees detailed in paragraph 2.1 above, the Council recognises GMB, UNISON and UNITE for the purposes of:

- (a) consultation and negotiation on a collective basis in relation to relevant matters. Eg. terms and conditions of employment
- (b) representation on an individual trade union member basis.

3. Definitions

3.1 Trade union representative

A trade union representative means an employee of the Council who has been elected or appointed in accordance with the rules of the trade union, to be a representative of some or all of the trade union's members employed by the Council.

3.2 Trade Union Duties

Trade union duties cover all matters relating to collective bargaining and individual representation, such as representing an employee in a discipline or grievance hearing. Trade union representatives have a statutory right to reasonable **paid** time off from employment to carry out **trade union duties**.

3.3 Trade Union Activities

Trade union activities cover all matters relating to the organisation of the trade union and being a member of the trade union. Trade union representatives and their members have a statutory right to reasonable **unpaid** time off when taking part in **trade union activities**.

4. Responsibilities and Principles

4.1 The Council and the 3 Trades Unions have a joint responsibility to ensure that agreed arrangements, for **paid** time off work for trade union duties, work to mutual advantage.

4.2 The Council has a responsibility to accommodate reasonable **paid** time off, during normal working hours, to support **representatives** in carrying out **trade union duties**.

4.3 The Council has a responsibility to accommodate reasonable **unpaid** time off to enable **trade union members** to engage in **trade union activities**.

- 4.4 The Council will provide reasonable facilities (refer to part 10) to the trades unions to enable representatives to undertake their duties, in addition to any time off granted.
- 4.5 The Council is committed to the learning and development of trade union representatives and will provide reasonable **paid** time off for relevant learning and training activities.
- 4.6 Line managers will be provided with advice and guidance about the rights and duties of trade union representatives regarding time off. Managers will be required to take reasonable steps in the planning and management of trades union representatives' time off.
- 4.7 Trade Union representatives requesting time off to pursue their duties or activities will provide their line manager with as much notice as reasonably practical and will seek to minimise service disruption.
- 4.8 Managers should seek to ensure, as far as reasonably practical, that work cover and / or workload reductions are provided when time off for trade union duties is required.
- 4.9 The Trade Unions will inform the Assistant Chief Executive (People Management & Performance) in writing as soon as possible of the appointment or resignation of union representatives and the nature of the trade union role to be undertaken. On request the Trade Unions will provide a complete list of representatives to the HR Manager
- 4.10 The resolution of any disputes arising concerning time off for Trade Union representatives will, in the first instance, be subject to the matter being referred to the Principal HR Officer for the particular service area in which the dispute has arisen. If the dispute remains unresolved the matter will be referred to the HR Manager for further consideration and, if appropriate, discussion with the relevant Trade Union Regional Organiser. A continued failure to resolve such a dispute will be dealt with at the Corporate Employee Relations Forum

5. **Basis of Agreement**

- 5.1 The Provisions of this Agreement are based on current circumstances and levels of trade union membership. Under normal circumstances this Agreement will be reviewed annually. However, in the event of any significant changes occurring, this Agreement will be subject to review and amendment, as appropriate.

6. **Time off Arrangements**

- 6.1 Trades Union representatives (who are not subject to seconded Trades Union Facility Time arrangements) should request paid time off for trade union duties and unpaid time off for trade union activities using the pro-forma provided at **Appendix A**. (Arrangements relating to time off for seconded Trades Union Facility Time are set out in Section 9 of this Agreement).
- 6.2 As much notice as is reasonably possible must be given, and at the earliest opportunity once the need for time off has been identified. The representative will provide the following information:
- The purpose of such time off, whilst safeguarding personal confidential information relating to individuals in grievance or disciplinary matters;
 - The intended location;
 - The timing and duration of time off required.
- 6.3 Trades Union representatives will seek to minimise service disruption by being as flexible as possible in seeking time off in circumstances where the immediate or unexpected needs of the service make it difficult for colleagues or managers to provide cover for them. Line managers should endeavour to accommodate requests for time off for trade union duties having regard to the statutory rights of the trade union representative, but always taking into account the needs of the service.
- 6.4 Trades Unions will provide information in relation to the specific duties of representatives. Different types of trade union representatives have different needs and it is important that line managers understand what role each representative undertakes in order to assess what time off can reasonably be expected and should be granted. Attached at **Appendix B** is guidance in relation to the different roles that may be undertaken by trade union representatives, and advice as to what their needs could be, to help managers in taking decisions in relation to what a reasonable request for time off is.
- 6.5 The Council requires a line manager, when informed that a member of their staff is a trade union representative, to discuss with the employee concerned how they will both manage the need for time off and agree, for example, how much notice the line manager would reasonably need to be given in order to arrange cover for when the employee is away from the workplace on trade union duties. An open discussion at the outset, acknowledging the needs of the trade union representative and the needs of the service, will help avoid difficulties at a later stage.
- 6.6 The Council reserves the right to withhold payment for the time spent on trade union duties where reasonable steps to obtain permission in advance have not been taken

7. Time off for Training

- 7.1 Paid time off to undertake relevant training in relation to trade union duties will be granted having regard to the merits of each case and to the needs of the service. Notification of time off for training courses approved by the trade union should be given to the line manager and the Principal HR Officer for that service area no later than 2 weeks before the course.
- 7.2 Such training will enable representatives to undertake their role with greater confidence, efficiency and speed and thus help them work more effectively with management, build effective employee relations and represent their members properly. The Council supports and encourages the training and development of trade union representatives.
- 7.3 Factors to be taken into account in allowing reasonable paid time off will include the nature of the employee's responsibilities within the trade union, the nature and duration of the trade union training course/s, the needs of the service and the amount of paid time off previously granted for training courses.
- 7.4 Line Managers should seek to accommodate requests made for initial training in basic representational skills as soon as possible after the representative has been appointed, taking into account that suitable courses may be infrequent.
- 7.5 Union representatives have a statutory right to time off with pay to attend approved union training courses in aspects of employment relations.
- 7.6 Trade Union Learning Representatives have specific statutory entitlements in respect of training. See **Appendix B** for further guidance.

8. Payment for Time off

- 8.1 Where approval is given for time off, Trades Union representatives will be paid the amount that the union representative would have earned had they worked during the time off period. The union representative should receive either the amount they would have earned had they worked during the time off period or, where earnings vary with the work done, an amount calculated by reference to the average hourly earnings for the work they are employed to do.
- 8.2 There is no right to pay for time off where the duty is carried out at a time when the union representative would not otherwise have been at work unless the union representative works flexible hours, such as night shift, but needs to perform representative duties during normal office hours. Employees who work

part-time will be entitled to be paid if employees who work full time would be entitled to be paid. In all cases the amount of time off must be reasonable.

- 8.3 There is no statutory requirement for union members or representatives to be paid for time off taken in relation to trade union activities. The Authority has agreed to pay for time off for trade union activities in specific circumstances, set out in **Appendix C**.
- 8.4 Where unpaid time off is granted, the relevant Trades Union representative/s concerned will be paid by the Authority for the agreed period in question, with the Trade Union branch being recharged the cost of the time off.
- 8.5 It is expected that Trades Union representatives, in carrying out their functions, will do so responsibly and with due regard to their obligations as employees of the Council. Abuse of the time off procedure for trade union duties and activities, or misuse of any facilities provided by the Council for trade union duties and activities, may be regarded, in certain circumstances, as potential acts of gross misconduct. In such instances the provisions of the Council's Disciplinary Policy & Procedure will apply. However no action will be initiated against a Trade Union representative until the Regional Organiser of the relevant Trade Union has been notified. In the event that any such occasion should arise, guidance should be sought from either the relevant Principal HR Officer for the particular service area or HR Manager.

9 **Seconded Trade Union Facility Officers**

- 9.1 The Council will determine an annual budget to allow the Trades Unions recognised for collective bargaining purposes through this Agreement, to nominate branch officials to be seconded to Facility Time positions. These seconded officers will be expected to undertake more complex trade union duties and, in particular, those duties associated with collective bargaining arrangements.
- 9.2 The Assistant Chief Executive (People Management & Performance) will confirm whether or not the nominations of the Trades Unions can be accommodated, having regard to the service needs, budgetary position and level of membership of the respective Trades Unions
- 9.3 For the duration of the full-time or part-time secondments, seconded officers will report to the HR Manager for employer-related matters such as:
- Attendance at work
 - Sickness management
 - Leave approval in line with Council leave policies
 - Matters of conduct and discipline

- Welfare
- Health & Safety

- 9.4 Seconded officers will be expected to spend all of the time for which they are seconded on duties relating to Council employees, Details of meetings should be recorded within the Outlook Calendar facility which can be accessed by the HR Manager. This will provide information in relation to the purpose of meetings, while safeguarding personal confidential information relating to individuals in grievance, discipline or similar matters. Requests to attend regional and/or national meetings of the union must be made to the HR Manager no later than 14 days before the date of the meeting
- 9.5 Secondment arrangements will comply with the Council’s Secondment Policy, with one exception. In accordance with Section 169 of the Trade Union and Labour Relations (Consolidation) Act 1992, paid time off will be in accordance with the pay grade applicable to the officer’s substantive job (see Section 7 above) – this applies to trade union duties only. Where the seconded officer is involved in trade union activity, then this will be unpaid unless otherwise agreed.
- 9.6 Where the seconded officer’s substantive post requires particular training or other “work activity” to maintain, for example, professional registration, arrangements will be made by the employee’s line manager to ensure a suitable plan is in place.
- 9.7 All secondments will be for one year, and reviewed annually in line with Branch recommendations and subsequent agreement by the Assistant Chief Executive (People Management & Performance) having regard to the budget available and the needs of the service. One month’s notice can be given by either party to terminate the secondment arrangements
- 9.8 *Seconded Trade Union Facility time is allocated based on levels of union membership as set out below-

500 members – 1 day; 1000 members – 2 days; 1500 members – 3 days; 2000 members-4 days; 2500 members- 5 days; 3000 members– 6 days

Each Trade Union will also be allocated **2 days** seconded facility time per week for the purpose of attending corporate and departmental employee relations meetings

* *Amended October 2020*

10 Other Facilities to be Provided

10.1 In addition to the time off arrangements to be provided to the Trade Unions the Council will also provide other facilities to the Trade Unions to assist it in undertaking its role in employee relations at Carmarthenshire County Council. This will include appropriate office accommodation, IT. facilities, and other agreed resources in accordance with the principles set out in the ACAS document 'Trade union representation in the workplace: a guide to managing time off, training and activities'.

10.2 Access to the Council's email facility for individual messages sent to and from Trades Union branch officials. Requests for dissemination of information to groups of staff via email must be authorised by the Assistant Chief Executive (People Management & Performance)

10.3 The facilities and resources provided will be subject to availability and must be used in accordance with the Council's policies. All equipment remains the property of the Council. The Council will reserve the right to withdraw the use of facilities during a period of industrial action.

10.4 The Authority will undertake to deduct Trades Union membership subscriptions at source from employees' salary payments and provide details of the subscriptions collected. The Council will deduct 2.5% of the value of contributions as its remuneration for undertaking deductions.

11 Employee Relations Framework

11.1 The overall framework within which consultations/negotiations take place at Carmarthenshire County Council will be included within Part 2 of this document. This framework will be agreed in conjunction with the Trade Unions to reflect current operating arrangements and priorities within the Council.

12 Monitoring and Review

12.1 The purpose of this Agreement is to clarify the main issues relating to the provision of facilities to the Trade Unions by Carmarthenshire County Council. The parties to this Agreement recognise that the environment within which employee relations take place is fluid and that the operation of the Agreement will need to be monitored and reviewed from time to time. Both parties acknowledge that this Agreement must be operated and interpreted in the light of both the Council's operational needs and also its support for the effective partnership working with the Trade Unions..

12.2 This Agreement may be terminated by Carmarthenshire County Council by giving three months notice in writing of such an intention.

Signed:

On Behalf of:

CARMARTHENSHIRE CC.....

Date

GMB

Date

UNISON

Date

UNITE

Date

APPENDIX A

REQUEST FOR TIME OFF FOR
APPROVED TRADE UNION REPRESENTATIVES

Name:	_____		
Trade Union:	_____		
Position held in TU:	_____		
Nature of TU Duty:	_____		
Location:	_____		
Date:	_____		
Expected Duration:	_____		
From:	_____	To:	_____
Paid or Unpaid Time Off Requested:	_____	Paid / Unpaid	_____
Signed:	_____	Date:	_____

FOR USE BY SUPERVISOR / MANAGER:

Date Received:	_____	Time:	_____
Request:	Granted / Refused	Signed:	_____
Were Replacement Costs Incurred:	Yes / No		
If Yes, Confirm Total Costs:	_____		
If Refused, Reason(s) Why:	_____		

APPENDIX B

THE ROLES OF TRADE UNION REPRESENTATIVES AND THEIR RIGHTS IN RELATION TO TIME OFF

Representatives accompanying employees in grievance and disciplinary cases

Subject to the Trade Union having stated in writing that the representative has the relevant experience/training to act as an employee's companion, union representatives can advise and accompany employees before and/or during grievance, disciplinary and capability hearings. Representatives will require time off to attend such hearings, attend appropriate training and may need reasonable time off to prepare for any such hearings.

Collective bargaining role

These are representatives appointed by the trade union to deal with collective bargaining involving the changes to pay, terms and conditions of employment, other working arrangements and the procedures for negotiation and disputes resolution. They often undertake a wide range of activities and duties. To undertake this work they need to be trained and to be able to communicate with their union, their members, other union representatives and the Council's representatives. Reasonable time off requests could include time to attend relevant training, time off for consultation and negotiating meetings with management and reasonable preparation time for attending such meetings.

Health and Safety Representatives

The Safety Representatives and Safety Committees Regulations of 1977 requires that health and safety representatives are provided with paid time off, as is necessary, during working hours, to perform their functions. Functions include:

- investigating potential hazards and dangerous occurrences at the workplace and complaints by an employee relating to health, safety and welfare at work and examining causes of workplace accidents
- making representations to the Council about such investigations and on general matters affecting the health and safety of employees
- inspecting the workplace
- representing employees in dealings with health and safety inspectors
- receiving certain information from inspectors
- attending health and safety committee meetings.

On their part, safety representatives will keep themselves informed of the relevant legal requirements relating to the health and safety of persons at work with regard to the employees they directly represent, and the hazards associated with the workplace including the measures necessary to eliminate or minimize the risks arising from those hazards.

As an employer, the Council must also ensure that elected health and safety representatives receive the training they need to carry out their role, as is reasonable and pay any reasonable costs to do with that training. The TUC or trade union will offer training to health and safety representatives and usually will meet the costs.

Union Learning Representatives

The role of Union Learning Representatives (ULR's) is established by legislation. Their functions, for which time off is allowed, are listed as:

- Analysing learning or training needs
- Providing information and advise about learning or training matters
- Arranging learning or training
- Promoting the value of learning or training
- Consulting the Council about carrying out any such activities
- Preparation to carry out any of the above activities
- Undergoing relevant training

The Trade Unions must give notice to the Council that the employee is a ULR who has been appropriately trained, or will be within 6 months. ULRs need access to approved training and time off to meet employees and management representatives.

Training should be in aspects of employment relations relevant to the duties of a ULR.

Equality Representatives

Equality representatives are concerned with a wide range of diversity issues from the promotion of diversity management to helping ensure legal compliance and conducting audits. They can help raise awareness of issues related to equality and diversity and raise the profile of equal treatment of employees on the grounds of gender, age, religion, sexual orientation, disability, etc. Equality representatives have no statutory right to time off, training or facilities. However, the Council will afford reasonable paid time off to such representatives to attend and participate in the Council's employee equality forums, and consultation and negotiation meetings with the Council that are concerned with equality matters.

GUIDANCE IN RELATION TO TRADE UNION “ACTIVITY” TIME

There is no statutory requirement for union members or representatives to be paid for time off taken on **trade union activities**. However, the Council has agreed the following arrangements, setting out where specific activities will be paid or unpaid:

Branch Committee Meetings

For officers of each Trade Union’s **Branch Committee** the Council will agree to grant 1 hour **paid** time off per monthly meeting (when these meetings are held outside of normal office hours, no additional / overtime payments will be made). In addition reasonable paid travelling time to the meeting will be granted. The Trade Unions will notify the names of Branch Committee Officers to the Assistant Chief Executive (People Management & Performance)

Dates of Branch Committee meetings must be notified to the HR Manager. Each attendee should make a time off request in the usual way to their line manager, unless acting as a seconded trade union officer. Requests to attend must be made no later than 7 working days before the date of the meeting.

Branch Stewards Meetings

For accredited representatives (Branch Stewards) of each Trade Union’s Branch the Council agrees to 1 hour **paid** time off (when these meetings are held outside of normal office hours, no additional / overtime payments will be made) for their attending meetings arranged by the Branch which fall within the scope of Trade Union Duties related to collective bargaining. In addition reasonable paid travelling time to the meetings will be granted. These meetings must not exceed **four** per year and dates must be notified to the HR Manager. Each Trade Union will notify the names of Branch Committee Members to the Assistant Chief Executive (People Management & Performance).

Each attendee should make a time off request in the usual way to their line manager. Requests to attend must be made no later than 7 working days before the date of the meeting

Regional Local Government Committee Meetings

One representative from each of the Trade Unions will be granted one day paid time off on four occasions per annum to attend meetings of the Regional Local Government Committee, this allowance to *include* travelling time (where these meetings are held outside of normal office hours, no additional / overtime payments will be made). The

Trade Unions will provide the names of attendees in advance of the meeting to the Assistant Chief Executive (People Management & Performance).

Each attendee should make a time off request in the usual way to their line manager, unless acting as a seconded trade union officer.

National Local Government Service Group Conference

One representative from each of the Trade Unions will be granted paid time off to attend their respective annual National Local Government Service Group Conference. Two days paid leave will be granted per representative, to include travelling time (where the conference falls on a weekend no additional / overtime payments will be made). The Trade Unions will provide the names of attendees in advance of the conference. One representative from each of the Trade Unions will be granted to the Assistant Chief Executive (People Management & Performance). Each attendee should make a time off request in the usual way to their line manager, unless acting as a seconded union officer.

National Conference

One representative from each of the Trade Unions will be granted time paid off to attend their respective National Conference (where these meetings are held outside of normal office hours, no additional / overtime payments will be made). The Branch Secretary will provide the names of attendees in advance of the conference to the Head of HR. Each attendee should make a time off request in the usual way to their line manager, unless acting as a seconded trade union officer.

National Joint Council

In accordance with Part 2 para 18 of the NJC for Local Government Services National Agreement on Pay and Conditions of Service, the Council will agree to allowing paid time off for any Branch Official required to attend a meeting concerned with the work of the NJC and Provincial Councils.

Joint Council for Wales

One representative from each of the Trade Unions will be granted paid time off to each attend meeting of the Joint Council for Wales, to include any attendance required at pre-meetings and travelling time (where these meetings are held outside of normal office hours, no additional / overtime payments will be made). The Trade Unions will provide the names of the attendees in advance of the Joint Council meeting to the Assistant Chief Executive (People Management & Performance). Each attendee should make a time off request in the usual way to their line manager, unless acting as a seconded trade union officer.

Where unpaid time off is granted, the Trade Union representative/s concerned will be paid by the Council for the period in question, with the Trade Union being recharged the relevant sum involved.

PART B

EMPLOYEE RELATIONS FRAMEWORK

- 1.1 The Council has a commitment to consulting with staff and their trade union representatives as a means of fostering good working relationships within the organisation. The Framework set out below outlines the arrangements for ensuring that appropriate levels of communication are in place to support effective consultation and negotiation with trade union representatives
- 1.2 **Departmental Employee Relations Forum** - Each Directorate/Service Area will have in place regular employee and Trade Union representative consultation arrangements. .
- (a) The large operational departments which account for the greater numbers of Council employees - **Social Care, Health and Housing, Technical Services, Education & Children's Services, Regeneration & Leisure** - will undertake to convene meetings with staff representatives on no fewer than **4** occasions per year. The attendees from the Trade Unions would be one union representative from each Department and those Branch Officials who are allocated Council Trade Union Facilities time.
 - (b) **Chief Executive's and Resources Departments** will hold a combined meeting with staff representatives on no fewer than **3** occasions per year. The attendees from the Trade. Unions would be one union representative from each Department of the particular department/service area and those Branch Officials who are allocated Council Trade Union Facilities time.
 - (c) The main purpose of the Departmental Employee Consultative Forum will be to consult on organisational changes and operational matters which are likely to affect the working practices and health and safety of employees of the department/division and to respond to issues of concern as raised by the trade union representatives.
- 1.3 **Corporate Employee Relations Forum** - meetings are held on a **monthly** basis with senior officers from People Management & Performance and those Branch Officials who are the seconded Trade Union Facilities Officers in attendance (or their nominated representatives). This Forum deals with corporate issues which will include policy development and health and safety and any issues which the Departmental Employee Relations Forum consultation has been unable to resolve. Regional Organisers may be requested to attend these meetings by officers or Branch Officials. This Forum is for matters of consultation and negotiation.
- 1.4 **Executive Employee Relations Forum** - meetings are held on no fewer than **3** occasions per year. Attendees will be the Chief Executive, Director of Resources, Assistant Chief Executive (PMP) and, if appropriate, the Executive Board Member for People

Management & Performance. Regional Organisers for UNISON, GMB and UNITE will be in attendance with the respective seconded Trade Union Facilities Officers (or nominated representatives). This Forum will discuss matters relating to Council strategy and service provision and financial outlook. This Forum may also consider any employee relations issues which have not been resolved at the Corporate Employee Relations Forum.

APPENDIX A – TERMS OF REFERENCE – DEPARTMENTAL EMPLOYEE RELATIONS FORUM

1. Objective

The objective of the Departmental Employee Relations Forum is to facilitate regular information sharing and consultation between departmental management and staff in order to maintain good employee relations as outlined within the Council's Trade Union Facilities Agreement and Consultation Framework

2. Terms of Reference

- To consider proposals which support the implementation of restructuring/realignment within departmental service divisions in accordance with corporate policies
- To consider proposals for service improvement planning which may result in changing existing methods of service delivery within the department
- To enable departmental management and trade unions to discuss issues arising from the ongoing development of collaborative working with other local authorities and/or public bodies
- To provide the opportunity to discuss any people management issues that are local to the Department
- To discuss any issues relating to Health & Safety within departmental service divisions
- To ensure that agenda and associated documentation is provided 7 days before each meeting
- To ensure that minutes and agreed actions will be provided to all relevant Managers and Trade Unions within 7 working days of the meetings.

3. **Membership**

Director
Heads of Service
Departmental Managers (as required)
Principal HR Officer
Trade Union – 3 Facilities Officers GMB, UNISON, UNITE (or nominated representative)
1 Departmental Steward from each Trade Union

A chairperson should be elected from the Departmental Employee Relations Forum for a period of one year and this appointment should rotate between the Management side and staff side

The agenda and associated documentation is to be provided 7 days before each meeting

Minutes and agreed actions will be provided to all relevant parties within 7 working days of the meeting

Administration of the Forum will be undertaken by the Department/s

APPENDIX B – TERMS OF REFERENCE – CORPORATE EMPLOYEE RELATIONS FORUM

1. **Objective**

The objective of the Corporate Employee Relations Forum is to consult, review and/or negotiate on matters that may directly affect the terms and conditions of the Council's employees.

2. **Terms of Reference**

- To consider those issues relating to Council decisions and strategy which affect the terms and conditions of employees
- To review issues which have not resulted in agreed solutions at the level of the Departmental Employee Relations Forum
- To consult in respect of new and revised policies and procedures which affect employees
- To discuss and evaluate external issues which may have a direct impact upon the Council's delivery of services

- To consult upon and negotiate any changes to existing terms and conditions of employees.
- To consider corporate health and safety issues

3. **Membership**

Assistant Chief Executive (People Management & Performance)

HR Manager

Fitness for Work Manager (Health and Safety issues)

Departmental Heads of Service, Senior Managers (as required)

Principal HR Officers (as required)

Trade Union – 3 Facilities Officers GMB, UNISON, UNITE (or nominated representative)

The agenda and associated documentation is to be provided 7 days before each meeting

Minutes and agreed actions will be provided to all relevant parties within 7 working days of the meeting

Administration of the Forum will be undertaken by People Management & Performance