

EMPLOYEES' JOINT CONSULTATIVE FORUM (EJCF)

(All Cabinet Members, Unison Branch Secretary and nominated Unison Representative/s)

1. PURPOSE

The Employees' Joint Consultative Forum ("the Forum") will facilitate consultation between the Council and its officers to maintain and improve relations between both sides.

A meeting of the Forum may be called by either side as and when suitable issues arise for the Forum to consider.

2. RESPONSIBILITIES OF THE EMPLOYEES' JOINT CONSULTATIVE FORUM

The Forum is not a decision making body but may make recommendations to the Cabinet when appropriate.

The responsibilities of the Forum are to:

- a) Develop a full understanding and interest in the work of the Council to enable all parties to work constructively in developing and providing an efficient service.
- b) Ensure that officers are well informed about current issues, the economic situation and activities of the Council, including any future proposals.
- c) Ensure the provision of information and consultation on any proposed change or development of services/structures which would potentially have employment implications.
- d) Inform and consult on decisions which are likely to lead to substantial changes in Terms and Conditions or contracts of employment (including local conditions of service, training arrangements and implications of national agreements).
- e) Discuss issues arising from the operation of agreed procedures and conditions, and assisting in the prevention of misunderstanding.