

Dorset County Council

Staff Consultative Panel

Terms of Reference

To establish a forum for consultation to secure co-operation between the Council and its staff and between the different directorates and other parts of the service. Consultation to focus on a range of matters primarily within the following categories:

- (a) discussing terms and conditions of service, hours of employment, remuneration and the health, safety and welfare at work of all the County Council's employees, with a view to framing recommendations for consideration by the Staffing Committee wherever necessary;
- (b) recommending or agreeing such action as may be deemed necessary or desirable to prevent differences and misunderstandings between the Council and its staff, provided that no question of individual discipline, remuneration, promotion or efficiency shall be within the remit of the Panel, unless it has been referred by the Cabinet for consideration by the Panel under paragraph (e) below;
- (c) considering the effect of any proposed or new legislation affecting the staff of the Council;
- (d) considering and encouraging improvements to the organisation, with a view to enhancing the efficiency of the service, including recruitment and training;
- (e) considering any matter which may be referred to it by the Cabinet or the Staffing Committee, whether requested to be dealt with by either side.

Membership: 23 members, consisting of 8 elected members of the County Council (employer's side) and 15 staff side representatives.

The employer's side to comprise the 8 elected members of the Staffing Committee.

The staff side to comprise 1 representative each of the trades unions recognised by the County Council for collective bargaining purposes, excepting Unison, which shall have 3 places in total.

Both sides may send substitutes as necessary.

Note: This Panel, as a purely consultative body, is not subject to the strict requirements of the Local Government Act 1972, in relation to political representation.

Staff Consultative Panel – Part One meeting: Health and Safety matters

Terms of Reference

To provide a forum for consultation between the Council and its staff on matters related to employees' health, safety and welfare, in accordance with the requirements of relevant legislation and regulations. Consultation to be based on the following general approach unless as agreed otherwise between both sides:

- (a) every meeting of the Council's Staff Consultative Panel (SCP) will be based on an agenda of items for discussion which begins with the regular Health and Safety Update report, to be produced for each such meeting by the HR Service – this will be Part One of each SCP meeting;
- (b) both sides will be at liberty to propose for inclusion within Part One of the SCP agenda other specific matters relevant to health and safety;
- (c) the staff side will be able to invite any representatives from among the DCC workforce who hold a specialist health and safety role, e.g. within the local branch exec structures of recognised trades unions;
- (d) any such health and safety representatives will withdraw from the SCP when discussion of Part One items is concluded, unless where elected to the full SCP as well;
- (e) the Chair of the SCP will propose a 'comfort break' in the proceedings at the conclusion of discussing Part One items, will seek agreement from those present at each meeting how long the break will need to be, and at this point will request the withdrawal of those present only for health and safety items;
- (f) Part Two SCP business will resume as soon as the agreed break ends.