

Harper Adams University College

Staff Consultative Group

Constitution and Terms of Reference

1. Purpose:

The College places emphasis on employee communications and wishes to ensure that members of staff are both well informed about College activities that directly relate to them and also have the opportunity to communicate their views to management.

2. Scope:

The Staff Consultative Group will be representative of all occupational groups of staff employed by the College up to, but excluding, the College's Senior Staff as detailed in the Instrument and Articles of Governance.

3. Terms of Reference

The Staff Consultative Group is an information and consultative body providing an opportunity for dialogue and exchange of views between Management and staff representatives on issues of mutual concern and interest. It is not a forum for collective bargaining nor is it intended to replace or undermine existing methods and channels of communication but rather to enhance them. It is intended to:

- promote an exchange of views between management and staff on issues of mutual interest
- test new ideas and approaches with staff
- provide an opportunity for the views of staff to be taken into account in making decisions which are likely to affect their interest

Matters for communication and consultation may include the following:

- Financial performance
- Business Strategy
- Staffing Policies and Procedures
- Jobs and employment
- Major organisational changes

The Staff Consultative Group, will be the standing body to be consulted in the event of a collective redundancy situation arising, or in the case of a transfer of undertakings, where staff affected (either directly or indirectly) are not represented by a recognised independent trade union.

4. Role of Representatives

Staff representatives will attend meetings of the Consultative Group on behalf of all staff in their constituency. They will therefore need to canvass the views and concerns of their constituents prior to meetings and provide feedback following the meetings.

5. Membership and Composition

The Staff Consultative Group shall comprise of:

Management Representatives:

Chairperson	:	Director of Corporate Affairs
Secretary	:	Personnel Manager

Staff Representatives:

One Representative will be elected for each of the following constituencies:

- Teaching Staff (non-UCU members)
- Teaching Staff (UCU members)
- Estates and Facilities
- Catering
- Farm and Grounds
- Administrative, Professional and Clerical
- Technicians and Research Assistants
- Library, AV and IS staff
- Line Managers

6. Nomination and Election Arrangements

Candidates must be permanent members of staff who have completed at least 12 months continuous service with the College by the date of invitation for nominations.

Nomination forms will be distributed to all staff.

Each nomination will require a proposer and a seconder from members of staff from within the particular constituency. The form must be countersigned by the nominee to confirm their willingness to serve as a representative. Members of staff may not nominate, or second, more than one person for election.

If more than one valid nomination is received for any constituency, an election will be held and all members of that constituency will be entitled to vote for the representative of their choice. The candidate receiving the most votes will be elected.

If only one valid nomination is received for any constituency, the nominee will be elected as staff representative for that constituency

Elected representatives will serve for a period of 3 years and may offer themselves for re-election for a further 3 year period. Representatives will normally be required to retire having completed two consecutive terms of office.

In the event of a staff representative being unable to complete the normal term in full, nominations will be invited and, if required, an election held.

7. Operation and Administration

Frequency of meetings

Formal meetings will normally be held 3 times per year. Representatives will be required to attend all scheduled meetings. Additional meetings may be convened at the discretion of the Chairman if, in his/her opinion, circumstances so dictate.

The Secretary will be responsible for arranging the date and location of the meeting and for advising all parties at least one month before the date of the meeting.

Agenda

Staff representatives may submit items for inclusion in the agenda, together with any supporting documentation, to the Secretary at least 2 weeks before the date fixed for the meeting.

Items for the agenda may not include issues of an individual or personal nature which should more appropriately be addressed through the line management structure and College policies and procedures.

The finalised agenda will be circulated to representatives at least one week in advance of the date of the meeting.

Minutes of meetings

Minutes of meetings will be distributed to staff representatives normally within a period of 3 working weeks of the meeting. It is intended that the minutes of the meeting be communicated as widely as possible to all members of staff, using normal communication channels.

Confidentiality

In order to maximise the spirit of openness and free exchange of views, all members attending any meeting of the Staff Consultative Group must undertake not to misuse or divulge any information that is supplied to them on a confidential basis. This obligation will continue after the conclusion, for whatever reason, of their term of office or employment for as long as the information remains confidential. Any breach of this provision would be viewed as a serious disciplinary offence.