



EMPLOYEE INVOLVEMENT GROUP POLICY

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1 Introduction

- 1.1 The LACC is fully committed to open, inclusive and consultative management, making decisions wherever possible that meet both the needs of staff as well as the organisation.
- 1.2 During this transition period prior to the cut-over of the control function from each FRA within the East Midlands region, the LACC and the East Midlands FiReControl Project Board has created a number of methods of consulting and sharing information with staff and / or union representatives.
- 1.3 These include:
- Joint Partnership Forum (JPF) Staff-Side representatives' membership of Project Board.
 - Regular in/formal meetings with FiReControl Workstream JPF Staff-Side representatives.
 - Control Room Managers' Meeting Group.
 - Monthly Project Updates published and issued to Control Rooms.
 - FiReControl Project Team visits to Control Rooms.
 - Staff seminars held in Regional Control Centre.
- 1.4 The creation of an Employee Involvement Group (EIG) is intended to build upon this existing framework to enhance the opportunities for staff to directly raise concerns, highlight areas that are of particular importance to staff and share their views on the fine detail of issues that affect staff's everyday working environment.
- 1.5 The EIG will be set up on a **trial basis to be reviewed after 3 meetings have been held**. This review will examine the level of interest shown in the EIG meetings, progress made in helping the LACC Board make informed decisions and the general view of staff and EIG members as to the value of this group. A recommendation will then be made to the LACC Board as to whether the EIG should continue for the remainder of the transition period.

2 Purpose of Employee Involvement Group (EIG)

- 2.1 The EIG is intended to be an effective and constructive means of direct two-way communication between Control staff and the LACC, building on the existing framework of communication methods. It will allow detailed discussion in order to inform LACC decisions on certain matters affecting staff.
- 2.2 The intended benefits will be delivered by EIG:
- Contributing to the effective two-way transfer of information between LACC and East Midlands Control staff on relevant subjective matters, not directly relating to

employment Terms & Conditions (consultation on Terms & Conditions will continue solely with union representatives).

- Assist LACC in understanding staff's prioritisation of issues to help focus the order in which discussions and decisions are made.
- Act as a "sounding board" for employees to express opinion on individual day-to-day work issues and help steer wherever possible the outcome of LACC decisions on appropriate matters.

2.3 The parameters of the issues appropriate for discussion within the EIG are detailed in the Terms of Reference (Section 3).

3 Terms of Reference

3.1 It is important to emphasise that the EIG is intended to build upon the existing framework of methods for information sharing and consulting on employment matters rather than supersede any part of that framework.

3.2 In order to ensure appropriate matters are being discussed with the appropriate parties, the EIG will not detract from, dilute nor undermine the existing methods of information-sharing and consulting with recognised trades unions in forums detailed in paragraph 1.3.

3.3 Staff should recognise that during this transition period, the FRAs as existing employers of Control staff and the LACC as the future employer have a legal obligation to share information and consult on matters relating to the transfer of staff under TUPE legislation, the possibility of potential redundancies and proposed methods of minimising any such potential redundancies. This legal obligation is to consult with recognised union representatives.

3.4 Staff will also recognise that in order to effectively consult and inform decisions on employment matters as complex as those detailed above, the consultees need a level of experience and knowledge of employment law and practice that the majority of staff will not have. It is therefore in all parties interests that consultation on such matters is made with union representatives rather than directly with staff members.

3.5 Accordingly, the Terms of Reference for the Employee Involvement Group are:

- To undertake detailed consultation on matters relating to employees where consultation via third parties may not suffice due to the subjectivity of the matters. Examples of these subjective matters could include uniform design / provision; catering provision / storage; decorative fixtures and fittings in the workplace; discretionary use of facilities eg gym / quiet room etc.
- Where appropriate, to take part in research to progress discussions on the above matters eg liaison with uniform designers, benchmarking with other regions on relevant issues etc.

- To gain the views of EIG members on the identification and order of priority of matters relating to subjective issues as described above.

4 Employees covered by the Employee Involvement Group

- 4.1 EIG aims to gain and represent the views of all staff currently employed within the Control Room function ie Control staff as defined by the NJC for Local Authorities' Fire Brigades (commonly referred to as the Grey Book) within the five FRAs of the East Midlands region.
- 4.2 This includes any Control staff whose substantive role remains in Control within this region but is currently on secondment to another department or outside of the region, on a career break, maternity leave, long-term sick leave etc.

5 Membership of Employee Involvement Group

- 5.1 The Employee Involvement Group will comprise of the following members:
- Two members representing each FRA within the East Midlands region at any one meeting from the four representatives nominated per FRA ie 20 representatives in total, of which 10 will attend each meeting.
 - HR Project Manager, EM FiReControl Project to act as facilitator.
 - A note-taker, arranged by the facilitator, who may change from time to time due to availability.
 - Guest speakers or specialist advisers may be invited to attend as dictated by the content of the agenda.

6 How staff put themselves forward for EIG membership

- 6.1 To qualify to put themselves forward as a member of EIG, individuals must meet the following criteria:
- Be a member of the Control Room function as defined by the Grey Book, and currently working in a Control role on the same site as the Control Room either on a permanent, temporary or fixed-term contract.
 - Be currently working in the role of Station Manager (Control) or lower (consultation with Group Managers (Control) is undertaken via CRMs' Meeting Group).
 - Whether individual members of staff **are** or **are not** members of a union recognised to represent Control staff **does not affect** their qualification to be a member of EIG.
 - Control Room staff who are also union representatives are free to put themselves forward, on the understanding that when attending the EIG they are directly representing the views of their Control Room colleagues and are not attending in the capacity of union representative.

- 6.2 The creation of the EIG will be advertised in all Control Rooms. This will be supplemented by CRMs being asked to raise awareness through team briefings, emails, hard copies to those staff on maternity leave/long term sickness, etc.
- 6.3 Four EIG members will be chosen from each FRA, of **which two representatives per FRA will attend each EIG meeting**. This 2-from-4 arrangement has been designed to improve the availability of staff to attend EIG around the exigencies of the service. It may improve practicality if one representative per watch is chosen but this discretion is left to each Control Room Manager to decide upon, dependent on the individual members of staff who wish to nominate themselves.
- 6.4 If more than four individuals in any one FRA put themselves forward for EIG membership, those individuals will be expected to agree between themselves how the final four members will be agreed, facilitated by the CRM if necessary.
- 6.5 Given the informal nature of EIG, if agreement can't be reached the FRA may put forward more than four staff as EIG members if the CRM is satisfied that this won't cause problem in terms of continuity and progress-making within EIG. However, in order to keep EIG manageable, the 2-from-4 arrangement detailed in paragraph 6.3 still applies.

7 Meeting arrangements

- 7.1 Given the start-up nature of the LACC it is difficult to predict the full breadth of the agenda and the pace of progress. Initially, it is envisaged that meetings will occur every 6-8 weeks, although as discussions progress, this frequency may be amended to ensure effectiveness of communication balanced with economic sustainability.
- 7.2 Meeting dates for the following year will be discussed at the inaugural meeting and forthcoming agenda items will be discussed at each meeting, to flow naturally in line with topics and priorities currently being discussed.

8 Facilities

- 8.1 EIG members will be paid at the normal rates for their role when attending EIG, including excess travelling time. Travelling arrangements and/or expenses will be paid at the normal rate agreed within members' own FRA policies.
- 8.2 Those members attending EIG in addition to their normal working hours (eg when attending on a rota day) will receive pay at time and a half for any hours worked over a 42 hour per week rota.
- 8.3 Those members attending EIG on a day when they should be on duty will receive pay at plain time unless the total aggregate hours worked exceeds their normal 42 hour

per week rota. Any hours within this aggregated total in excess of 42 hours will be paid at time and a half.

8.4 Operational needs will obviously take precedence, meaning that members may not be able to attend some meetings due to being required to attend duty in the Control Room. It is hoped this scenario will be minimised by having four EIG members from each FRA, with only two of the four attending EIG at any one time. If a problem with the availability of two of the four representatives occurs, Control Room Managers will attempt to back-fill members' operational roles wherever possible to allow the members' attendance at EIG.

8.5 It is expected that EIG members will be able to feedback from EIG and gain their colleagues' views during normal duty. To assist in this, minutes of each EIG will be produced and circulated to EIG members for forwarding to Control Room colleagues. Any Control Room meetings specifically required for more detailed communication will need to be requested via the relevant CRM.

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Mike Thomas
Secretary for Employer's Side

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Dave Limer
Secretary for Union Side

Date