

## EMPLOYEE FORUM EXAMPLE PROPOSAL

### Background

There is a need for a forum as there is no means currently to consult all employees on company issues. Rather than wait for employees to enforce this via the new legislation, a proactive approach is preferred.

### Aim

- To increase employee involvement.
- To enhance upward communication.
- To give a platform for the company and employees to discuss collective issues.
- To increase the company awareness and respond to matters which are important to employees.
- A means for the Company to give clear, and concise information on company wide issues.
- Develop greater trust

***This will be a key means to secure greater employee buy-in to decisions. It will be a means whereby the company will listen to the views of employees and consider these when formulating decisions. This may mean that decisions are modified or even withdrawn. It will mean there should be no surprises.***

New employees will be made aware of the purpose and members of the forum during the induction process by HR.

### Forum's Remit

The remit will be decided by the forum through sessions with WBS & Partners. This will then be used to set the first agenda.

***The forum will largely deal with issues that impact on more than one area, allowing ideas and knowledge to be shared. It should be about managers and representatives working together to resolve problems and improve things.***

Some initial points: -

Should not be a talking shop.

It is difficult to know the sorts of issues representatives will raise at this stage.

Individual employee grievances will not be dealt with through the forum.

The forum will not discuss collective or individual pay issues.

### Forum Composition

There will be one forum with 5 elected representatives. In addition the forum will include:

HR Director or HR Officer

An Operations Manager

Chief Executive

The forum may invite other managers depended on the agenda topics

Elected Representatives:

1 x Distilleries

1 x Bottling or Case making/Tube winding

## WBS & Partners

- 1 x Bond/Blend/Bellshill warehouse
- 1 x Finance/IS/Customer Services/HR
- 1 x Sales & Marketing

### **Representative Selection**

Nomination forms will be made available to all employees. Employees will be briefed on the forums purpose and how to nominate. Being a representative will be sold as being a good opportunity for personal development, to get involved (make a difference), and for skills development in negotiation, consultation and interpreting information. Training will be given by workbase on the skills areas.

Where there is more than one nomination from a given area, a secret ballot will take place within that area.

50% of representatives should be changed every 2 years.

### **Minimum requirements for representatives:**

- Nominated by at least two colleagues
- Good listening skills
- The ability to take a considered view on issues.
- A positive outlook
- 'Can do' approach
- Approachable
- Can respect confidentiality
- Ability to interpret information

### **Format of Meetings**

This will be decided by the forum as a part of their WBS sessions.

### **Steps to setting up the Forum**

1. Determine how representatives will be elected
2. Reassure line managers that they will still be made aware of issues
3. Communication on the forum to all, giving general information on what it will do.
4. Representatives elected
5. The Forum work with WBS to formulate a written constitution
6. Forum determine an issue to start working on.  
Integrate within this skills sessions with WBS – negotiation, consultation, interpreting information, roles & responsibilities.