



## **UoB Employee Forum**

The Employee Forum was launched in September 2016 following feedback received as part of the University Strategic Workshop events (held at the Lakeside Hotel and the Macron Stadium). The Employee Forum is an important way of engaging with our employees.

The UoB Employee Forum aims to ensure all employees across the institution feel that they have a voice on matters relating to their work at the University and that they understand the direction of the University through improved communication.

The University uses the Forum to inform, communicate and consult on relevant matters.

The arrangements with respect to negotiation on matters pertaining to terms and conditions of employment and related subjects are unaffected by the UoB Employee Forum and continue to be the business of our recognised trade unions. The University continues to hold separate monthly meetings with representatives of the trade unions.

This Forum supplements but does not replace other methods and channels of communication at the University. Matters that should be raised with line managers (such as individual grievances) will not be addressed within the Forum.

The Employee Forum will be a self-standing body and is not formally part of the University governance structure and, as such it shall have no decision making powers.

The Forum will aim to meet on a quarterly basis.

Membership is made up of representatives from management representatives from the Executive Board and also includes volunteer representatives from across the Academic Schools and Professional Services. The University has also extended an open invitation to a representative from each of our two recognised Trade Unions (UCU and UNISON).

The role of the Employee Representative:

- Prepare for and participate in a positive and collaborative way at meetings of the Forum
- Comment on draft policies, procedures, and initiatives submitted by the University
- Feedback to employees in their area of responsibility on matters
- Serve on the Forum for a period of three years in the first instance

A member of the University Executive Board will chair the Forum however it is envisaged that one of the Employee Forum Representatives will act as Convenor for the employee representatives. It will be the role of the Convenor for the employee representatives to co-ordinate the employee representatives and assist in the smooth, efficient and effective operation of the UoB Employee Forum. The Convenor of the employee representatives will be drawn from existing members of the Employee Forum.

A member of the HR team will act as Secretary to the Forum. Other managers may be invited to attend a meeting of the Forum depending on the agenda topics.

February 2020

## Appendix A

### Employee Representative Constituencies

<b>Constituency</b>	<b>Employee Representative</b>
Facilities	Martin Wass
Faculty of Professional Studies	Gill Allen Jane Stuart-Puttnam Lisa Rees
Faculty of Health & Wellbeing	Tracey Corbett Dr Rameez Tariq
Queens Campus	Dr Martina Kirlaw
Finance & Human Resources	Maaz Atcha
IS&T	Habeeb Yusuf
Jobs for Students	Jenni Bates
Off-Campus Division	Yusuf Giga
Office for Students and Postgraduate Developments	Donna Zarei
School of Creative Technologies	Louise Ashby
School of Engineering (including NCME)	Rob Higham
School of the Arts	Tom Sutton
Strategic Planning, SDM & Student Experience	Adam Johnson Brennan Tighe (Convenor)
Student Recruitment & Admissions	Jane Donnellan
Transformation	Nooshin Akrami Robert Gray