

The role of the employee representative

The role of the employee representative is to share information, and to facilitate consultation and discussion with those they represent, being the other staff in their Service. It is also their responsibility to present the views and ideas that they have gathered at JECC meetings to those they represent.

The employee representatives will fulfil their role by:

- i) Listening to the views of those they represent.
- ii) Attending meetings of the JECC and preparing for the meetings by reading all circulated reports.
- iii) Listening to the views of other contributors at JECC meetings, including those who present the views of the Council.
- iv) Being available to brief and inform those whom they represent on reports presented or matters discussed at the JECC.
- v) Raising relevant issues and concerns at JECC meetings.
- vi) Understanding what issues are appropriate to raise at JECC meetings.
- vii) Ensuring that any action points attributed to them at JECC meetings are followed up in advance of the next meeting.
- viii) *To act as a representative of staff in matters concerning health and safety, principally in relation to:*
 - *specific matters on which the Council must consult staff;*
 - *general matters affecting the health and safety of staff;*
 - *potential hazards and dangerous occurrences.*