



Employee Consultation Policy

Illogan Parish Council has a duty to consult its employees on Health and Safety matters under The Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

Illogan Parish Council will consult its employees on the following at least annually during the annual appraisal process or at any such time as is appropriate:

- The introduction of any measures which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work.
- Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help an employer meet the requirements of health and safety law).
- The information the Council must give its employees on the risks and dangers arising from their work, measures to reduce or remove these risks and what employees should do if they are exposed to a risk or have any concerns or ideas for improvements.
- The planning and organisation of health and safety training.
- The health and safety consequences of introducing new technology.

Illogan Parish Council will give their employees the information necessary to allow them to participate fully and effectively in the consultation. The information will include any risks arising from employee work activities, the measures in place or proposals to control these risks and what they should do if they are exposed to a risk, including emergency procedures. Illogan Parish Council will listen to their employees during the consultation process and consider what they say before making any health and safety decisions.

Illogan Parish Council will consult their employees 'in good time', allowing them enough time to consider the matters being raised and provide informed responses.

Illogan Parish Council will make the final decision on all health and safety matters after full consultation with employees.

The arrangements contained within this policy will be reviewed regularly to ensure that they are appropriate for Illogan Parish Council.

Review Date:	Reviewed By:	Amendments	Minute No.
25.01.17	Governance Review Committee	None	GR17/01/21.2
24.01.18	Governance Review Committee	None	GR18/01/21.2
27.02.19	Governance Review Committee	None	GR19/02/22.2
14.08.19	Governance Review Committee	None	GR19/08/19.2
26.01.22	Governance Review Committee	None	GR22/01/9.2
22.02.23	Governance Review Committee	Page 1 – 3rd bullet point – amend to read 'The information	GR23/02/20.2



		the Council must give its employees on the risks and dangers arising from their work, measures to reduce or remove these risks and what employees should do if they are exposed to a risk or have any concerns or ideas for improvements'	
24.01.24	Governance Review Committee	None	GR24/01/12.2
22.01.25	Governance Review Committee	<ul style="list-style-type: none"> • Page 1 – 3rd paragraph – last sentence – amend to read 'Illogan Parish Council will listen to their employees during the consultation process and consider ...' • Page 1 – 4th paragraph – delete 'them with' 	