

SWANSEA UNIVERSITY

COUNCIL JOINT ENGAGEMENT FORUM

1. Reporting

The Council Joint Engagement Forum (CJEF) reports to the Council.

The terms of reference of the Forum will be developed in consultation with the Trade Unions before being agreed by Council. The Forum will review its terms of reference annually.

The agenda of meetings of the Forum will be shared with the Vice-Chancellor and Registrar and Chief Operating Officer ahead of the meeting.

The minutes of the meetings of the Forum will be distributed to Forum members for comment for the usual 7 days prior to being agreed by the Chair. Once approved, the minutes will be circulated to members of the University Executive and included in the papers for Council meetings. In the meantime, all key discussion points will be shared with Council at the meeting immediately following the Forum as part of Chair's Business.

2. Occurrence

The Forum should normally meet four times a year and the timing of the meetings should reflect the cycle of Council meetings and should be at least 7 days before the relevant meeting of the Council.

Special meetings may be called by the Chair or at the request of the Trade Unions. The Forum will ordinarily meet in person but may also use email circulation or telephone/video conferencing as appropriate.

3. Composition

The Council Joint Engagement Forum shall consist of:

- The Chair of Council (in the chair);
- Two additional Lay Members of Council;
- One each from the Campus Trade Unions (UCU, UNISON and UNITE).

Secretarial support will be provided by the University Secretary (or another appropriate independent individual). The Head of Policy, Compliance and Risk in the HR team will also be invited to advise as appropriate.

4. Purpose

The Council Joint Engagement Forum is the forum by which Trade Union representatives can raise issues with members of Council ahead of Council meetings. These issues are expected to have been raised/discussed in advance at the Joint Consultative and Negotiating Committee as the principal University engagement and negotiating forum. The CJEF is not a negotiating body nor part of any formal collective bargaining machinery.

5. Terms of Reference

The Terms of reference of the Council Joint Engagement Forum are:

1. To enable lay members of the University Council to engage effectively with the Campus Trades Unions on all aspects of the Council's remit and responsibilities.
2. To provide a forum to discuss key strategic issues affecting staff (such information to be shared at Joint Consultative and Negotiating Committee (JCNC) with Campus Unions) to allow representatives to present the opinions of their members on such issues ahead of any decisions being made by Council.

Approved by Council: 27 March 2023

Next Review Date: March 2024