



## **EMPLOYMENT FORUM: TERMS OF REFERENCE**

### **Forum Recommendations**

1. The primary purpose of the Employment Forum ('the Forum') is to make recommendations to the Minister for Social Security ('the Minister') in relation to the minimum wage, in particular, the hourly minimum wage rate and associated rates.
2. The Forum may also be required to make recommendations to the Minister on any other matters relating to the Employment (Jersey) Law 2003 as the Minister sees fit.
3. Before making any recommendations to the Minister, the Forum will consult and will have regard to the effect of the recommendation on the economy of Jersey as a whole and on competitiveness, as well as any additional factors which the Minister specifies in referring the matters to the Forum.
4. When consulting on any matter, the Forum will consult with representatives of employers and of employees, and any other body or person, as it considers appropriate in the circumstances.
5. The Forum will make its recommendations within any time period specified by the Minister.

*(See the Employment (Jersey) Law 2003, Articles 18 to 21)*

### **Forum membership**

6. In order to secure the required balance in its membership, the Forum will seek to recruit three members in each of the following categories;
  - a) members with knowledge or experience of, or interest in, trade unions or matters relating to employees generally;
  - b) members with knowledge or experience of, or interest in, employers' associations or matters relating to employers generally; and
  - c) members with other relevant knowledge or experience (known as 'independents').
7. Members will be appointed by the Minister for an initial three year term which may be extended by the Minister, on one or more occasion, up to a total of 10 years.

8. All Forum vacancies will be subject to open recruitment which will be undertaken in accordance with best practice, as established by the Jersey Appointment's Commission. Any former member of the Forum may re-apply in open recruitment.
9. In making recommendations and carrying out the work of the Forum, members will act impartially. Members are not representative of any particular group, body or organisation.
10. Any information dealt with by the Forum in the course of its work will be treated appropriately, in accordance with the Data Protection (Jersey) Law 2005 and the Freedom of Information (Jersey) Law 2011.
11. When documents relating to the Forum are no longer required by any member and on retirement from the Forum, members will dispose of all documents in a secure and confidential manner, to the extent that this is possible, and will not disclose any Forum documents to a third party.

*(See the Employment (Jersey) Law 2003, Schedule 2)*

#### **Forum proceedings**

12. One of the nine Forum members will be appointed by the Minister as Chairman. The Forum will elect one of its other members to act as Deputy Chairman.
13. Members must not miss two or more consecutive meetings, other than by agreement with the Chairman or Deputy Chairman.
14. A quorum of five members is required for any decision making; one member from each category (employer, employee and independent), plus any two other members.

*(See the Employment (Jersey) Law 2003, Schedule 2)*

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