



# Trade Unions

## Employee Forum Implementation Road Map

### A practical alternative employee-voice structure

An employee forum is a group of employee representatives who meet regularly with management to discuss workplace matters. In organisations without a recognised trade union, a forum can provide a structured way to support consultation, communication, and employee voice.

#### Step 1: Agree the Purpose

Decide what the forum is intended to achieve, such as:

- Improving communication
- Providing employee representation
- Supporting consultation
- Building engagement

#### Step 2: Define the Scope

Clarify what the forum will discuss, for example:

- Workplace policies
- Organisational change
- Employee wellbeing
- Working practices

Employee forums should not deal with individual grievances or disciplinary matters.

#### Step 3: Decide Representation

Choose how representatives will be selected:

- Elected by teams or departments
- Volunteers supported by employees

Representation should be fair, transparent, and inclusive.

#### Step 4: Document How the Forum will Work

Create simple terms of reference covering:

- Membership

- Meeting frequency
- Communication with employees
- Roles and responsibilities

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## Step 5: Run Representative Elections

Explain the representative role, invite nominations, and confirm results clearly.

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## Step 6: Launch the Forum

Introduce the forum to employees and explain:

- Its purpose
  - Who the representatives are
  - How employees can raise issues
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## Step 7: Review Regularly

After the first few meetings, review whether the forum is working effectively and make adjustments if needed.

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## Employee Forums and Trade Unions

An employee forum can provide an internal alternative employee-voice structure where no trade union is recognised. However:

- Employees still have the right to join a trade union
- A forum is not a trade union
- Employers must still meet legal consultation obligations

This guide provides general information only and is not legal advice.

## Need Help?

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