

## **Self-Assessment Tool for Labour Management Consultation Committees**

*This self-assessment tool was co-developed by the Bargaining Agents and the employer to assist Labour Management Consultation Committees (LMCCs) self-assess their effectiveness. It is a tool intended to encourage dialogue amongst the members of an LMCC on how to be more relevant and more successful. It is important that each member provide his/her own personal reflection – rather than that of his/her organization – so that the true feeling can be assessed and addressed.*

*It can be used by LMCCs at any level within an organization e.g. national, regional or local, however, it is recommended only for LMCCs that have been in existence for at least 12 months. The tool was not designed for reporting purposes but rather for the sole use of a Committee.*

*Members are encouraged to set significant time aside to review and discuss the collated results with a view to addressing the issues.*

### **Suggested Use:**

The tool which is comprised of 17 questions should take no longer than 15 to 20 minutes to complete. It is recommended that each member of an LMCC complete the questionnaire individually during an LMCC meeting in order to facilitate timely completion.

The completed questionnaires should be returned to the Committee Secretary or to a person appointed by the Committee to collate the results. The results should then be passed on to the Co-Chairs who would report the global findings for each side at a following meeting dedicated to discussing the findings and who would facilitate the discussion on the approaches to address any issues identified. The results should remain confidential and not shared outside the LMCC, unless there is agreement by all Committee members.

The accompanying Resource Kit may provide the LMCC with ideas on some of the resources they could access to assist them in improving labour management relations, a key objective of the *Public Service Labour Relations Act*.

**IN YOUR OPINION:**

**1) Is your LMCC Agreement/Terms of Reference clear and up-to-date?**

Yes  No

**Please explain or offer suggestions:**

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**2) Do Union and Management agree on the agenda prior to distribution?**

Yes  No

**Please explain or offer suggestions:**

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**3) In your view, does this LMCC hold the appropriate number of meetings per year?**

Yes  No

**Please explain or offer suggestions:**

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**4) Are agenda items and explanation/accompanying information shared well enough in advance to provide committee members with sufficient time to prepare for the meeting?**

Yes  No

**Please explain or offer suggestions:**

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**5) a) Would you say that your meetings are well organized and productive?**

Yes  No

**b) Do participants come well prepared for the meeting?**

Yes  No

**c) Is the Committee making effective use of meeting time?**

Yes  No

**Please explain or offer suggestions (*indicating if it pertains to a) b) or c) above*):**

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**6) Are the processes for approval and distribution of the minutes generally timely and efficient?**

Yes  No

**Please explain or offer suggestions:**

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**7) Is the interaction between Labour Management Consultation Committee (LMCC) members based on mutual respect and concern for the legitimate roles, responsibilities and varying points of view of the parties?**

Yes  No

**Please explain or offer suggestions:**

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**8) Do the parties exchange information openly?**

Yes  No

**Please explain or offer suggestions:**

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**9) Does the Union and Management make sincere efforts to discuss important issues facing the organization and its employees/members?**

Yes  No

**Please explain or offer suggestions:**

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**10) Does dialogue and consultation take place on an ongoing basis and not restricted to formalized meetings?**

Yes  No

**Please explain or offer suggestions:**

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**11) Would you agree that consultation is constructive in that Committee members feel they can raise and discuss issues and feel that their involvement is valued?**

Yes  No

**Please explain or offer suggestions:**

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**12) Would you agree that consultation is constructive in that Committee members feel they can have their issues addressed and resolved?**

Yes  No

**Please explain or offer suggestions:**

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**13) Which statement below best represents the nature of union-management relations of your LMCC?**

*(Please check one or more boxes)*

Exchange of information only

Consultation but with very little consideration given to the other party's point of view

Consultation but with average consideration given to the other party's point of view

Consultation but with significant consideration given to the other party's point of view

**Please explain or offer suggestions:**

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**14) Is the composition of your committee appropriate (e.g. the right levels with the proper authorities, numbers, co-chairs, etc.)?**

Yes  No

**Please explain or offer suggestions:**

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**15) Are the links connecting the LMCC with other levels of LMCCs and other important Committees effective?**

**a) Do they provide for processes to forward unresolved issues to another level of consultation?**

Yes  No

**b) Are there mechanisms in place to receive feedback on how the issue was resolved?**

Yes  No

**Please explain or offer suggestions:**

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**16) How are you ensuring that members/employees/managers are well aware of the work being carried out by your LMCC (e.g. website, minutes, debrief at meetings, etc.)?**

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**17) Do you have any other suggestions for improvement?**

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**Optional**

*Please check one of the following boxes*

I am an employer representative

I am a union representative