How your employer should inform and consult you about workplace matters

Informing and consulting employees (ICE agreements)

By law, you have a legal right to be ‘informed and consulted’ by your employer about:

- any possible redundancies
- changes to your contract
- a TUPE transfer
- changes to your pension arrangements

In terms of the law:

- ‘informed’ means the employer is communicating with staff to ensure they’re updated about workplace matters
- ‘consulted’ means the employer actively seeks and considers employees’ views before making a decision

1. Being informed and consulted informally

It's useful for employers to discuss any important workplace matters with their employees. Workplace forums are a good way to get together and resolve issues.

Find out more about using workplace forums

If there are 50 or more employees

If there are 50 or more employees, you have the right to request a formal agreement to be informed and consulted.

This is known as:

- an ICE agreement (as it's part of the 'Information and Consultation of Employees’ regulations)
- an information and consultation agreement

This agreement covers significant workplace matters and decisions. It often includes:

- working conditions
- new ways of working
- the output and quality of the business’s goods or services
- training
- health and safety
- new equipment
- staffing levels
• physical and mental wellbeing

You can also request this agreement if there's already an agreement but you feel it does not meet employees’ current needs.

Even with an agreement, your employer has the right not to change any business decisions they plan to take. But it does mean:

• employees will be able to give their feedback and raise any concerns
• the employer will be able to make a more informed decision

**If your employer requests a formal agreement**

Your employer can start setting up an information and consultation agreement without a request from employees. This is called ‘giving notice’.

When they give notice:

• the information must be in writing, dated, and provided so that as many employees as possible will see it, for example in an email to all staff
• they must tell you this is a ‘requirement of the Information and Consultation of Employees Regulations’