



TRADE UNION RECOGNITION AGREEMENT

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| THIS POLICY WAS APPROVED: | AUTUMN 2019 |
| POLICY VERSION: | 2.0 |
| THIS POLICY WILL BE REVIEWED: | AUTUMN 2020 |
| MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW: | DIRECTOR OF HR |
| THIS POLICY WAS CONSULTED WITH: | UNIONS AND STAFF |
| THIS POLICY WAS CONSULTED WITH EXTERNAL UNIONS (HR POLICIES) | 3/07/2018-20/07/2018 |
| THIS POLICY WAS DISTRIBUTED TO: | STAFF |

1. Definition of terms

1.1 In this Agreement:-

The Trust refers to the Anglian Learning

The Trade Unions Anglian Learning recognises the following trade unions for individual and collective bargaining and consultation with a view to reaching agreement purposes: the teacher trade unions (NASUWT, NEU, NAHT, ASCL, Voice) and the trade unions representing support and other professional school staff (BMB, UNISON and Unite);

This recognition agreement applies in respect of employees in the following categories: teaching staff (NUT, NASUWT, NEU, NAHT, ASCL, & Voice); support and other professional school staff (GMB, UNISON and Unite) refers to all employees of Anglian Learning.

Representatives refers to employees of the Trust who are elected by their unions to represent the Union members employed in the Trust's Academies.

Officials refers to full and part time employees working on behalf of a Trade Union.

2. Commencement Dates

2.1 This Agreement commences on 3 July 2018.

2.2 The Trade Union recognition rights for recognised Trade Unions are automatically transferred over when a maintained school becomes an academy. There is therefore a need to clarify the working arrangements between the trade unions and Anglian Learning in respect of consultation and negotiation and facility time for Union Representatives. The terms of the Agreement which follows provide that clarification.

3. Objectives

3.1 In drawing up this agreement, the Trust and the Trade Unions have a common objective in ensuring the long term efficiency and success of Academies of the Trust for the benefit of students, staff and the communities they serve.

3.2 The purpose of this agreement is to be a Joint Consultation Committee as defined in the relevant ACAS Code of Practise to determine trade union recognition and representation within the Trust's Academies and establish a framework for consultation and negotiation as defined in sub sections 7.3.2, 7.3.3 and 7.3.4 below.

3.3 Both parties are committed to working together in a spirit of mutual confidence, partnership and co-operation to achieve fairness and equality in the treatment of staff.

3.4 The parties have identified common objectives they wish to pursue and achieve. These are:

- 3.4.1 to ensure that employment practises in the Trust are conducted to the highest possible standards;
- 3.4.2 to enhance effective communication with all staff throughout the Trust;
- 3.4.3 to ensure that equal opportunities are offered to staff or prospective staff and that the treatment of staff will be fair and equitable in all matters of dispute;
- 3.4.4 to ensure transparency and accountability for the time spent by representatives who are academy employees on trade union duties.

4. General Principles

- 4.1 The Trust and Trade Unions accept that the terms of this agreement are binding in honour upon them but do not constitute a legally enforceable agreement.
- 4.2 The Trade Unions recognise the Trust's responsibility to plan, organise and manage the work of the Trust's Academies in order to achieve the best possible results in pursuing its overall aims and objectives.
- 4.3 The Trust recognises the Trade Unions' right to protect and advance its members interests and to work with the Trust to promote their terms and conditions of employment.
- 4.4 The Trust and the Trade Unions recognise their common interest and joint purpose in furthering the aims and objectives of the Trust's academies and in achieving reasonable solutions to all matters which concern them. Both parties declare their commitment to maintaining good employment relations.
- 4.5 The Trust and the Trade Unions accept the benefits of joint consultation with a view to reaching agreement in securing their objectives. They acknowledge the value of;
 - up to date information on significant changes which effect the terms and conditions of employees of the Trust;
 - up to date information regarding the time spent on the trade union duties by internal representatives who are employed by the Trust.
- 4.6 Each Anglian Learning Academy will honour the provisions, policies and procedures agreed with the JCC but the Academy management together with any local trade union trade representatives will consider the exercise of local discretion on employment matters where this is provided for.

5. Trade Union Representation

- 5.1 The Trust recognises the Trade Unions listed in this agreement as the sole bodies with which it will consult (and conduct collective bargaining should it be necessary) with a view to reaching agreement on those matters identified in Clause 7.3 of this agreement.

- 5.2 The Trust accepts that the Trade Unions' members will elect representatives in accordance with each trade union's rules, to act as their spokespersons in representing the interests of their members. Each trade union will be entitled to elect representatives as appropriate in each Academy.
- 5.3 The Trade Unions agree to inform the Trust of the names of all elected representatives in writing at the earliest opportunity and ideally within ten working days of their election and to inform the Trust in writing of any subsequent changes, each time at the earliest opportunity and ideally within five working days of the change having taken place.
- 5.4 The Trust recognises that trade union representatives fulfil an important role and that the discharge of their duties as trade union representatives will in no way prejudice their career prospects or employment with the Trust.
- 5.5 If the management of an Academy of the Trust is considering any form of disciplinary action or investigation against a trade union representative, such action shall not proceed until a paid official of that trade union has been notified. Where a paid official is not available, a senior elected officer will be notified.

6. Trade Union Meetings and Other Facilities

- 6.1 Trade Union meetings may be held on the premises of an Academy at a mutually agreed date, time and venue following notification to the Trust of the proposed time, date and place of such a meeting which should not normally be outside of core working hours, where practicable. The Trust will not refuse such meetings to be held on the premises unless there are good reasons (for example, where complications may occur regarding access to part of a building under PFI contract terms). Meetings will be open to all staff members who are members of the trade union holding the meeting and to others who wish to join following prior agreement with the trade union(s) in question.
- 6.2 The Trust agrees to provide facilities as defined in the Trade Union Congress (TUC), Employment Rights Act (1996) and ACAS guidance to the trade union representatives. The Trust agrees to provide certain facilities to the trade union representatives to enable them to discharge their duties. These may include provision of secure filing space; access to reasonable space on a noticeboard; access to a confidential telephone, fax, internal mail and email; reasonable accommodation for meetings. All such equipment is to be used in accordance with the Trust's policy pertaining to staff conduct. Trade union representatives will be obliged to record the cost of telephone calls and multiple photocopying which will be paid for by the appropriate trade union(s).

- 6.3 The Trade Unions commit themselves to training their elected representatives to provide them with the skills and the confidence to undertake their duties properly and effectively. Trade union representatives will be granted reasonable time off at times agreed with the Trust, with pay, to attend training courses run by the trade union or other appropriate bodies which are relevant to the discharge of their trade union duties within the Trust and in accordance with the Trust leave of absence policy.
- 6.4 Without any intent to compromise the fair objectives of the trade unions, the Trust will seek to minimise any disruption to teaching and learning of students which may occur as a result of a staff member's fulfilment of their legitimate representative duty. To enable this, all trade unions recognise under this agreement to cooperate reasonably and fully with any time so spent.
- 6.5 The Trust will permit trade union representatives reasonable time off with pay during working hours where arrangements cannot be made to hold meetings outside of core working hours, or where necessary to prepare for and/or attend meetings at which Trust employee interests are directly represented. In these cases, trade union representatives will give as much notice as possible to the Principal of the need for such time off in order that appropriate cover arrangements can be arranged.
- 6.6 The Trust will provide relevant information for the purposes of consultation (and collective bargaining if necessary) in attempting to reach agreement and consultation in accordance with the ACAS Code of Practice No 1 (Provision of Information to Trade Unions) and Trade Union Congress (TUC) guidelines.
- 6.7 Members of staff have an entitlement to consult with their trade union without detriment.

7. Joint Consultation Committee

- 7.1 The Trust and the trade unions agree to establish a Joint Consultation Committee (JCC) consisting of representatives or Officials of both sides.
- 7.2 The JCC shall be governed by a written constitution, a copy of which is attached to this Agreement (Appendix 1).
- 7.3 The functions of the JCC shall include:-

7.3.1 Information

The Trust undertakes to supply the Trade Unions with the necessary information for it to carry out effective consultation and collective bargaining with a view to reaching agreement.

7.3.2 Consultation

To support consultation and negotiation with recognised trade unions and trade union representatives with a view to reaching agreement on various aspects as listed below:

- Terms and Conditions of employment
- Staffing and pay structures
- Staff training and development
- Job grading and job evaluation systems
- Employment policies and procedures
- Day to day operation of employment policies and procedures
- Provision of staff amenities
- Health, safety and welfare of staff
- New technology which directly impacts on staff's working arrangements

7.3.3 Statutory consultation on

- Redundancies
- TUPE transfers

7.3.4 Collective Bargaining where necessary with a view to reaching agreement where these are not covered by any collective national or local agreements adopted by the Trust

8. Right to Representation

8.1 The Trust undertakes to advise an employee facing disciplinary action by an Academy to consult with their trade union representatives.

8.2 The Trust recognises the right of all employees to receive representation as stated in the Employment Act (1996) and in accordance with Anglian Learning policies and procedures.

8.3 The Trust agrees to provide appropriate and reasonable facilities to trade union representatives and members in order to enable them to discharge trade union duties and undertake trade union activity and to facilitate the objectives of effective communication consultation with employees and their representatives set out in the agreement. For casework, trade unions agree to provide rapid response to personnel issues.

9. Failure to Agree

9.1 In order to resolve collective disputes arising from a failure to agree in the JCC, the parties may, by agreement, refer the matter for resolution to a further meeting of the JCC, which may, on such occasion, be attended by further representatives of the Anglian Learning Board.

9.2 In the event of both sides still being unable to reach agreement, the matter may be referred to ACAS by either side for conciliation or, with the agreement of both

sides, for arbitration. The outcome of any arbitration would be binding on both parties.

10. Variations

10.1 This Agreement may be amended at any time with the agreement of all parties.

10.2 All parties agree to review the agreement on an annual basis to ensure it meets the needs of the Trust and the trade unions.

11. Termination

11.1 The Agreement may only be terminated by mutual consent or by 6 months' notice from either side. During the 6 month period ACAS may be involved in order to seek to reach a new agreement.

APPENDIX 1

Constitution for the Anglian Learning Joint Consultation Committee

1. Title

1.1 The Committee shall be known as the Joint Consultation Committee, (JCC).

2. Objective of the Committee

2.1 The Committee has been established in support of the Principles and Objectives listed above to provide effective arrangements for good employer/employee relations, for the avoidance of any misunderstanding and for the promotion of joint participation in all matters of common interest and concern on a genuine basis and, where this agreement provides, on the basis of collective bargaining with a view to reaching agreement at Trust level, as outlined in Clause 7.3 of the Recognition and Procedural Agreement.

3. Meetings

3.1 Meetings shall be held 3 times a year, with a prepared agenda which shall be issued **normally, so far as is possible**, seven days before each meeting. The agenda shall be agreed by the designated joint secretary from the trade union side and an appropriate senior representative of the Trust. Items for the agenda should be submitted to the secretary not later than ten working days prior to the meeting.

3.2 Special meetings may be requested by either the Trade Unions or the Trust. Where it is agreed a meeting is necessary, such meetings will normally be convened within fourteen days.

3.3 A reasonable standard of facilities will be made available for trade unions to meet prior to the meeting, subject to availability.

4. Scope of Committee

4.1 The JCC shall consider and consult with a view to reaching an agreement and to enter into consultation with a view to reaching agreement on those matters specified in Clause 7.3 of the Recognition and Procedural Agreement.

4.2 The JCC may also consider the outcomes of other Trust processes for gathering employee feedback such as annual staff questionnaires.

5. Constitution

5.1 The JCC shall comprise representatives of the employer and recognised trade unions.

- 5.2 The composition of the employer side shall be the prerogative of the Anglian Learning and will normally consist of a member from the Trust's Executive Leadership team, the Director of HR and one other member nominated by the Trust.
- 5.3 The Trade Union side shall consist of one representative of each of the recognised trade unions who shall be nominated by each of the Trade Unions. Such nominations are to be conducted in a manner creating no disruption to the daily routine operations of every Academy within the Trust.
- 5.4 Each side shall confirm the names of its representatives on an annual basis and inform the other of any changes prior to any meeting.
- 5.5 Each side shall make every effort to send its confirmed representatives to each meeting but substitution will be permitted on both sides where it cannot be avoided. Any substitutions should be notified as far as possible in advance of the meeting but at least seven days in advance.
- 5.6 By agreement, the Trade Unions and the Trust will be entitled to have other persons/representatives in attendance who will have speaking rights. Except in the case of special meetings, each side shall give a minimum of seven days' notice to the other side of its wish to invite such advisor(s) to the meeting.
- 5.7 The Chairperson for each meeting of the JCC shall be the senior representative of the Trust.
- 5.8 The Trust shall appoint a secretary who will be responsible for convening meetings, preparing agendas in consultation with both sides, and taking and circulating minutes. Draft minutes shall be reviewed and be subject to the agreement of a delegated senior representative from each side prior to being forwarded to the Trust's Board and the Governing Body of each Academy. Minutes will be distributed normally as far as possible within 5 working days. From receipt, members of the JCC will have ten working days to respond. If no response is received, the minutes will be taken as accurate.
- 5.9 Meetings shall be judged to be quorate if at least 2 members of the Anglian Learning and at least one member from a teaching union and one member from a support staff trade union are present.
- 5.10 On occasions, sub groups may be required to meet to discuss issues that only affect teachers or support staff. These sub groups will report back to the full JCC prior to any action being agreed/taken.

5.11 Confidentiality will be maintained by all members of the JCC and all conflicts of interests will be declared, following which appropriate measures are taken.

6. Status of Resolutions

6.1 Resolutions of the JCC shall not be binding on either side but shall be recommendations only to the respective parties (the Trust and the trade unions) whose ratification shall be required before an agreement is deemed to be reached.