



## LOCAL RECOGNITION AND PROCEDURAL AGREEMENT

### **1 Introduction and Purpose**

- 1.1 The purpose of this Agreement is to establish arrangements for consultation and negotiation between East Surrey College ("the College"), UCU and UNISON ("the Unions").

### **2 Scope**

- 2.1 The agreement covers all members of staff.

### **3 General Principles**

- 3.1 The spirit and intention of this Agreement is to promote harmonious relations between the College and its employees through the development of effective joint consultative and negotiating machinery.
- 3.2 It is a common objective of the parties that the College should function efficiently and effectively to the benefit of both the College and its employees.
- 3.3 The Agreement is not intended to detract from an individual employee's right of access to management or the College's right to communicate directly with its employees, or the Union's right to communicate directly with its members.

### **4 Responsibility for implementation**

It is the responsibility of the Director of Human Resources and Professional Development to ensure that procedures are in place and that these procedures are acted upon.

### **5 Policy Statement**

#### ***Recognition***

- 5.1 The College recognises the Unions in respect of academic and support staff for the purposes of collective bargaining, communication and consultation as appropriate.
- 5.2 The Unions recognise that it is the right and responsibility of the College to manage the institution.

#### ***Disclosure of Information***

- 5.3 The College recognises that Union representatives are entitled to be provided with relevant information concerning the College in accordance with Section 181 of the Trade Union and Labour Relations (Consolidation) Act 1992 ("TULRA") in order to carry out their collective bargaining activities.

#### ***Variation and Termination of this Agreement***

- 5.4 Variations to this Agreement can only be made by agreement between the College and the Unions and must be in writing to be effective.

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5.5 The College or the Unions may terminate this Agreement by giving six months' notice in writing.

### 6 Access to Policy

This Policy is available from the Directorate, Human Resources and on the College Intranet.

### 7 Mechanisms for Feedback

Constructive comment on the continued improvement of this Policy is welcomed and should be forwarded to the Director of Human Resources and Professional Development.

### 8 Training and Guidance

Questions about this policy and/or procedure, and requests for training, guidance or information on this policy and/or procedure, should be directed to the HR Team.

### 9 References

None

### 10 Further information

None.

### 11 Produced/Reviewed by:

Director of Human Resources and Professional Development

**Date:** March 2016

### 12 Approved by: Directorate

**Date:** March 2016

### 13 Approval: Finance and Resources Committee

**Date:** June 2016

### 14 Review by: June 2018

### 15 Policy Code: ESC27

## LOCAL RECOGNITION AND PROCEDURAL AGREEMENT PROCEDURE

### **1 Procedures**

- 1.1 There will be a joint committee for academic and support staff (“the Joint Committee”).
- 1.2 The Joint Committee will meet as often as necessary to maintain good employee relations at least 3 times a year.
- 1.3 The Joint Committee will consider matters relating to conditions of employment and other matters of common concern for the purpose of achieving understanding and agreement. It will be a forum for negotiation, consultation and communication as appropriate. Matters within its remit shall include all relevant employment matters in accordance with Section 178 of the Trade Union and Labour Relations (Consolidation) Act 1992 (“TULRA”) and good industrial relations practice as defined by ACAS.
- 1.4 Requests for meetings may be made by either the College or the Unions and meetings shall take place at a mutually convenient time and location. There should be the minimum of delay in arranging meetings.
- 1.5 The representatives on the Joint Committee will be as follows:-
- 1.6 Management side: 4 representatives of the College
- 1.7 Trade Union side: 2 representatives of the UCU Union (Branch Official & Health and Safety Representative)
- 1.8 2 representatives of the UNISON Union.
- 1.9 A full-time Union official for UCU/UNISON may be present at a meeting of the Joint Committee in an advisory capacity.
- 1.10 College management will provide administrative support for the work of the Joint Committee, including the preparation of an agenda based upon items submitted by either party and the keeping of minutes.
- 1.11 Attendance and participation in the work of the Joint Committee shall be an approved duty and reasonable time shall be allowed by the College for such attendance and participation by the representatives of the Unions.
- 1.12 The Principal will act as Chairperson for the Joint Committee meeting.

### **2 Procedure for Dealing with Unresolved Issues**

- 2.1 It is agreed by all parties to this Agreement that every attempt will be made to use the above procedures to avoid disputes.
- 2.2 Where there is a failure to agree, or where both parties feel that a matter warrants it, the formal procedure for resolving collective disputes should be invoked.
- 2.3 Where any disagreement concerns the interpretation of a national agreement approved by the College, the Joint Secretaries of the appropriate national body may, if both parties agree, be requested to advise on resolving the matter.

### **3 Facilities**

- 3.1 The College recognises that representative trade unions are an effective means of achieving constructive industrial relations and will therefore make new employees aware of the Unions within the induction process.

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- 3.2 The Unions will elect their representatives in accordance with their rules. The elected representatives must work at the College within the employment group for which the union is recognised.
- 3.3 The College shall have the right to raise with the Unions any objection which the College may have to the election of any particular individual. Such objections will be discussed with the Unions.
- 3.4 The College will offer facilities within normal working hours for the election of representatives. Names of elected representatives will be given to the College's Director of Human Resources and Professional Development as soon as possible after the election.
- 3.5 Union representatives will be given reasonable time off in accordance with the provisions of the TULRA Sections 168-170, The Health and Safety at Work Act 1974 and the ACAS Code of Practice entitled "Time off for Trade Union Duties and Activities". Time off with pay will be dependent on whether the activities engaged in are Trade Union Duties or Activities, as defined in TULRA.
- 3.6 Reasonable additional release from normal duties will be granted for representative training. Prior permission must be obtained before any commitments are made which involve absence from the College.
- 3.7 In accordance with the recommendation of the ACAS Code, representatives of the Unions will be provided with a dedicated office space for their use which is adequate for consultation and small meetings and which affords secure accommodation for files and administrative work. They will be able to make reasonable use of photocopiers, stationery, external telephones calls, faxes, e-mail and similar items upon reasonable request.

## 4 Disclosure of Information

- 4.1 The College recognises that Union representatives are entitled to be provided with relevant information concerning the College in accordance with Section 181 TULRA in order to carry out their collective bargaining activities.

## 5 Variation and Termination of this Agreement

- 5.1 Variations to this Agreement can only be made by agreement between the College and the Unions and must be in writing to be effective.
- 5.2 The College or the Unions may terminate this Agreement by giving six months' notice in writing.

**Produced/Reviewed by:** Director of Human Resources and  
Professional Development

**Date:** March 2016

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**Date:** June 2018

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