

## ANNEX C

### DISCLOSURE OF INFORMATION FOR COLLECTIVE BARGAINING PURPOSES

#### Introduction

- 1 The purpose of this annex is to give guidance about information to be disclosed by ULT to the ULT recognised unions in order that they can effectively discharge their collective bargaining duties. The annex takes into account provisions of the Trade Union and Labour Relations (Consolidation) Act 1992 and the ACAS Code of Practice containing relevant guidelines.
- 2 ULT has a statutory duty to disclose information, where the ULT recognised unions have put their request for information in writing.
  - (a) Where that information is required for the purposes of collective bargaining as set out in paragraph 4.3 of the Agreement and relates to the terms and conditions of relevant groups of employees;
  - (b) In accordance with good industrial relations;
  - (c) Without which the ULT recognised unions would be impeded to a material extent in bargaining.
- 3 Arrangements within the terms of the Agreement relate to collective bargaining at national level in relation to all Academies. There is no provision within the Agreement for collective bargaining for an individual Academy. Information to be disclosed will, therefore, be primarily that relating to Academies as a whole.
- 4 Information will not be disclosed where:
  - (a) The disclosure of information would contravene other legislation;
  - (a) The disclosure of that information would result in an unreasonable cost or amount of work;
  - (b) The information has been given to ULT in confidence or was obtained for legal purposes;
  - (c) Information relating specifically to an individual unless those individuals have consented to the disclosure;
  - (d) The disclosure of the information would damage ULT.
- 5 The list of information to be disclosed as set out below is not exhaustive. Additional information, required in relation to particular circumstances, may be requested from time to time.
- 6 The information to be disclosed would normally be provided on an annual basis relating to a particular academic year and would normally be available by the start of December following the year-end.
- 7 Then information requested by trade unions will be presented within the following categories:
  - (a) Academy
  - (b) Gender
  - (c) Age
  - (d) Length of service
  - (e) Ethnicity

- (f) Part time/Full time
- (g) Temporary staff
- (h) Job type

## **Information to be Disclosed**

### **8 Finance**

General financial information as submitted to Companies House.

### **9 Conditions of service**

- (a) Pay and performance systems;
- (b) Job evaluation and grading structures;
- (c) Employment policies;
- (d) Health, safety and welfare matters.

### **10 Workforce**

- (a) Staffing structure for each Academy showing job titles and line management relationships;
- (b) Turnover;
- (c) Absenteeism (sickness, maternity, adoption & paternity leave);
- (d) FTE analysis: Teacher/pupil ratio and employee/pupil ratio;
- (e) Starter and Leavers.

### **11 Pay**

Total pay bill and average salary in relation to the main employment groups.

### **12 Training**

Number of paid and unpaid training days per FTE in relation to the main employment groups.