

ANNEX E

PROTOCOL FOR LOCAL ARRANGEMENTS: GENERAL PRINCIPLES

Introduction:

The ULT and its recognised trade unions have agreed that it would be useful to set down some principles to govern how discussions should take place at local level within the individual Academies on issues of concern to Academy Principals or to union representatives and their members. These principles are designed to be additional to the provisions of the recognition agreement, which deals with communications between Academy Principals and their staff.

- 1 In its national context, ULT negotiates and consults directly with its recognised unions on terms and conditions of employment across all ULT Academies. Matters which fall within this remit also include those which are relevant to the workplace, affecting employees in all Academies and which require a consistent approach for legal or other reasons.
- 2 There will, undoubtedly, be some matters which need to be discussed and resolved at the local level within each individual Academy. These will include matters:
 - (a) Relevant to individual employees and their employment;
 - (b) Which relate to the workplace at the individual Academy and which are outside the national negotiation and consultation arrangements;
 - (c) To do with the application of the terms of nationally agreed terms and conditions within individual Academies, particularly those elements of terms and conditions which provide some discretion to Academy Principals;
 - (d) Matters which are not the subject of any national agreement.

An example of (a) might be individual matters relating to TUPE. An example of (b) might be local issues relating to health & safety. An example of (c) might be the policy on special leave or trade union facilities, in any individual Academy. An example of (d) might be the pattern of the Academy day which is not the subject of any national agreement.

- 3 The ULT and its recognised trade unions have, however, agreed that it is not their intention that the agreements reached at national level should be subject to reconsideration or renegotiation at local level. Both ULT and its recognised Trade Unions are committed to the JNC national negotiating committee process and to the agreements reached at national level.
- 4 In order to discuss and resolve those matters outlined in 2, it is expected that there will be dialogue at a local level between representatives of ULT's recognised Trade Unions and the Principal or his/her deputies. As far as possible, it is hoped that such matters can be settled at Academy level. Local level discussions between Academy Principals and local trade union representatives should take place both on a regular basis and whenever either party deem it necessary.

- 5 There will be occasions when it is appropriate for those at local level who are seeking to resolve an issue to seek assistance. It would be expected that;
 - a. Local union representatives would seek assistance from appropriate union representatives from outside the Academy;
 - b. The Principal or his/her deputies would seek assistance from ULT's HR department;
 - c. There may also be occasions when it is agreed that a matter be brought by both parties to the national table (the JNC) for assistance.

An example of (c) might be where issues at local level lead either party to consider that the terms of national agreements should be revisited. This could lead to these issues being referred to the JNC committee at national level for further discussion.

- 6 With regard to the application of agreements reached at national level, however, it is not intended that the JNC committees should be used as machinery for the resolution of individual cases of grievance.
- 7 In cases where local level dialogue fails to achieve agreement between ULT Representatives and Trade Union Representatives, in particular on matters which might become the subject of collective dispute, it would be appropriate to consult the ULT HR Executive and/or the individual union's representatives on the JNC national machinery in order to seek to find a resolution.
- 8 Good communications between ULT representatives and Trade Union representatives are very important and will allow clear statements about policy to be communicated effectively. Local level dialogue will enable matters of interest and importance to both parties to be shared. We have agreed that it is important that an ongoing relationship of trust and confidence is as important at local level as at the national level. The ULT will encourage Academy Principals to observe the above principles. The unions will similarly encourage their local representatives to do likewise; an important element of this will be keeping Academy Principals informed at the earliest opportunity of discussions with external union representatives at national or local level and any planned visits to the Academy by such representatives.
- 9 These arrangements may be amended from time to time through consultation and agreement between ULT and its recognised Trade Unions.