

ANNEX B

TIME OFF AND OTHER FACILITIES

1 Introduction

- 1.1 As part of the Agreement between ULT and the ULT recognised unions ULT will make provisions for reasonable time off for Academy lay representatives to fulfil union duties and engage in union activities and will make available reasonable access to ULT and Academy facilities.
- 1.2 Notwithstanding ULT's statutory responsibility to provide reasonable time off and facilities as set out below, it is hoped that requests will be made bearing in mind the operational constraints within the Academy and the over-riding need to work together to provide excellence in educational opportunities for all students in the Academy. The Principal has the right to refuse a request for time off or to ask for the request to be amended if in his or her view the request
 - (a) Is unreasonable; *or*
 - (b) Is likely to have a detrimental impact on the operation of the Academy and/or on teaching and learning; *or*
 - (c) Is not directly related to employment within the Academy.
- 1.3 Nevertheless, ULT, for its part, will seek to respond sympathetically to ensure that all employees have access to effective communication and representation.

2 Number of Academy Lay Representatives Accredited for the purposes of Time Off

- 2.1 ULT recognised unions may appoint as many Academy lay representatives as they wish. Within each Academy, ULT will accredit, for the purposes of time off and facilities under this Agreement, one Academy lay representative for each ULT recognised union.
- 2.2 Within each Academy, ULT will accredit, for the purposes of time off and facilities under this Agreement, one Safety Representative and one Learning Representative for each ULT recognised union. Teaching unions within each Academy are encouraged to agree upon joint representation through one person in respect of safety and in respect of learning. Where this pattern can be agreed, Principals will be able to respond more positively to requests for time off and facilities.
- 2.3 In addition, any Academy lay representative is statutorily entitled to take a reasonable paid time off to accompany an Academy colleague at a disciplinary, capability or grievance hearing so long as s/he has been certified by his/her union as being capable of acting in this capacity.

3 Time Off with Pay for Union Duties and Training – Accredited Academy lay representatives

- 3.1 Reasonable time off with pay, subject to the operational needs of the Academy, will be granted to accredited Academy lay representatives for the purposes of
 - (a) Carrying out union duties related to employment within the Academy;
 - (b) Training relevant to the carrying out of the above duties.

- 3.2 Union duties related to employment within the Academy may include duties in connection with consultation and the dissemination of information in respect of:
- (a) Terms and conditions of employment within the Academy;
 - (b) The physical conditions in which employees are required to work;
 - (c) Matters of discipline, capability and/or grievance;
 - (d) Union membership or non-membership.
- 3.3 Time off must be directly connected with or related to carrying out the above duties both in time and in subject matter. Time off may include, for example, reasonable time to:
- (a) Prepare for meetings or hearings;
 - (b) Consult with members within the Academy about matters related to employment within ULT and the Academy;
 - (c) Meet with full time officials to discuss issues directly relevant to the workplace;
 - (d) Disseminate information about matters related to employment within ULT to members.
- 3.4 Reasonable time off with pay, subject to the needs of the Academy, will be granted to accredited Academy lay representatives in order for them to undertake training relevant to the carrying out of their union duties. Such training must be undertaken within TUC accredited courses or official courses arranged by ULT recognised unions and should be chosen in order to increase the skills, knowledge and effectiveness of the Academy lay representative in their role within the Academy. Suitable training might include initial and/or further training:
- (a) In basic representational skills for newly appointed Academy lay representatives;
 - (b) In further on-going training in matters relevant to employment within ULT Academies;
 - (c) Where significant changes to terms and conditions of employment or to the organisation of work within the Academy are being contemplated;
 - (d) In response to significant changes in employment and other related legislation.

4 Time Off with Pay for Union Duties and Training – Accredited Learning Representatives

- 4.1 The development of high quality training and professional development for all staff is central to ULT's educational ethos. It is hoped, therefore, that there will be a close liaison between the work of the Learning Representative and the Principal to ensure that their respective training activities complement one another and that the scope for duplication is minimised.
- 4.2 The functions for which the Learning Representative may seek time off may include:
- (a) Providing information and advice about training and professional development matters;
 - (b) Consulting with the Principal about training and professional matters;
 - (c) Promoting, arranging and supporting training and professional development opportunities;
 - (d) Training in respect of undertaking these functions.

5 Time Off with Pay for Union Duties and Training – Accredited Safety Representatives

- 5.1 The development of good policies and practices in respect of Health and Safety is an important element in the management of ULT Academies. It is hoped that Accredited Safety Representatives will work in close partnership with the Principal, external Health and Safety Advisors and others as delegated in order to ensure that the working environment is healthy and safe.
- 5.2 The functions for which the Safety Representative may seek time off may include:
- (a) Working with the Principal to investigate potential hazards and dangerous occurrences and to examine the possible causes of accidents at the workplace;
 - (b) Investigating concerns raised by employees relating to health, safety or welfare at work;
 - (c) Consulting with the Principal about health and safety matters;
 - (d) Promoting, arranging and supporting training and professional development for the Workforce and employees who hold designated senior positions in matters affecting the health, safety or welfare of employees in the workplace;
 - (e) Training in respect of undertaking these functions.

6 Time Off without Pay for Union Activities

- 6.1 Any employee including Academy lay representatives, Learning Representatives and Safety representatives who are members of a ULT recognised union is permitted reasonable time off without pay to participate in union activity or to access the services of the Learning Representative.
- 6.2 Such union activity might include:
- (a) Attending workplace meeting to discuss, consult on and vote on issues relevant to the workplace;
 - (b) Voting in union elections;
- 6.3 Academy lay representatives may also request reasonable time off without pay, for example, to attend:
- (a) Branch, area or regional meetings where the business of the union is under discussion;
 - (b) Meetings with full time officials to discuss issues not directly relevant to the workplace;
 - (c) Official union policy making bodies or annual conference.

7 Procedures for Seeking Time Off

- 7.1 ULT recognised unions are required to notify the Principal in writing giving details of all Academy lay representatives, the name of the Academy lay representative accredited for the purposes of time off, the Learning Representative and the Safety Representative. Such notification should normally take place on 1st September each year and at any other time if the employee holding the position changes.
- 7.2 Union representatives and members requesting time off to undertake union duties, union activities or to access the services of the Learning representative should do so in writing to the Principal and should provide as much notice as possible, the length of which will depend on the particular circumstances. The request should set out:
- (a) The purpose of such time off;

- (b) The location;
 - (c) The time and duration of the time off requested.
- 7.3 Where the accredited Academy lay representative makes a request for time off to attend training, s/he should, in addition, provide the Principal with details of the training course.
- 7.4 When deciding whether requests for time off should be granted, the Principal will take into account the reasonableness of the request and its potential impact on the work of the Academy.

8 Access to Facilities

- 8.1 Where resources permit, the Principal will endeavour to make available reasonable facilities to the accredited Academy lay representatives in order that they are properly able to undertake their role.
- 8.2 Such facilities might include where available:
- (a) Accommodation for meetings;
 - (b) Access to telephone and other office equipment including a computer and email;
 - (c) The use of a notice board or electronic equivalent, subject to compliance with the ULT Data Protection Policy
- 8.3 Where the provision of other facilities results in significant additional costs being incurred, ULT may consider making an appropriate charge.

9 Initial Members of the JNC (November 2003)

- 9.1 Management Side
- (a) Deputy Chief Executive: Charlotte Rendle-Short
 - (b) Group HR Executive: Emma Thompson
 - (c) ULT HR Advisor: Elaine Green
- 9.2 Staff Side
- (a) Still to be completed