

## **ANNEX A**

### **THE APPOINTMENT OF REPRESENTATIVES**

#### **1 Appointment of Academy lay representatives**

- 1.1 Each ULT recognised union has the right to appoint one or more Academy lay representatives in accordance with its own rules.
- 1.2 Each Academy lay representative must be a ULT employee within that Academy and a fully paid up member of the union in question.
- 1.3 The names of lay representatives must be notified to the Principal of the Academy in which they work by each ULT recognised union. Such notification must take place on 1<sup>st</sup> September each year and at any other time if the Academy lay representative changes.
- 1.4 The normal lines of communication between an Academy lay representative and ULT will be through the offices of the Principal.

#### **2 Appointment of Safety and Learning Representatives**

- 2.1 In addition to the right to appoint Academy lay representatives, within each ULT Academy each ULT recognised union has the right to appoint a Safety Representative and a Learning Representative.
- 2.2 Teaching unions within each ULT Academy are encouraged to agree upon joint representation through one person in respect of safety and in respect of learning.
- 2.3 Safety and Learning Representatives will normally have completed training in accordance with union requirements. In some instances it will be sufficient for the union to be able to confirm that the representative has previously gained the relevant experience and expertise in order to be able properly to carry out the required duties. ULT recognised unions are asked to notify the Principal of the Academy concerned of the name of the representative with confirmation that training has been completed or that it is expected to be within a period of six months.