



The Queen Katherine School Multi Academy Trust

Framework for Consultation and Negotiation With Professional Associations, Trade Unions and Multi Academy Trust Staff (Recognition Agreement)

This policy does not form part of any employee's contract of employment and we may amend it from time to time.

Committee	MAT Board
Date of adoption:	October 2020
Date of next review	November 2022

Document Control Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any)

Version Number	Amended by	Purpose	Approved by Trustees (date)
1	THO	Original	Oct 2020

FRAMEWORK FOR CONSULTATION AND NEGOTIATION WITH PROFESSIONAL ASSOCIATIONS, TRADE UNIONS AND MULTI ACADEMY TRUST STAFF (RECOGNITION AGREEMENT)

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1. RATIONALE

This framework represents the on-going shared commitment of The Queen Katherine School Multi Academy Trust and professional associations/trades unions to work in partnership together, to the benefit of our students and staff, and colleagues in our academies. In particular, the partnership recognises the shared responsibility to maintain an effective staff through sensitive and supportive management and a commitment to continuous professional development.

The academies subscribing to this framework are committed to high levels of professionalism. We recognise and value the contributions made by professional associations and trade unions in supporting staff and developing best practice. The Trust seeks to maintain or better National Pay and Conditions for staff.

This document, based on the TUC model, provides a framework for close and effective future partnership working.

2. INTRODUCTION

In accordance with the TUPE Regulations, trade union recognition rights for recognised professional associations and trade unions are automatically transferred over when a maintained school becomes a Trust. This move to Multi Academy Status means that there is a need to clarify the specific working arrangements between the professional associations, unions and The Queen Katherine School Multi Academy Trust, particularly in respect of consultation and negotiation with these organisations.

3. PARTIES, COVERAGE AND DEFINITIONS

The following trade unions/professional associations are covered by this framework: NASUWT, NEU, ASCL, NAHT, UNISON, GMB and UNITE. This framework applies in respect of all employees including non-union members.

Throughout this framework, the following definitions apply :

- The 'Trust' means The Queen Katherine School Multi Academy Trust and shall include its Board of Directors and other persons or bodies having responsibility for the management and running of the Trust.
- 'The trade unions' and 'professional associations' means the recognised trade union / professional associations as listed above.

4. PRINCIPLES AND OBJECTIVES

The independent trade unions / professional associations in this framework are recognised for the purposes of collective bargaining, consultation and individual staff representation on behalf of the workforce.

This framework is intended to provide the opportunity to consider, promote and assist in the establishment of:

- Pay and conditions of employment.
- Good practice with regards to matters of employment and health and safety.
- Effective communication.
- Participation and involvement of staff.
- Effective and prompt resolution of issues and disputes.
- Equal opportunities in employment.

The trade unions / professional associations recognise that it is the Trust's responsibility to plan, organise and manage the delivery of education to the students at the Trust.

In turn, the Trust recognises the trade unions / professional associations' right to represent and protect the interests of their members employed in the Trust both individually and collectively.

The Trust believes that representative trade unions / professional associations help ensure good employee relations. The Trust will inform new appointees of their right to join a trade union / professional association.

The Trust and trade unions / professional associations declare their commitment to maintaining good industrial relations and agree to make every effort to resolve any difficulties which may arise and to ensure that this framework is effective.

5. TRADE UNION / PROFESSIONAL ASSOCIATION REPRESENTATIVES

For the purposes of this framework, the term 'trade union / professional association includes workplace and Staff Trade Union representatives.

Trade union / professional association representatives will be appointed in accordance with the rules of the individual trade unions / professional associations concerned. The trade unions / professional associations will inform the Trust in writing of the names of their appointed representatives.

The numbers of trade union / professional association representatives appointed shall be a matter for each union / association but the trade unions / professional associations agree that the numbers shall be reasonable in relation to the number of members represented, and shall not exceed 20 in total. The Trust will not decline to recognise appointed trade union / professional association representatives.

Trade union / professional association members shall be entitled to be represented by employed officials or local representatives of the trade union / professional association, where the trade union / professional association considers this to be necessary in the circumstances.

The Trust undertakes that no trade union / professional association representative will suffer any disadvantage as a result of undertaking this role on behalf of trade union / professional association.

6. FACILITIES FOR TRADE UNION / PROFESSIONAL ASSOCIATION MEMBERS

The Trust agrees to provide appropriate facilities to trade union / professional association representatives in order to enable them to discharge their union / association / Committee duties and undertake trade union / professional / Committee activities and to facilitate the objectives of effective communication and consultation with employees and their representatives set out in this framework.

Time off with pay for trade union / professional association representatives

The Trust will permit Trust-based trade union / professional association representatives' reasonable time off with pay during working hours (including release from timetabled teacher and learning support in the classroom) for the purpose of carrying out trade union / professional association duties in relation to Trust-based issues.

The Trust will also permit trade union / professional association representatives reasonable time off with pay within their normal timetabled working hours (including release from timetabled teaching and learning support in the classroom). In particular time off will be given to prepare for and / or attend meetings or to consult with employed officials or local representatives of their union / association in relation to the Trust's issues. Trade union / professional association representatives will give as much notice as possible, and normally a minimum of five working days' notice, of the need for such time off.

The Trust will seek to ensure that all meetings convened by the Trust and involving trade union / professional association representatives take place within normal working hours where practical.

The Trust and the trade unions / professional associations are committed to ensuring that trade union / professional association representatives receive appropriate training to allow them to discharge their trade union / professional association duties. The trade unions / professional associations will provide appropriate training to their representatives. The Trust will permit trade union / professional association representatives' reasonable time off with pay to attend relevant training courses run by their trade unions or by other appropriate bodies.

Other facilities for trade union / professional association representatives

The Trust will provide the following facilities to trade union / professional association representatives:

- Reasonable accommodation to hold meetings and to interview members in a confidential manner.
- Confidential access to and reasonable free use of telephone, fax and email facilities and computing and photocopying facilities.
- Individual notice boards in staff rooms,
- All relevant documents, including those which provide information as to the structure and allocation of promoted posts applicable to the Trust, the articles of government, the funding agreement and documents that set out the pay, conditions of service and the regulations of the Trust which apply to the employees of the Trust.

Trade union / professional association Committee meetings

The Trust will allow trade union / professional association members to hold meetings on the premises outside their normal working hours, and at lunchtimes and immediately following the end of the student day. The trade unions / professional associations will give reasonable notice of such meetings to the Trust. The Trust will not seek to place restrictions on the frequency or duration of such meetings or to the attendance of employed officials or local representatives of the trade union / professional association at such meetings providing this does not disrupt the smooth running of the Trust.

Time off for trade union / professional association activities

The Trust will allow trade union / professional association representatives reasonable time off during working hours for the purpose of taking part in trade union / professional association activity, including in particular representing the trade union / professional association at external meetings and conferences. Also reasonable time off for trade union / professional association representatives to attend annual conferences and other policy-making conferences of their trade unions / professional associations as a delegate will in all cases be time off without pay.

Disciplinary action involving trade union / professional association representatives

The Trust will not take formal action against a trade union representative until an employed official of that trade union / professional association has been informed.

7. CONSULTATION

Consultation is the process by which management and the unions consider matters of mutual concern and involves seeking solutions to problems through a genuine exchange of views and information. The overall objective is that the Trust management and the recognised unions will work together and examine jointly matters of concern to both sides with a view to reaching an understanding and, where appropriate, agreement. The Trust will provide the trade unions / professional associations / Staff Trade Union representatives with appropriate information on financial and organisational issues in order to allow meaningful consultation and negotiation (including information required for collective bargaining and consultation in accordance with the ACAS Code of Practice). The trade unions / professional associations / Staff Trade Union representatives agree to treat information with sensitivity in cases of genuine commercial confidentiality.

The Trust and the trade unions / professional associations agree to meet regularly and as required. The meetings will consist of representatives of all parties to undertake the following functions:

- The provision of sharing of information by the trade unions / professional associations and the Trust.
- Consultation on employment issues that cannot be resolved at Trust level.
- Consideration of the issues listed in paragraph 25 below for consideration.
- Consider matters relating to conditions of employment and other matters of common concern in order to reach an understanding and, where possible, agreement
- Create a forum for communication consultation and negotiation.

The following matters shall, in particular but not exclusively, be considered:

- Terms and conditions of employment.
- Staffing and pay structures.
- Matters of health and safety relating to employees.
- Equal opportunities relating to employees.
- Issues raised through Staff Trade Union representatives

The Trust and the trade unions / professional associations / Staff Trade Union Representatives agree that it is in the interests of all parties that consultation and negotiations are carried out expeditiously and with the aim of reaching an agreed settlement. In relation to this Framework negotiation is the process of discussion between the Trust and the unions with a view to reaching agreement and avoiding disputes.

If the Trust and the trade unions / professional associations / Staff Trade Union Representatives cannot reach an agreement, the matter may, in appropriate cases, be referred to the Advisory Conciliation and Arbitration Service (ACAS) in order to seek resolution of the issue. Either party may determine that a matter is referred to ACAS for conciliation. Both parties may subsequently agree, where necessary, that a matter is referred to ACAS for arbitration.

Whilst these procedures are being followed the Trust will honour the status quo.

The provisions of this framework may be reviewed at the request of either side or varied at any time by mutual agreement of all parties following discussion as an agenda item at a quorate meeting.

We the undersigned agree to The QKS MAT Facilities Agreement

NUT	NASUWT
School Representative Name (please print)	School Representative Name (please print)
School Representative Signature	School Representative Signature
Local Representative Name (please print)	Local Representative Name (please print)
Local Representative Signature	Local Representative Signature
Date	Date
UNISON	GMB
School Representative Name (please print)	School Representative Name (please print)
School Representative Signature	School Representative Signature
Local Representative Name (please print)	Local Representative Name (please print)
Local Representative Signature	Local Representative Signature
Date	Date
ATL	ASCL
School Representative Name (please print)	School Representative Name (please print)
School Representative Signature	School Representative Signature
Local Representative Name (please print)	Local Representative Name (please print)
Local Representative Signature	Local Representative Signature
Date	Date