



COLLECTIVE BARGAINING POLICY

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NB – Tor Bridge High is the trading name for Tor Bridge Academy Trust. The term “Academy Governors” is contained within this document this relates to the Governors of the Academy Trust.

1 Aims and Objectives

The trade unions and professional associations identified in this agreement are recognised for the purpose of collective bargaining, consultation and individual staff representation on behalf of employees of Tor Bridge Academy Trust.

This agreement promotes the establishment of an effective forum that supports effective employee relations through information sharing, consultation and negotiation on all employment related matters within the Academy.

2 Membership*

The following trade unions and professional associations are included in this agreement:

- NEU (Merger of NUT and ATL)
- NASUWT
- NAHT
- ASCL
- UNISON
- GMB
- UNITE THE UNION
- VOICE

The Headteacher (or Director of Finance) will chair meetings. They will represent the Governing Body during information sharing, consultations and negotiations. The Chair will

provide a link between collective bargaining and Academy Governors. As the employer, the Academy Governors will approve each negotiated position and final outcome.

The Director of Finance will support the Chair of the meeting and undertake research in advance of each meeting.

3 Scope of the Agreement

3.1 Information

Tor Bridge Academy Trust will provide all necessary information to recognised Trade Unions and Professional Associations to enable meaningful discussion, consultation and negotiation. This will include the Academy's employment policies and procedures, financial and health and safety information.

Tor Bridge Academy Trust will provide relevant information on current and future developments, any legal, organisational, economic or aspirational considerations and Health and Safety matters. The trade unions agree to treat information with sensitivity and will respect the need to maintain confidentiality

Scope of Consultation and Negotiation

The parties agree that Tor Bridge Academy Trust will employ all staff on the appropriate national pay and conditions frameworks.

The following matters will be subject to negotiation between the recognised unions and Tor Bridge Academy Trust including statutory consultation:

- Pay, including pay structure
- Terms and conditions of employment, including hours, holidays, sickness and other benefits
- Disciplinary, capability and grievance procedures
- Redundancy and redeployment
- Health, safety and welfare
- Working time
- Arrangements for performance management and review
- Training and continuing professional development
- Equal opportunities policies
- Pensions
- Working practices, new equipment and techniques
- Staff amenities
- Negotiating machinery and procedures
- Employment policies and procedures
- Operational issues affecting the deployment, security and prospects of staff
- Any other items which both sides agree to refer for negotiation

4 Membership

The Collective Bargaining Unit membership for Tor Bridge Academy Trust will consist of:

- Headteacher (or their nominated representative)
- Director of Finance
- A representative from each recognised trade union (see Section 2)
- A clerk
- Chair of Governors/Vice Chair of Governors

A minimum of two trade union representatives (in total) will be required for a meeting to be deemed quorate and able to make decisions. Both teaching and support staff will usually need to be represented although this may be determined by the agenda for the meeting.

5 Trade Union Facilities Agreement

Employees of Tor Bridge High Academy who are recognised trade union representative will be granted appropriate time off to undertake their agreed duties. Details are contained separately within the 'Time off for Trade Union Duties (Facilities Agreement).

6 Frequency of meetings

For consultation purposes meetings will be arranged as required by any party. Onsite representatives will have ~~annual~~ meetings with the Headteacher with dates agreed.

7 Pre meetings

In accordance with the Facilities Agreement, trade union representatives will be granted 'Facilities time' for pre-meetings before the main termly meeting.

8 Failure to Agree

The aim of each meeting will be to reach agreement on the issue(s) under consideration in line with ACAS code of practice. Both sides will be invited to confirm their agreement to the proposed outcome. Only where both sides are in agreement, will a decision be communicated to the Academy Trust and trade unions recommending ratification and implementation. When, despite best efforts, agreement cannot be reached, the assistance of ACAS to provide conciliation and/or arbitration may be sought. Both parties must agree that a matter is referred to ACAS for arbitration.

9 Changes to agreements

Either management or trade unions and professional associations may submit proposals in order to amend this agreement. Such proposals will be in writing to the PA to the Senior Team as clerk for discussion at the next meeting.

The agreements when adopted, replaces all previous arrangements.

Date: March 2019
Review Due: March 2021
Owner: Director of Finance