

**Bradgate Education Partnership**  
**Trade Union Recognition & Facilities Agreement**  
**April 2019**

**1.0 Trust's Mission Statement**

Our mission is to create high quality educational opportunities for all children and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.

**2.0 Introduction**

Bradgate Education Partnership (BEP) hold in high regard the relationship that it establishes with its employees. The Trust recognises the importance of developing positive attitudes and relationships amongst all of its employees. To support this the Trust believes that working positively and constructively with Trade Union Representatives is a vital part of employment relations and the development of the Trust.

This agreement is in formal recognition of the relationships that it holds with Trade Union organisations and acknowledges that they provide a valuable contribution to representing the interest of their members.

The Trust's mission statement is central to the work that BEP and the school within it undertake. The mission statement is reflected in every aspect of our working lives and it is important that throughout all employment matters Trade Union bodies support the Trust in their commitment to the mission statement. The education and safeguarding of our students are our first priority.

This agreement is made between the Trust and recognised Trade Union organisations. The facilities outlined in this document are to be made available to those staff who work for BEP who are not paid officials but who are representatives of the recognised Trade Unions.

**3.0 Definition**

'Recognition' for the purposes of this document is defined as:

*'The recognition of the Trade Union organisation by the employer, for the purpose of consultation and negotiation'*

The Trust continue to follow national terms and conditions provided for teachers and support staff which includes The Green Book, The Burgundy Book and School Teachers Pay & Conditions.

Any variation to terms and conditions of employment or variation from national terms and conditions will be consulted on via the Joint Consultative Group.

Other aspects of Trust work that would seek consultation/support from Trade Union organisations include but not limited to:

- Health & Safety from an employment aspect
- Communication within and outside of the organisation

- Participation and involvement of staff in employment matters
- Effective and prompt resolution of issues and disputes
- Equal opportunities
- Policy development
- Proposed organisation change

#### 4.0 Recognised Trade Union Organisations

The Trust will work with and recognise the following teaching and support staff Trade Union organisations:

Teaching Staff Unions	Support Staff Unions
Association of School & College Leaders (ASCL)	UNISON
National Association of Head Teachers (NUHT)	Unite
National Education Union	GMB Union
NASUWT	Voice
Voice	

Unions must notify the Trust in writing of those internal representatives that have been officially elected. Letters must be sent to:

Trust Central Offices  
Wreake Valley Academy  
Parkstone Road  
Syston  
Leicester  
LE7 1LY

#### 5.0 Principles of Recognition Agreement

The Trust and recognised Trade Unions will work together:

- Acknowledge advantages of maintaining the reputation of the Trust in respect of employment relation matters.
- Accept a joint and shared responsibility to conduct employment relations matters harmoniously and in the best interests of all parties to ensure that the education of students is improved.
- Commit to resolving employment relations issues in a professional manner via consultation, negotiation and joint working.
- Work together to ensure that statutory obligations to employees and members are met.
- Share appropriate levels of information in line with data protection legislation.

#### 6.0 Facilities Afforded to Internal and Regional Representatives

Elected internal employee representatives of the recognised Trade Unions will be afforded reasonable time at agreed points with the Head Teacher to carry out duties on behalf of their members. Internal representatives are not expected to undertake internal Trade Union duties outside of the normal school day, nor during school closure periods.

The following provision will be put in place for internal and regional representatives:

- The opportunity for Trade Union representatives to provide the Trust with information about joining a Trade Union to newly appointed staff members.
- To provide opportunities for Trade Unions to promote themselves within the Trust to recruit new members.
- Provide the use of staff notice boards within staff room areas to promote union materials
- Allow use of the Trust's telephone or email facilities if required ensuring that usage is not to the detriment of Trust business and for professional use only.
- Provide a meeting room for private meetings with members as and when required during school hours.
- Provide the use of photocopier and printing facilities when required within reason, with the cost of materials being reimbursed to the Trust by the Trade Union body.
- Provide information in relation to employee relations, governance and health and safety aspects when requested.

## 7.0 Consultation

The Trust will commit to consulting and negotiating with Trade Unions on a regular basis and will consider all matters raised by employees and Trade Unions in the interests of the Trust and its employees.

Consultation and negotiation with Trade Union representatives on Trust wide matters will be undertaken by members of the Trust Central Team who will have already consulted with Head Teachers to ensure local feedback is represented during consultation periods. A consultation model is outlined at **Appendix 1** of this document.

Consultation and negotiation with Trade Union representatives on individual school matters will be undertaken by members of the Trust Central Team in conjunction with the relevant Head Teacher. Matter will be discussed and agreed at joint consultative group as and when required after launch of formal consultation within the schools.

The joint consultation group will consist of the following:

- The Trust's HR Manager or Chief Executive Officer
- One representative from each recognised Trade Union body which can either be an internal or regional representative.

Prior to Joint Consultation & Negotiation Meeting

- An agenda will be sent one week prior to the meeting taking place along with any associated papers that will be required for the meeting including minutes from the previous meeting that has taken place.
- Ideally meetings will be planned one academic year in advance and where this is not possible at least one month prior to the meeting taking place.

The Joint Consultation & Negotiation Meeting will:

- Be chaired by the Trust's HR Manager
- Be minuted by the Senior Administrator to the Trust
- Take place at least once per half term

## 8.0 Remit of Consultation

The Trust will always seek to work in a positive way with the recognised Trade Unions and places great value in understanding and taking on board the Trade Union perspective on



**Bradgate Education Partnership Consultation Process**

