

## WIRRAL COUNCIL

### SCHOOL AND ACADEMY TU FACILITIES TIME

#### SERVICE LEVEL AGREEMENT 2016-17

#### **1. Background and Context**

There is a statutory requirement for schools to provide reasonable time off for elected representatives to undertake trade union duties specified in the ACAS Code of Practice on time off for trade union duties and activities (Jan 2010 Code of Practice 3).

#### **2. Scope of Service Level Agreement**

Working with the recognised Trade Unions and Professional Associations, the Local Authority are co-ordinating a service level agreement for TU facilities time to ensure employers' have appropriate arrangements in place for trade union recognition, representation of individual members and collective consultation and negotiation.

##### **2.1 Schools**

This SLA provides an opportunity to buy back into the Local Authority arrangements for trade union facilities without the need for each individual establishment to negotiate TU facilities arrangements with each union. The service level agreement covers all schools which are:

- Academies - independent of the Local Authority where the Local Authority is not the employer and not able to provide automatic access to the trade union facilities agreement.
- Groups of 'maintained schools' who choose not to de- delegate this money back to the Local Authority, via an annual decision at Schools Forum i.e. Primary or Secondary Schools.

*(In 2015-16 all maintained Primary and Secondary Schools De-delegated funding for this service and all Special Schools bought back).*

##### **2.2 Trade Union/Professional Associations**

The Local Authority currently co-ordinates facilities time to recognised trade unions in order to comply with the need for employers to meet their legal obligations. The trade unions/professional associations who meet the threshold for paid TU facilities time in schools, based on membership are :

- Teaching staff are NUT, NASUWT and ATL
- School Leadership staff are NAHT and ASCL
- Support staff are UNISON

### **2.3 Schools TU Facilities Agreement covers:**

- All TU/Professional Association representatives have the necessary knowledge, skills and experience to deliver an effective employee relations framework for schools, provided by representatives who will have an understanding of the local context of Wirral.
- Access to accredited and recognised trade union representatives for representation of individual members at any relevant HR meetings in relation to their employment e.g. disciplinary, grievance, sickness absence, redundancy
- Consultation and negotiation with Schools who purchase the TU facilities Time Service Level Agreement on collective staffing matters such as redundancy, restructuring, TUPE
- Consultation and negotiation with Schools on other staffing matters such as recruitment, membership, general communication with members
- Responsibilities in line with duties of a Union Learning Representative or Health and Safety Representative
- Representation on any Joint Consultative Framework meetings in place at the Academy and at Local Authority level, where appropriate
- Assisting in the purposes of good employee relations and resolution of potential disagreements and collective disputes, development and implementation of HR Policies and Procedures, where appropriate, and policy consultation and negotiation

### **3. Operational procedures and guidelines**

- Schools will provide names of TU representatives and contact details from each Trade Union/Professional Associations.
- Trade Union/Professional Associations will respond within a reasonable timeframe.
- Feedback on the standard and quality of service will be requested annually and reviewed by the Schools Strategic Joint Consultative Committee.(JCC)

### **4. Service quality**

- Trade union/Professional Association representatives will be appropriately accredited by their Union.
- Trade Unions /Professional Association representatives staff will have the necessary knowledge, skills and experience to deliver an effective employee

relations framework for schools, provided by representatives who will have an understanding of the local context of Wirral.

- Provide a local flexible and accessible facilities service which delivers responsive support for complex TU issues, and captures the benefits that come from economies of scale, seeking to be efficient and effective.

#### **4 Complaints Procedure**

- If there is a concern about the service provided, in the first instance this should be raised with the appropriate local Branch Secretary who will advise.
- If there continues to be a concern about the service provided, this should be raised with the appropriate regional officer who will advise.

#### **5 Prices**

**The prices below only apply when:**

- The Schools is an **Academy**
- A 'defined group' of maintained schools decided **not to de-delegate costs to pay for TU Facilities time**

- **Premier Service (Teachers, School Leaders and Schools Support Staff)**

Contribute towards a local facilities time agreement for schools to provide facilities time for those representing Teachers, School Leaders and Support Staff at a cost of **£3.00** per pupil.

- **Standard Service – Option 1 (Teachers and school leaders only)**

Contribute towards a local facilities time agreement for schools to provide facilities for Teachers and School Leaders for at a cost of **£2.25** per pupil.

**Professional Associations:**

- NUT
- ATL
- NASUWT
- NAHT
- ASCL

- **Standard Service – Option 2 (Support Staff Only)**

Contribute towards a local facilities time agreement for schools to provide facilities time for those representing Support staff at a cost of **£0.75** per pupil.

**Trade Union**

- UNISON