



7. i) The following topics are agreed upon, as being appropriate for negotiation, in so far as the University has discretion in the matter:
- (a) Salary scales (but not salaries of individual employees)
  - (b) Superannuation
  - (c) Changes in Conditions of Service
  - (d) Sick leave, maternity leave, leave of absence, and study leave
  - (e) Appointment procedures, to the extent that they specify explicit qualifications for particular categories of posts, and in so far as they may affect the treatment of existing employees in relation to external applicants
  - (f) Conditions and procedures under which appointments are terminated
  - (g) Career progress procedures and policies
  - (h) Job evaluation
  - (i) Redundancy
  - (j) Grievance procedures
  - (k) Part-time and hourly paid appointments, if the holders thereof are covered by paragraph 3 above
  - (l) Fees for additional lectures and internal examinations
  - (m) Travelling and subsistence allowances
  - (n) Insurances, in so far as they relate to contingencies arising from employment with the University
  - (o) Appraisal
- ii) The University and the UCU may agree to other matters (not relating to individuals) becoming the subject of negotiation in the JNC, or of joint negotiation between the University, the UCU and other Unions concerned.
8. i) At any meeting of the JNC, the University side will consist of up to four members of the University appointed by the Council, and the UCU side will consist of up to four members of the University appointed by the UCU. The membership of either side may vary from item to item, provided that no more than four are present at any time. By agreement between the two sides, either side may in addition invite an adviser or advisers to take part in the negotiations on particular items.
- ii) Each principal will appoint a Joint Secretary, who may be from the four members or in addition to them. In the latter case the Joint Secretary may speak on matters of procedure or fact but may not have a vote nor take part in the negotiations.
- iii) The Chairmanship of the meeting shall alternate, and a quorum shall be two members from each side. The Chairman shall have an ordinary vote.

iv) A decision shall be deemed to be reached when a majority of each side agrees.

v) Each side shall be responsible for communicating decisions of the JNC to its principal, on the basis of the agreed minutes of the relevant meeting. Decisions shall be subject to ratification by the principals. If they are not ratified, negotiations shall be re-opened.

9. i) References to the JNC should normally be accompanied by explanatory memoranda.

ii) A meeting will be scheduled each term in the Committee Timetable, but will be held on that scheduled date only if the need arises. Meetings will also be held at other times for urgent matters at the request of either side.

iii) Each side may be given advice by its principal as to the limits within which it should negotiate.

iv) The committee may adjourn at the request of either side for separate private discussions to be held.

v) The agenda and minutes of the JNC will be prepared by the Joint Secretaries, and the minutes will indicate in the margin whenever action is required and who is responsible for that action. The agenda will contain a report, including documents, from the Joint Secretaries of matters agreed since the last meeting which were subject to negotiation under paragraph 7 (i) and (ii) or in the process of consultation.

vi) In the event of agreement not being reached by the JNC on any negotiable issue following full discussion, either side may declare a dispute.

vii) When a dispute is declared the JNC shall consider the action to be taken appropriate to the particular dispute, on each issue.

viii) If this action fails to resolve the dispute, normally after a further JNC meeting, it may be referred by joint agreement of the parties to the dispute to the Advisory, Conciliation and Arbitration Service, or any other body agreed by the parties, for conciliation or arbitration.

ix) Conciliation involves an independent conciliator attempting to bring the two sides to common agreement.

x) Arbitration involves agreement by both sides to be bound by the decision of an independent arbitrator.

xi) In local disputes the UCU shall not seek approval for industrial action before opportunities to resolve the issues through consultation, negotiation and/or conciliation according to procedures set out above have been exercised.

In national disputes the UCU and the University shall consult as early as possible to avoid enduring damage to mutual relations, to the quality and reputation of teaching and research, and to the education of the students.

The University for its part in any dispute shall take no action and make no changes to employment practices or Conditions of Service before opportunities to resolve the



## **The Information and Consultation of Employees Regulations 2004**

### **Changes to the University's procedure agreements**

The following is an addition to the University's procedure agreements with the UCU, Unite and Unison:

#### **Information and consultation**

In addition to the University's agreement to negotiate with its recognised trade unions on matters detailed in this procedure agreement, the University will inform/consult trade union representatives on issues which fall under the headings listed below.

The University will inform and consult trade union representatives at its termly meetings of the Joint Negotiating Committees, the Vice-Chancellors termly meetings with trade unions representatives, and any related sub-groups. It will also use written communication where appropriate, for example, the Bulletin; the annual review; email notifications; FAQs on webpages.

The information will provide the necessary background and inform representatives of the rationale for subsequent decisions on which they will be informed and consulted, and on which agreement between the University and its recognised trade unions may need to be reached. It will include:

1. Information about the University's activities and economic situation
2. Information about employment within the University
3. Information about conditions of employment

Note: Consultation under 2. and 3. does her-1.153y14-20.431(b )-216ity Cons(lw ¶ps002 3( )JTIT0.0 Tc(c

The signatories to this document agree that the arrangements set out above shall constitute the University's information and consultation arrangements.

**Signed on behalf of the University**

.....

Name (block capitals)..... Date.....

**Signed on behalf of the unions**