

Service Area Name:	TRADE UNION FACILITY TIME
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Services to Schools Account Manager:	Name:	
	Position:	
	Contact Number:	
	Email:	

Service Level Agreement Lead Officers Within Service Area

Overall relationship between School Trade Unions and the Local Authority facilitating this service

Function of Service

Pooling by schools and academies, for the academic year 2017/18 a budget to cover trade union facility time for teaching trade unions; charged on a per pupil basis.

This service will be supported by the following trade unions and professional associations:

- National Association of Schoolmasters/Union of Women Teachers (NASUWT).
- National Union of Teachers (NUT).
- National Association of Head Teachers (NAHT).
- Association of School College Leaders (SHA/ASCL).
- Association of Teachers and Lecturers (ATL).
- VOICE

Services Offered Under SLA

Buying into the pooled approach detailed in this SLA will ensure the following:

- Meeting of your statutory responsibilities under the Employment Protection Act 1975 as trade union representatives have a right to reasonable paid time off from employment to carry out trade-union duties and to undertake trade-union training.
- Meeting of your statutory responsibilities in particular circumstances, in relation to employment matters, where employees have a right to be accompanied by their trade union representative, e.g. disciplinary and grievance proceedings; and where employers are required to consult trade unions e.g. in relation to proposed redundancies, TUPE transfers, policy development and negotiate with trade unions in relation to terms and conditions of employment.
- Supporting the welfare and wellbeing of employees through appropriate access to support from trade unions and professional associations.
- Access to experienced trade union representatives serving as local union officers supporting members across schools providing advice to employees in informal processes, formally representing members in grievance, attendance management meetings, capability and disciplinary hearings, negotiating and consulting upon terms and conditions of employment, through established mechanisms, including redundancies, TUPE, and other changes schools may wish to make; and consulting upon information and policies and

procedures which the schools may adopt.

- Allowing trade unions to be responsive to local employment issues.
- Resolution of issues at the earliest possible opportunity, internally where possible.
- Pooling of risk so that costs do not fall unpredictably and/or unevenly across schools.

Service Availability and Response times

- The Trade Union representatives will be available at times to suit the school and member of staff they are supporting, as far as is reasonably practicable.
- Local trade union representatives will work with the school to achieve the best outcome, quickly and informally where possible.
- Each trade union ensures that local representatives are trained and available to assist their members with issues affecting them and to be involved in local consultations on terms and conditions of service
- Representatives will be people who build relationships and confidence with members and understand the local context, without necessarily being a member of the particular school.

Cost of Services (Traded Services only):

Trade Union Facility Time would be charged at **£X.XX per pupil**

This amount may require review on an ongoing basis dependent upon facility time requirements.

Monitoring and Evaluation of service provision

The service provided under this SLA will be reviewed annually.

Regular meetings are held with Trade Union Representatives and school representatives.

Schools Responsibilities

- Allow staff reasonable time off to meet with their Trade Union Representative.
- To meet the current legal basis for time off arrangements as set out in the Trade Union and Labour Relations (Consolidation) Act 1992 and the ACAS Code of Practice on "Time off for Trade Union Duties and Activities". In addition, the Conditions of Service for School teachers in England and Wales (the Burgundy Book), sets out an agreement on facilities for representatives of recognised teachers' organisations where applicable.
- Give reasonable notice of meetings Trade Union representatives are required to attend.

Compliments/Complaints/Disputes

If a school is dissatisfied with any aspect of the service it has received as part of this SLA, please contact the relevant trade union and every effort will be made to resolve disputes quickly and effectively.