



**RECOGNITION AND PROCEDURAL AGREEMENT**  
between  
**The Board of Governors**  
of  
**The University of Chichester**  
and  
**The University and College Union (UCU) and UNISON**

**Revised by the Joint Consultative Group  
February 2007**

**Approved by the Board of Governors  
27 March 2007**

## **1. Introduction**

This agreement establishes the basis upon which the Board of Governors recognises the trade unions who are signatories to this document. It also identifies the procedures necessary to govern relations between the Board of Governors and those signatories.

The purpose of this agreement is to establish local consultative and negotiation arrangements to cover all groups of staff.

In establishing this agreement the Board of Governors and the recognised trade unions accept that in conducting local consultation and negotiation, due account will be taken of the existence of national agreements between the relevant employers' association(s) (currently the Universities and Colleges Employers Association) and the recognised trade unions. These agreements are recommended to all parties in the expectation that they will act in good faith.

## **2. Objectives**

The signatories to this Local Recognition Agreement jointly agree:

- a) to promote harmonious relationships through the maintenance of effective joint consultative and negotiation machinery;
- b) to recognise that it is in the interests of the University of Chichester (the University), its employees and the students, that the University should function effectively;
- c) to recognise the need for a strong and effective institution that can establish career structures and encourage proper staff development and training programmes;
- d) that the continuing viability and development of the University is dependent upon a flexible approach and the pursuit of efficient and cost-effective management practices;
- e) to accept that whilst genuine and committed efforts will be made to resolve matters of mutual interest through consultation or negotiation, or both, the ultimate responsibility for the planning, reward, organisation, approval and review of the staffing resources rests with the Board of Governors;
- f) that positive measures must be adopted to identify and eliminate unnecessary differences in the conditions of employment of teaching and support staff;
- g) that the existence of the Local Recognition Agreement in no way detracts from, or lessens, the requirement for direct and constructive relationships between individual employees and the employer.

## **3. Recognition**

The Board of Governors will consult and negotiate only with the University and College Union (UCU) and UNISON on behalf of all employees of the University.

The recognised trade unions accept that:

- 1) It is the right and responsibility of the University to manage its domestic affairs in the context of this agreement.
- 2) Whilst this agreement confers certain rights and responsibilities, there is no absolute obligation upon the Board of Governors to abide by any national pay and conditions agreement. The Board of Governors will, however, act in a spirit of goodwill and follow national agreements, save in exceptional circumstances.
- 3) The recognised trade unions will meet jointly within the Joint Consultative Group (JCG) with representatives of the Board of Governors, i.e. members of the Senior Management Group and relevant officers. Each may, by mutual agreement of management and the recognised trade unions, meet separately as a sub-group of the JCG.
- 4) The practice of separate meetings between the local representatives of the recognised trade unions and the appropriate members of senior management is seen to be important and valuable. Either management or the recognised trade unions may call such a meeting. Such meetings will not be minuted but, at the conclusion of the meeting, a note will be made of any agreements or disagreements for discussion and resolution at the next meeting of the JCG.
- 5) The agreement in no way detracts from an employee's right of access to the management of the University; or to the right of the Board of Governors to communicate directly with its employees; or recognised trade unions' right to communicate with their members.

#### **4. Joint Consultative Group**

Except where agreed procedures determine otherwise, consultations and negotiations between the nominated representatives of the Board of Governors and representatives of the recognised trade unions will normally take place under the auspices of the Joint Consultative Group.

#### **5. Constitution of the Joint Consultative Group**

The Board of Governors and the recognised trade unions accept the need to limit the number of representatives attending meetings to ensure speedy and efficient resolution of mutually agreed agenda. To this end, all parties agree that:

- 1) Each recognised trade union may be represented at meetings of the Joint Consultative Group by two representatives, at least one of whom must be a local representative of the recognised trade union elected by members of the staff of the University who are members of that trade union.
- 2) The Board of Governors will normally be represented by the Vice-Chancellor, the Head of Human Resources and three other management representatives (Deputy Vice-Chancellor, Director of Finance, Head of Planning and Campus Services). By mutual consent both management and each of the recognised trade unions may co-opt individuals in an advisory capacity for a specific item.
- 3) It is the responsibility of the Vice-Chancellor to ensure that appropriate secretarial services are provided to the Joint Consultative Group.
- 4) A meeting is quorate if the Board of Governors is represented by at least two members of management and the recognised trade unions are represented by at least one representative from each.

- 5) A Chair will be appointed in rotation by the management side and the recognised trade unions. This arrangement may be varied if all parties agree. The role of the Chair will be:
  - i) to manage the meeting in a manner that ensures that the views of all parties are heard on items under discussion.
  - ii) to resolve minor disagreements on the minutes of the meeting, and to approve or defer the publication of the minutes.
- 6) Minutes of meetings will be distributed for comment within 10 working days. The JCG will decide at each meeting which supporting documents will be publicly displayed with the minutes.

## **6. Meetings of the Joint Consultative Group**

The Board of Governors and the recognised trade unions agree that:

- a) At least three ordinary meetings of the Joint Consultative Group will be held each year. The dates of the meetings will be notified at least one month in advance. Items for the agenda must be identified to the Secretary (currently the Vice-Chancellor's Personal Assistant) at least seven working days before the meeting; the agenda and supporting papers will be distributed at least 5 working days before the meeting.
- b) Either the Vice-Chancellor or an elected representative of a recognised trade union may request that an extraordinary meeting of the Joint Consultative Group be convened. All parties will endeavour to meet within 7 working days.

## **7. Sub-Groups of the Joint Consultative Group**

The Joint Consultative Group will establish sub-groups:

- a) to resolve specific aspects of the terms and conditions of employment of members of staff, as the Vice-Chancellor or a recognised trade union may require. The Terms of Reference of Negotiating Committees are detailed in the Procedure for Negotiation and the Resolution of Disputes.
- b) to examine particular topics referred to them by the JCG; the terms of reference of sub-groups will be determined by the JCG.

At the agreement of the Joint Consultative Group, membership of sub-groups need not be confined to members of the Joint Consultative Group.

## **8. Standing Policies and Procedures**

The Board of Governors and the recognised trade unions agree that in conducting their business the Joint Consultative Group will note and abide by the provisions of Standing Policies and Procedures that have been established for the conduct of employee relations.

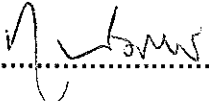
All formal policies and procedures will be subject to joint consultation as appropriate.

**9. Duration and variation of the Agreement**

The duration of the Agreement is five years from the date of signing. A party may however withdraw from the Agreement by giving six months' notice of their intention to all other parties.

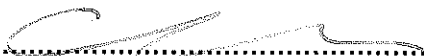
This agreement may be varied during its currency if all parties agree to the amendments.

**SIGNED ON BEHALF OF THE UNIVERSITY OF CHICHESTER**

Vice-Chancellor ..... 

**SIGNED ON BEHALF OF THE RECOGNISED TRADE UNIONS**

University and College Union..... 

UNISON..... 

Date of Commencement of Agreement: 24/5/07