

Framework for Trade Union Engagement, Consultation and Negotiation

The below table provides a collated, high level summary of the purpose and general terms of reference for the forum, both informal and formal, through which the University and its recognised trade unions, UCU, UNISON and Unite, engage, consult and negotiate. The terms of reference for each forum can be found here.

Abbreviations:

UoE:	University of Edinburgh	PSG:	Professional Services Group	SLT: S	enior Leadership Team
JU:	Joint unions (UCU, UNISON & Unite)	JULC:	Joint unions' liaison committee		
ER:	Employee Relations	EREP:	ER & Employment Policy	HR:	Human Resources
JCNC:	Joint Consultative and Negotiation Committee	CJCNC	: Combined Joint Consultative and Nego	tiation (Committee

Forum	HR/JU Engagement	UoE/JU Policy Forum	UoE/JU Partnership	JCNC	CJCNC
	Forum		Forum	(UCU, UNISON or Unite)	
Frequency	Fortnightly	Monthly	Five times a year,	Quarterly	Quarterly
			following the schedule		
			of Court meetings		
Convener	HR's ER lead	HR's ER lead	Director of HR	Co-convened: HR's ER	Co-convened:
				lead or union 'lead'	University Executive
					member TBC or
					JULC Convener
Purpose/Focus	Informal 'heads-up' on	Formal consultation on	Updates from/two-	Formal consultation and	As appropriate:
	a) recurring issues,	proposed changes to:	way meaningful	negotiation on matters	formal consultation
	impacting cohort(s) of	a) UoE employment	dialogue with	solely impacting	and negotiation on
	staff, being raised by	policies	members of UoE's SLT	members of one union	substantive changes
	staff through their		on strategic matters,		to UoE policies
	union		including regular, post		and/or conditions
			Court, updates on the		of service

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	b) matters, impacting cohort(s) of staff, being addressed by UoE c) impending staff communications Stand-by time for use by senior managers for urgent briefings/ feedback loop	 b) UoE determined conditions of service¹ c) UoE policies directly impacting staff working practices/conditions 	UoE's financial performance At least one meeting per year will enable dialogue with the Principal.		Resolution of any 'failure to agree' at UoE/JU Policy Forum or via any other UoE consultative forum
Objective	Information sharing/ mutual awareness raising of material 'here and now' issues – with view to ensuring timely resolution of issues at appropriate level and avoid escalation through more formal routes	Consultation – with view to reaching agreement prior to implementation of UoE policy changes Agreement - on whether further consultation required via CJCNC	Strategic level information sharing; mutual awareness raising; forewarning of pan UoE matters for consultation/ negotiation	Consultation – with view to reaching agreement Where so required by individual UoE & Union Recognition Agreement, negotiation & agreement	Consultation – with view to reaching agreement Where so required by CJCNC Terms of Reference, negotiation & agreement Resolution of UoE determined matters which require collective agreement
Membership	HR's ER lead; Senior HR Partner, EREP; union 'leaders'	HR's ER lead; Senior HR Partner, EREP; 2 x members of each union with 'authority' to agree policy matters	Director of HR; Director of Strategic Change; HR's ER lead; invited SLT members, including the Principal;	HR's ER lead; Senior HR Partner, EREP; Up to 3 College or PSG Heads of HR as appropriate; union Lead + 2 other branch	As detailed in CJCNC Terms of Reference

¹ i.e. excludes nationally bargained pay framework

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		Invited policy 'owners'	2 x senior branch	reps; union full-time	
		from other functional	office bearers per	official	
		areas	union + JULC	Co-conveners will agree if	
			Convener.	other branch reps will	
				attend for specific	
				agenda items; ditto UoE	
				senior managers	
				Director of HR will attend	
				one meeting per year and	
				may, depending on the	
				subject matter, lead the	
				consultation/negotiations	
Agenda format	Joint/predominantly	HR led; formal & issued	Co-created; formal &	Co-created; formal &	Co-created; formal
	informal/ matters for	with supporting papers	issued one week in	issued with supporting	& issued with
	discussion raised round	one week in advance of	advance of meeting	papers one week in	supporting papers
	table 'in situ'; if	meeting		advance of meeting	two calendar weeks
	required, short				in advance of
	supporting information				meeting
	shared by email in				
	advance of /at meeting				
Minute format	Notes taken by those	Note taker from EREP	Note taker from HRD's	Note taker from EREP	Note taker from
	present; predominantly	team present; formal	office; high level note	team present; formal	EREP team present;
	'quick fire' action	'minute' and action log	of key discussion	'minute' and action log	formal 'minute' and
	updates by email/		points circulated	circulated within one	action log circulated
	follow-up calls –		within two weeks of	month of meeting and	within one month
	recorded in simple		the meeting	formally approved at	of the meeting and
	action log; if required,			next meeting	formally approved
	'minute' produced of				at next meeting
	more substantive				
	matter				

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Escalation – in event of	UoE/JU Policy Forum	CJCNC	n/a	As disputes procedure in	As disputes
failure to agree				union recognition	procedure in CJCNC
				agreement – chaired by	Terms of Reference
				Director of HR or by	
				another member of	
				University Executive if	
				consultation/negotiations	
				previously led by Director	
				of HR.	

Agreement

Signed on behalf of the University of Edinburgh by: James Saville, Director of HR

Signature:

Signed on behalf of Unite by:

Mark Patrizio, Branch Chair and JULC Convenor

und C

Signature:

Signed on behalf of the Unison by: June Maguire, Branch Secretary

Signature:

Signed on behalf of University and College Union (UCU) by: Claire Graf, Branch Secretary

Signature: