



Facilities for Union Representatives

Guidance to Schools

August 2012



DIOCESAN EDUCATION SERVICE

Archdiocese of Birmingham Registered Charity No 234216

Making Christ Known Today

Agreement on Facilities for Accredited Union Representatives in Diocesan Voluntary Aided Schools

1. Overall duties and responsibilities

1.1 The Diocesan Education Service (DES) and the teacher organisations acknowledge their joint responsibility for ensuring a well-ordered system of trade union organisation and industrial relations and its place in the good running of the education service in the diocesan schools.

1.2 In making this agreement the DES emphasises the value of providing facilities and release from duty for accredited representatives of the teacher organisations.

2. Recognised teacher organisations

2.1 The teacher organisations recognised for the purpose of this agreement are those represented on the diocesan JNCC.

3. Definition of accredited representative

3.1 Accredited representatives shall include the following:

- Members of the national executive or other national committee of the organisation, representatives appointed by the national executive to serve on a national or regional body and delegates to national conferences organised by the organisation.
- Regional and local officers and representatives of the organisations.
- School representatives whose activities will relate solely to those school(s) for which s/he has been accredited as a representative, e.g. health and safety representatives and learning representatives.

4. Entitlement to release from school duties

4.1 The need for release from duties without loss of pay may arise for the following reasons:

- to deal with grievances of members both of an individual and collective nature;
- to undertake responsibilities on behalf of the organisation e.g. attendance as delegates at conferences;
- to represent members' interests both individually and collectively, including attendant consultative and negotiating committees;
- to undertake duties connected with training including attendance at courses at national, regional or local level, which are organised or approved by the relevant teacher organisation.

4.2 The functions listed above will include the following specific responsibilities:

- Negotiations on:
 - terms and conditions of employment;
 - working conditions;
 - allocation of work or duties of employment as between individual or groups of teachers;
 - disciplinary matters;
 - facilities for accredited representatives.
- Meetings with representatives of other teacher organisations and/or full-time officials to discuss industrial relations matters.
- Consulting, representing and advising members on grievances and disciplinary matters including representation before an outside body.
- Meetings with new teachers to explain the role of the teacher organisations in industrial relations.
- Specific training for newly-appointed representatives and such advanced training as may be.
- Attendance at meetings of examination boards.

4.3 Nothing in this agreement shall be considered to detract from any agreement with any local authority (LA) and shall be considered as a minimum entitlement only. Entitlements to release shall be on the following scale.

5. Entitlement

A. National / regional representation

5.1 National executive members and officers / Other representation at national / regional level

- LAs have access funds to reimburse voluntary aided Catholic schools (as schools maintained by the LA) for providing facilities and release from duty for the above.

B. Local officers

5.2 The provision for officers shall be in line with any local agreement and reflect local practice. Advice in such matters should be sought from the LA.

C. Union learning representatives / Area health and safety representatives / School representatives

5.3 The provision for representatives should be in line with any local agreement and reflect local practice. Advice in such matters should be sought from the LA.

6. Training

6.1 The provision for release in respect of training shall be in accordance with the above.

7. Facilities to be provided

7.1 The facilities for local and national officers will reflect the national collective agreement as exemplified in the Burgundy Book.

- Arrangements for the use of accommodation free of charge within schools to carry out their duties and to enable meetings of members to take place.
- Access to information needed to safeguard the interests of their members individually or collectively.
- All other facilities listed in paragraph 7.2

7.2 The facilities for other representatives will include:

- Noticeboard facilities with no charge for their provision.
- Use of the telephone with reasonable privacy.
- Provision of a room for meetings, etc.
- Use of typing and reprographic equipment.
- Ready access to relevant documents.
- Provision, on request, of information relating to the structure and allocation of posts within the school.
- Ready access to such other documents as may be needed.
- Such other facilities as may be deemed reasonable and necessary to the effective execution of his/her role.

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