

THE UNIVERSITY OF SUSSEX

PROCEDURE AGREEMENT

Between THE UNIVERSITY OF SUSSEX and UNISON with respect to staff in categories to be agreed by the two parties from time to time; initially in manual and ancillary, clerical, secretarial, library assistant and related categories employed by the University are so agreed.

1. It is the spirit and intention of this Agreement to foster the best possible relations between the University and UNISON and to this end to provide a satisfactory method of discussion, consultation and negotiation.
2.
 - (i) Matters specified in the formal Conditions of Service or Conditions of Employment of staff covered by this Agreement, other than matters on which the University has delegated authority to another body, matters on which the University has no discretion under the law or matters relating to individuals, may be negotiated between the two parties, normally in the University and UNISON Joint Negotiating Body.
 - (ii) The membership of the Joint Body shall consist of four persons on the employer's side, appointed by the University Council, and four University employees from the relevant categories of staff on the employees' side, appointed by the local branch of UNISON. The Body shall elect a Chairperson from amongst its members who shall hold office for one academic year. The employer's side and the employees' side shall each provide a Joint Secretary, who may be one of the members of the Joint Body. With the agreement of both parties, either side may invite an adviser or advisers to attend meetings of the Joint Body with a view to providing information and advice relevant to the discussions.
3. The University and UNISON shall agree a procedure for consultation on other matters relating to the relevant categories of staff, or for preliminary discussion of matters which are for negotiation in the Joint Negotiating Body.
4. Facilities shall be granted to accredited UNISON representatives to discharge their responsibilities under this Agreement. The University will use its best endeavours to make such facilities available, including in particular:
 - (i) Facilities for accredited UNISON representatives to leave their place of work during normal working hours in the course of their union duties within the terms of the Agreement, subject to obtaining prior permission from the head of the office (or nominee) in which the representative works. These facilities shall not exceed a loss of working time equivalent to one full time post.
 - (ii) Accommodation for UNISON meetings, where possible; such meetings will normally be held outside working hours;
 - (iii) Notice boards, for formal UNISON business;
 - (iv) Telephone facilities (which may be charged to the local UNISON branch). The use of an internal telephone, where practicable, with reasonable privacy and, if possible, at the place of work;

