



HEART
EDUCATION TRUST

Trade Union Statement of Intent

27 September 2016

Last Reviewed: 27 September 2016

Next Review Due: 1 September 2017

Adopted by: The Chief Executive Officer on behalf of the Strategic Board on 27 September 2016



Heartsease
Primary Academy



Lingwood
Primary Academy



Henderson Green
Primary Academy



Valley
Primary Academy

The HEART Education Trust Documents Review Record:

Version:	Date Amended:	Amended By:
1.1	14.01.2016	Business and Operations Executive
1.2	06.02.2016	Business and Operations Executive
2	21.09.2016	Business and Operations Executive
2.1	27/09/2016	Business and Operations Executive

The HEART Education Trust, a charitable company limited by guarantee registered in England and Wales with company number 08286818. Registered office address: Heartsease Primary Academy, Rider Haggard Road, Norwich, Norfolk NR7 9UE.

Scope

This Statement confirms which trade unions are recognised by The HEART Education Trust, as the employer (referred to in this document as “the Trust” or “we”) and the facilities that will be given to their representatives. It sets out an intention for partnership working between the recognised trade unions and the Trust.

Recognition of trade unions

The Trust recognises the following trade unions as representing and having sole consultation rights in respect of their members who are employed by the Trust:

- GMB
- NUT
- NASUWT
- ATL
- NAHT
- UNISON
- VOICE

The Trust confirms that it will not consult with organisations not listed in this Statement concerning matters covered in this Statement. Nevertheless, the Trust recognises that staff membership of trade unions within the Trust may change significantly, which could mean that the trade unions listed within this Statement may also need to be reviewed and varied.

General principles

The Trust and its recognised trade unions share a common interest in securing the aims, plans, goals and objectives of the Trust and through these the continued development and success of the Trust and its staff and pupils.

It is the spirit and intention of this Statement to foster the best possible relations between the Trust and its staff represented by its recognised trade unions and to provide an agreed method of discussion and consultation where possible. Without prejudice to other Trust policies or procedures this Statement is intended to provide additional machinery for resolving issues between the Trust as employer and the members of staff represented by the recognised trade unions as employees.

It is the Trust's responsibility to plan, organise and manage its activities to achieve its strategic objectives and corporate plans. The Trust will do so in ways that are commensurate with employment legislation and, where appropriate, with timely consultation with the recognised trade unions. The current statutory rights of staff include:

- (a) the right to request to be accompanied at a formal grievance or disciplinary hearing by a work-colleague or trade union representative;
- (b) the right for the national head office of the trade union to be informed and consulted for the purposes of TUPE and any "collective" redundancies if more than 20 employees were to be made redundant or have their contracts terminated and replaced with new terms;
- (c) the right not to be subject to detriment or dismissal on grounds of trade union membership or activities;
- (d) the right to reasonable paid time off to carry out trade union duties under s168 TULRCA and the ACAS Code of Practice;
- (e) the right to reasonable paid time off to carry out union learning representative duties under s168A TULRCA; and
- (f) the right to have trade union subscriptions deducted directly from salary.

For the purposes of individual representation only, the Trust recognises the right of individuals to be represented by any accredited trade union representative. The Trust will not therefore refuse an individual member of staff the right to representation by a trade union representative provided that they are appropriately accredited in line with the relevant ACAS Code of Practice and that they have no personal involvement in the matters for which they are representing the member of staff.

It is the Trust's intention to provide information in a timely manner (insofar as it is practicable) to its recognised trade unions on all developments which have or are likely to have a collective impact on employees. To facilitate effective communication the Trust will endeavour to meet reasonable requests for relevant information.

The Trust will also use reasonable endeavours to:

- a) encourage all employees to join a union;
- b) recognise any union (above) for the purposes of individual representation of their members in matters of capability, discipline and grievance;
- c) consult with representatives of the recognised trade unions on policies such as the Pay Policy and the Performance Management Policy, on other redundancies (regardless of the numbers of staff

affected) and on significant restructuring;

d) allow the recognised trade unions:

- access to confidential meeting rooms to interview members (where practicable);
- use of dedicated space on a notice-board in each Academy's staff room; and
- to arrange meetings for their members on Academy premises after the end of the pupil day on reasonable written notice to the relevant Academy Headteacher;