



REVISED: 07.02.2005

AGREEMENT between the University of Edinburgh and the recognised trade unions, Amicus, Edinburgh Association of University Teachers and Unison, to create a Joint Court/Unions Task Force on the Modernisation of Pay Structures

1. We, the parties to this agreement, commit to full participation in a partnership project which shall commence (insert date) and be the focus for meeting the University's and its recognised unions' shared obligations under the JNCHES Framework Agreement for the Modernisation of Pay Structures (Framework Agreement) (Annex A) and the related Memorandum of Understanding (Annexe B)¹. The aim is to implement the University's new Pay Structure no later than 1 August 2006.
2. We agree to establish a Joint Court/Unions **Task Force on the Modernisation of Pay Structures** (as per the Framework Agreement). This will operate in accord with the principles of partnership set out in the Framework Agreement i.e. "It is expected that institutions and their local union representatives will work in partnership ..., with mutual respect for the interests of all stakeholders, and will negotiate to reach agreement on a timely basis" and with reference to the TUC "Partnership Principles" (Annexe C) in its work to implement the requirements of the Framework Agreement. The Task Force shall continue its work until a date six months after full implementation of the new pay structures etc.
3. The composition of the Task Force shall be equal numbers representing (a) The University Court, as the employer and (b) the recognised Trades Unions, for the employees. The Task Force shall have joint Convenors and Secretaries² (representing the employer's and employees' sides). The Courtside representatives will report to and receive instructions from Court and CMG or their nominated body. The representatives of the Joint Unions shall report to and take instructions from the Joint Unions Liaison Committee. Facility time shall be granted by Court as set out in Annex D (*to follow*).
4. In addition, we agree to establish a Combined JCNC, which shall operate under such arrangements as it agrees, with reference to the relevant procedural agreements between the University Court and the recognised unions. The composition, membership, remit etc of the Combined JCNC shall be as set out in an Annexe to this agreement (E, *attached*). Any agreements reached by all parties within the Combined JCNC shall be as if they were made within the three individual JCNCs.

¹ Note: The University also has obligations in relation to the SHEFC pay structure and human resource management modernisation grant set out in HE/43/2004.

² The Courtside Secretary will be responsible for meeting arrangements, minutes and other formal records.

5. The scope of the work to be carried out by the Task Force shall cover
 - a. all staff groups covered by JNCHES national negotiations except clinical academic staff. Staff groups not directly covered by JNCHES can be included by agreement of the appropriate individual JCNC.
 - b. all matters covered by the Framework Agreement.

Any proposal that may emerge from the work of the Task Force for any alteration to terms and conditions of employment will be remitted for consideration to the Combined JCNC, or to the relevant individual JCNC in accordance with its procedural agreement.

Matters related to executive responsibility and alignment with the University's strategic priorities arising in the course of the Task Force's activities will be referred to CMG or its nominated body.

6. The remit of the Task Force shall be as follows:
 - i. To consider, comment and advise on information, recommendations and reports from the Project Director – Reward Modernisation, and other officers of the University as appropriate on
 - a. relevant baseline data
 - b. project plans relevant to the work of the Task Force
 - c. risk assessment and stakeholder analysis
 - d. arrangements for a full equal pay audit of the implementation of the new arrangements and for annual monitoring of equality-relevant data
 - ii. To progress all matters for consultation and negotiation in relation to implementation of the JNCHES Framework Agreement for the Modernisation of Pay Structures and the related Memorandum of Understanding in the University of Edinburgh
 - iii. To identify all local (University of Edinburgh) factors or issues related to the Framework Agreement that will require to be addressed/resolved and to work to secure resolution of these, through the Combined or individual JCNCs if necessary
 - iv. To develop and implement a communications strategy for the work of the Task Force, that will address the interests, concerns and aspirations of the workforce and to keep all key stakeholders informed of progress towards implementation of the Framework Agreement
 - v. To ensure the identification of a pool of people for training in job evaluation [according to the requirements of the evaluation scheme to be adopted (Hay or HERA)] and participation in the job evaluation etc process and to ensure appropriate membership and conduct of job evaluation /grading panels
 - vi. To report to the Combined JCNC and to Court, CMG and/or their nominated body on progress with the full range of the Task Force's work, including:

- a. the process for making job matching decisions for all employees covered by paragraph 5 above
 - b. processes and procedures for job evaluation, ranking and scoring
 - c. procedures for assimilation and for review of grading decisions
- vii. To consider and approve for recommendation to the Combined JCNC any proposed alteration to terms and conditions of employment, including
- a. the new grading structures, and generic role profiles
 - b. criteria and arrangements regarding “progression”, “contribution pay”, “attraction and retention premia”, “pay protection”, “harmonisation” etc
 - c. any relevant arrangements with regard to Staff Development and Review
7. The parties to this Agreement reserve the right to terminate it by giving reasonable notice if it proves impossible to reach consensus or agreement on a timely basis such as to enable implementation in accordance with the required timescale through the arrangements set out above.

TUC Partnership Principles

- *Commitment to success of the enterprise:* effective partnerships are ones where unions and employers have a shared understanding of the organisation's business strategy and a joint commitment to its success
- *Recognising legitimate interests:* genuine partnerships recognise that unions and employers will have differences in interests and views. There should be arrangements to resolve those differences in an atmosphere of trust
- *Commitment to employment security:* many employers embrace partnership as a way of increasing flexibility in the workplace. Good partnerships complement flexibility with action to improve employment security in the workplace
- *Focus on the quality of working life:* partnership should broaden the scope of employment and organisational issues tackled by unions and employers. It should lead to improvements to terms and conditions and more opportunities for employees to participate in decisions about their work
- *Transparency:* with successful partnerships, managers share information with unions about the business at an early stage, and conduct meaningful consultations with unions and staff
- *Win-win:* the hallmark of an effective partnership is whether it delivers concrete improvements to business performance, terms and conditions, and employee involvement. Partnership is about mutual gains for unions and employers

PROCEDURAL AGREEMENT between the Court of the University of Edinburgh and the combined Trades Unions of Amicus, Edinburgh Association of University Teachers and Unison

1. Background and Intention

This agreement commences on 28th February 2005 and continues for a period up to and including 31 July 2007 and is without prejudice to existing agreements between the University of Edinburgh and the recognised Trades Unions. The parties to the agreement are:

- i. the Court of the University of Edinburgh, as the employer, represented by a management team with delegated responsibility from the Court (the University) and
- ii. the combined Trades Unions recognised by the University of Edinburgh - Amicus, Edinburgh Association of University Teachers and Unison - represented by the Joint Union Liaison Committee (the JULC).

The purpose of the agreement is to establish a framework for information-sharing, consultation and collective bargaining between the two parties on matters relating to the Modernisation of Pay Structures (as per the Framework Agreement).

Both parties recognise that in conducting staff relations they have a joint interest, common purpose and shared responsibility in progressing this work and will seek to achieve reasonable solutions with that common interest in mind.

2. Scope of the Agreement

This agreement applies to all staff groups covered by JNCHES national negotiations, except clinical academic staff, on all matters covered by JNCHES Framework Agreement for the Modernisation of Pay Structures (Framework Agreement) and the related Memorandum of Understanding. Staff groups not directly covered by JNCHES can be included by agreement of the appropriate individual JCNC. Other matters may be included by the agreement of both parties.

3. Arrangements

3.1 A Combined Joint Consultation and Negotiating Committee shall be established (hereafter referred to as the CJCNC) to:

- a. share such information as is necessary for effective negotiations and consultations on matters affecting staff of the University as defined above
- b. negotiate on terms and conditions of employment as they affect the staff of the University as defined above, with matters relevant to only one “pool” of staff being the responsibility of the relevant individual JCNC unless agreed otherwise by that JCNC, for the purpose of reaching agreements on a timely basis and avoiding disputes
- c. to consult on any matter relating to the above raised by either party

Matters for consideration at the Combined JCNC will usually be referred there after due consideration by the Joint Court/Unions Task Force on the Modernisation of Pay Structures.

4. Composition and Operation of the Combined JCNC

4.1 The membership of the Combined JCNC shall consist of

- a. seven Courtside representatives, including a joint convener, who shall not be officers or officials of the recognised Trades Unions
- b. seven representatives, including a joint convener, of the recognised Trades Unions (two members representing each of these, viz Amicus, Unison and EAUT)
- c. either side may be accompanied by a maximum of three advisers
- d. a quorum shall comprise three representatives from each side , provided that there is one representative from each of the three recognised Trades Unions

4.2 The Combined JCNC shall meet at a frequency agreed by both parties but usually not less than once every quarter. Normally not less than 10 days notice shall be given of a meeting, with the agenda and papers being circulated not less than seven days before each meeting.

4.3 Each meeting will be jointly led by the Conveners from both parties.

4.4 Members of the Combined JCNC are responsible for ensuring that they express the views of their respective parties (the University or the JULC).

4.5 The Secretariat for the CJCNC shall be provided by the Director of Human Resources.

4.6 Where the Combined JCNC is unable to reach consensus or agreement on a timely basis it will seek ways to achieve a reasonable solution. This will normally involve referral of the matter to a/the JCNC(s) or submitting the matter to ACAS mediation and/or arbitration.

5. Agreements

5.1 Agreements reached within the Combined JCNC can not proceed without ratification by the Court of the University of Edinburgh.

5.2 Agreement by the Trades Unions side can only be made where all three Trades Unions are in agreement.

5.3 Any agreement reached by all parties within the Combined JCNC shall be as if they were made within the three individual JCNCs.

6. Notice of Termination

The parties to this Agreement reserve the right to terminate it by giving reasonable notice if it proves impossible to reach consensus or agreement on a timely basis

25 February 2005

This document was approved by the Court of the University of Edinburgh on 28 February 2005.
