

# RECOGNITION AND PROCEDURAL AGREEMENT BETWEEN THE WHEATLEY GROUP SUPPORT SERVICES, GHA HOUSING, CUBE HOUSING AND UNISON

## 1. DEFINITION OF TERMS

In this Agreement:

The Union – Refers to Glasgow Housing Branch of UNISON

Staff – Refers to all employees of the Wheatley Group Support Services, GHA Housing and CUBE Housing

## 2. COMMENCEMENT DATE

This agreement commences from.....

## 3. OBJECTIVES

- The drawing up of this Agreement is to ensure that employment practices in the Wheatley Group Support Services, GHA Housing and CUBE Housing are conducted to the highest possible standards within the resources available, and that equal opportunities are offered to employees or prospective employees and that the treatment of staff will be fair and equitable in all matters of dispute.
- The purpose of this agreement is to determine trade union recognition and representation within the Wheatley Group Support Services, GHA Housing and CUBE Housing and establish a framework for consultation and collective bargaining
- The parties have identified common objectives they wish to pursue and achieve. These are:
  - To ensure that employment practices in the Wheatley Group Support Services, GHA Housing and CUBE Housing are conducted to the highest possible standards
  - To enhance effective communication with all staff throughout the Wheatley Group Support Services, GHA Housing and CUBE Housing
  - To achieve greater participation and involvement of all members of staff on the issues to be faced in running and developing the Wheatley Group Support Services, GHA Housing and CUBE Housing
  - To ensure that equal opportunities are offered to staff or prospective staff and that the treatment of staff will be fair and equitable in all matters of dispute

## 4. GENERAL PRINCIPLES

- The Wheatley Group Support Services, GHA Housing, CUBE Housing and UNISON accept that the terms of this Agreement

are binding in honour upon them but do not constitute a legally enforceable agreement

- UNISON recognises the Wheatley Group Support Services, GHA Housing and CUBE Housing's responsibility to plan, organise and manage the work of the Wheatley Group Support Services, GHA Housing and CUBE Housing in order to achieve the best possible results in pursuing its overall aims and objectives
- The Wheatley Group Support Services, GHA Housing and CUBE Housing recognises UNISON's responsibility to represent the interests of its members and to work for improved terms and conditions of employment for them
- The Wheatley Group Support Services, GHA Housing, CUBE Housing and UNISON recognise a common interest and joint purpose in furthering the aims and objectives of the Wheatley Group Support Services, GHA Housing and CUBE Housing, and through consultation and negotiation, achieving reasonable solutions to all matters which concern them. Both parties declare their common objective to maintain good industrial relations.
- The Wheatley Group Support Services, GHA Housing and CUBE Housing encourages employees to become and remain members of UNISON in accordance with this agreement
- The Wheatley Group Support Services, GHA Housing, CUBE Housing and UNISON accept the need for joint consultation and collective bargaining in securing their objectives. They acknowledge the value of up to date information on important changes which effect employees of the Wheatley Group Support Services, GHA Housing and CUBE Housing.

## **5. UNION REPRESENTATION**

- The Wheatley Group Support Services, GHA Housing and CUBE Housing recognises UNISON as representing manual, administrative, professional and technical staff and will consult and negotiate on all matters set out in Clause 8.4 of this Agreement
- The Wheatley Group Support Services, GHA Housing and CUBE Housing will inform all new employees of this Agreement and will encourage them to join UNISON and will provide facilities for them to talk to a representative as part of their induction procedure
- The Wheatley Group Support Services, GHA Housing and CUBE Housing accepts that UNISON's members may elect representatives in accordance with their UNISON Rules to act as their spokespersons in representing their interests
- UNISON agrees to inform the Wheatley Group Support Services, GHA Housing and CUBE Housing of the names of all elected representatives in writing within five working days of their elections and to inform the Wheatley Group Support Services, GHA Housing

and CUBE Housing in writing of any subsequent changes, each time within five working days of the change having taken place

- The Wheatley Group Support Services, GHA Housing and CUBE Housing recognises that UNISON representatives fulfil an important role and that the discharge of their duties as UNISON representatives will in no way prejudice their career prospects or employment with the Wheatley Group Support Services, GHA Housing or CUBE Housing.

## **6. UNISON MEETINGS AND OTHER FACILITIES**

- Meetings of UNISON members may be held on the Wheatley Group Support Services, GHA Housing or CUBE premises outside working hours where practical and there shall be no restriction on the frequency or duration of such meetings (beyond restrictions due to security or Health and Safety), such meetings will be open to all staff members who are members of UNISON.
- UNISON meetings may be held on the Wheatley House Support Services, GHA Housing or CUBE Housing premises inside working hours provided that prior consent for such meetings is obtained from the Wheatley Group by UNISON. Such consent shall not reasonably be withheld. UNISON shall provide the Wheatley Group Support Services, GHA Housing or CUBE Housing with a timetable of regular UNISON meetings or give at least three working days notice of the intention to hold a meeting (as appropriate)
- The Wheatley Group Support Services, GHA Housing and CUBE Housing agrees to provide reasonable and defined facilities to UNISON representatives to enable them to discharge their duties; including the provision of a notice board and reasonable use of telephones, ICT, photocopiers
- Subject to at least seven days notice and the agreement of the Wheatley Group Support Services, GHA Housing or CUBE Housing, UNISON representatives will be granted special leave, without loss of pay, to attend training courses or conferences run by UNISON or other appropriate bodies relevant to the discharge of their UNISON duties
- UNISON representatives will be permitted to take reasonable paid time off during working hours to enable them to carry out their duties under this Agreement
- Subject to reasonable prior notice and the consent of the Wheatley Group Support Services, GHA Housing or CUBE Housing, which shall not unreasonably be withheld, UNISON representatives will be permitted reasonable time off during working hours for the taking part in Trade Union Activity
- In all other respects, elected UNISON representatives shall conform to the same working conditions as all the employees

## **7. CHECK OFF SYSTEM**

- It is agreed that a check off system will operate whereby the Wheatley Group Support Services, will deduct dues from the

salaries of UNISON members and pay them to UNISON each pay period with a schedule of payments

- UNISON will co operate with management in devising and implementing a system to secure the completion of authorisation forms for deduction of subscriptions from salaries. UNISON will also afford full co operation to management in advising members of any increase in subscriptions

## **8. NEGOTIATION AND CONSULTATION**

### **8.1 Information**

The Wheatley Group Support Services, GHA Housing and CUBE Housing undertakes to supply UNISON with the necessary information for it to carry out effective consultation and negotiation as provided for under Section 181 and 182 of the Trade Union and Labour Relations (Consolidation) Act 1992. This shall include information on the Wheatley Group's current position, future plans and objectives

### **8.2 Consultation**

To discuss, before decisions are taken, matters directly affecting the interests of the Wheatley Group Support Services, GHA Housing and CUBE Housing employees as set out under 8.4 below

### **8.3 Negotiation**

To negotiate and reach agreement on all issues pertaining to the matters set out under Clause 8.4 below

### **8.4 The following matters shall be the subject of consultation and negotiation:**

Terms and Conditions of Employment

Location

Hours of Work

Holiday and Sickness Arrangements

Pensions

Overall Salary Structure

Pay Awards

Health and Safety

Equal Opportunities Policies

New Technology Initiatives

Training and Recruitment Policies

Staff Amenities

Redundancy and Redeployment

Disciplinary and Grievance Procedures

Job Profiles

Job Grades and Evaluations

Working Practices

Contracting Out

Any other item which both sides agree to address

Negotiation and consultation may take place between the nominated representative of the Wheatley Group Support Services, GHA Housing or CUBE Housing and UNISON representatives who are not employees of the Wheatley Group Support Services, GHA Housing or CUBE Housing wherever this is considered appropriate. In addition, the Wheatley Group Support Services, GHA Housing and CUBE Housing will hold an annual meeting at a senior officer and board member level to monitor their joint interest.

## **9. GRIEVANCE AND DISCIPLINE**

- The Wheatley Group Support Services, GHA Housing and CUBE Housing recognises UNISON's right to represent the interests of all of its members at any stage during grievance and disciplinary procedures and to call in UNISON representatives who are not employees of the Wheatley Group Support Services, GHA Housing or CUBE Housing wherever this is considered appropriate
- The Wheatley Group Support Services, GHA Housing and CUBE Housing undertakes to inform UNISON representatives as soon as reasonably practicable of the name of any UNISON

- staff member faced with potential disciplinary action to enable UNISON to make appropriate arrangements for representation.
- UNISON representatives will be permitted to spend reasonable time inside working hours to discuss grievance or disciplinary matters with affected employees and to prepare their case.
  - In order to resolve collective disputes arising from a failure to agree in the negotiating forum, there shall be a timetable of meetings, involving representatives of the management committee, to seek to resolve any dispute. Wheatley Group Support Services, GHA Housing, CUBE Housing and UNISON will be entitled to have advisors at any dispute meeting, subject to the agreement of both sides.

#### 10. VARIATIONS

This agreement may be amended at any time with the consent of both Parties

#### 11. TERMINATION

The agreement shall not terminate except by mutual consent

SIGNED \_\_\_\_\_  
(for Wheatley Group Support Services, GHA Housing and CUBE Housing)

DATE 10/6/19 \_\_\_\_\_

SIGNED \_\_\_\_\_  
(for UNISON)

DATE 10/6/19 \_\_\_\_\_