

UNIVERSITY OF SUSSEX
TRADES UNIONS PROCEDURES

CJNC Procedure Agreement

With respect to joint negotiations between the University of Sussex and two of the recognised campus trades unions, namely UNITE and UNISON.

1. Preamble of General Principles

- (i) The University has procedure agreements with each of the recognised unions and they shall govern the relations between the University and the individual trades unions. However, the University and the UNITE and UNISON unions wish to establish a Combined Joint Negotiating Committee (CJNC) to provide for joint discussion, consultation and negotiation, for those staff groups covered by the separate individual procedure agreements.
- (ii) Matters appropriate for negotiation and discussion shall include all those provided for in the separate procedure agreements and any other matters (not relating to individuals) that the Joint Secretaries shall agree.
- (iii) The campus unions and the University reserve the right to negotiate separately:
 - a) If joint negotiations break down or are otherwise impracticable.
 - b) If the subject of negotiation or discussion is specific to one union, e.g. negotiations on certain terms and conditions.
- (iv) Agreements reached at a CJNC will be signed by an officer from each of the UNITE and UNISON campus unions and the Chief Operating Officer following appropriate ratification.

2. Membership

- (i) Unions: two representatives from each of UNITE and UNISON and a full time officer from each of the unions or another representative, where this is more appropriate or when a full time officer is not available.
- (ii) Employers: Chief Operating Officer, Director of Human Resources, Director of Technical Services, Director of a professional services department, appointed by the Chief Operating Officer and two other members of staff appointed by the Chief Operating Officer.
- (iii) By agreement between the two sides, either side may invite an advisor or advisors to take part in the discussion of particular items.

3. Arrangement and conduct of meetings

- (i) Director of Human Resources and Union Branch Secretaries shall act as Joint Secretaries.
- (ii) The CJNC shall be timetabled to meet once per term and at other times at the request of either side. The Joint Secretaries shall be responsible for the Agenda and the circulation of accompanying papers and for ensuring that minutes are taken and agreed.
- (iii) The chairing of the meeting shall alternate between the two sides.

- (iv) Decisions shall be deemed to be reached when the two sides are in agreement.
- (v) The committee may adjourn at the request of either side for separate private discussion to be held.
- (vi) Matters may be taken forward through discussion outside the CJNC including task and finishing groups and brought to the CJNC for formal agreement.
- (vii) In the event of a failure to agree, the Joint Secretaries shall meet and recommend a way forward. No industrial action or change to employment practices or conditions of service shall take place until the appropriate procedure agreements with the recognised unions have been exhausted.
- (viii) Statements on behalf of the CJNC shall be jointly agreed and issued through the Joint Secretaries.

4. Facilities

- (i) Facilities will be granted to Union representatives in accordance with the procedure agreement for the individual trade union.

5. Variation, duration and termination of this agreement

- (i) Variation or changes to this Agreement can only be made by mutual agreement between the management side and the trade union side of the CJNC.
- (ii) Either the trade union side or the University may terminate this Agreement by giving three months' notice in writing, such notice to be given at a meeting of the CJNC.
- (iii) Any individual trade union signatory to this agreement may withdraw by giving three months' notice in writing to the University and the other signatory trade union. The withdrawal from this agreement by any individual trade union will terminate the Agreement between the remaining parties.
- (iv) Any future proposal to recognise or cease to recognise any Trade Union shall require consideration by the CJNC, the views of which will be taken fully into account before a decision is reached by the University. Any such proposal shall require at least three months' notice before the meeting of the CJNC at which the proposal is to be considered.
- (v) Either the trade union side or the University may request a review of this Agreement by giving three months' notice in writing, such notice to be given at a meeting of the CJNC.
Notwithstanding, a review will take place after a period of one year from the Agreement's inception. The review will take place through a semi-structured process of evaluation as agreed by both sides.

The signatories to this document agree that the arrangements set out above shall constitute the University's CJNC Procedure Agreement and will be incorporated into the terms and conditions of all appropriate members of staff.

Signed on behalf of the University

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Name (block capitals).....

Position.....Date.....

Signed on behalf of the unions

1. UNITE

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Name (block capitals).....

Position.....Date.....

2. UNISON

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Name (block capitals).....

Position.....Date.....

HR/April 2017