

Appendix 1 to Trade Union Recognition Agreement

Matters for Negotiation, Consultation and Engagement

2.3 Collective bargaining means negotiations relating to or connected with one or more of the matters specified in s. 178(2) Trade Union and Labour Relations (Consolidation) Act 1992. In recognising the Trade Unions, the Council will agree to negotiate with the Trade Unions on the following matters:

For the purposes of this agreement negotiation refers to discussions held between all parties with the aim of reaching a mutually acceptable agreement.

2.3.1 Terms and conditions of employment, including;

- Pay and grading structure;
- Overtime and allowances;
- Weekend work and enhanced hours;
- Rest day payments for shift workers;
- Bank holiday payments;
- Standby duty;
- Recall to work;
- Sleep-in duty;
- Waking duty;
- Working week;
- Payment during absences;
- Annual leave entitlement;
- Sick pay scheme;
- Continuity of service for sick pay;
- Notice periods;
- Job Evaluation scheme;

The National Joint Council (NJC) for Local Government Services negotiates pay awards which Derbyshire County Council will reflect within Derbyshire Pay Scales.

This is the minimum and Derbyshire County Council has scope to increase benefits.

Where national pay agreements require any interpretation or deviation from this agreement, this will be subject to negotiation.

2.3.2 In addition to the agreement to negotiate with the Trade Unions on the matters specified in 2.3.1, the Council agrees to consult and engage with the Trade Unions on additional matters as outlined below.

Consultation

For the purpose of this agreement, consultation refers to specific planned changes where the Council will share information and consider feedback on the following matters:

2.3.3 Terms and conditions of employment including:

- Travel (journeys to be claimed and payment of travel expenses);

- Excess travel;
- Payment for additional duties;
- Pay protection;
- Overpayments;
- Flexible working hours scheme;
- Employee leave schemes and flexible working;
- Medical appointments;
- Grievance procedure;
- Harassment and bullying procedure;
- Attendance management procedure;
- Adverse weather policy;
- Capability procedure;
- No strike clause (in relation to grade 14 and above);
- Market supplement policy;
- Induction procedure;
- Performance management policy.

2.3.4 Engagement, non-engagement, suspension or termination of employment, including;

- Redundancy, redeployment, protection of earnings and buy out of hours policies;
- Fixed term contracts policy;
- Secondment policy;
- Departmental reviews and restructures;
- Recruitment and selection;
- TUPE transfers.

2.3.5 Allocation of work or duties

2.3.6 Disciplinary matters;

- Disciplinary procedure;
- Code of conduct for employees; (this includes confidentiality & information security, gifts and hospitality, political restriction, secondary employment, personal use of DCC facilities and equipment).

2.3.7 Trade union membership or non-membership.

2.3.8 Facilities for trade union officials including;

- Trade union time off and facilities agreement.

2.3.9 Machinery for negotiation or consultation and other procedures, relating to any of the above matters, including the recognition by employers or employers' association of the right of a trade union to represent employees in such negotiation or consultation or in the carry out of such procedures.

2.3.10 Matters not covered by the above including;

- Equalities issues;
- Health & Safety;
- Learning and development (policies);
- Job evaluation panels;
- No smoking policy;
- Substance misuse policy;
- Management of stress policy.

Engagement

For the purposes of this agreement, engagement refers to sharing of information on the matters listed below and discussion on non-contractual matters with the aim of promoting positive employee relations.

2.3.11

- Expenses;
- Telephone allowances;
- First aid allowances;
- Residential accommodation;
- Time off to attend interviews;
- Development & Training - guidance;
- Occupational health services, including counselling service, physiotherapy;
- Eye tests;
- Removal and relocation allowances;
- Employee benefits including car parking, cycle to work scheme, long service awards, give as you earn scheme;
- Mental health guidance;
- Sickness absence recording categories;
- Ill health retirement guidance.

Whilst the authority has attempted to cover all matters in relation to sections 2.3, it is recognised that this list is not exhaustive, and other matters will be added from time to time, and this will be subject to further consultation with the recognised trade unions.