UNIVERSITY CONSULTATION FORUM

Purpose of the Forum

1. The Forum shall provide an opportunity for information and consultation on a regular basis and in a full and timely manner between the central University's management and the Employee Representatives.

Objectives of the Forum

2. The objective of the Forum shall be to inform representatives of the recognised Trade Unions and Staff Association on the University's activities and economic situation; and to inform and consult with them on:
   - Employment within the University
   - Decisions likely to lead to substantial changes in work organisation or contractual relations, including redundancies and transfers.

3. Individual grievance and disciplinary matters will not fall within the scope of the forum.

4. The University shall not be obliged to inform or consult when the nature of the information or consultation would, when objectively judged, seriously harm the functioning of the University or would be prejudicial to it. In such cases the University will keep a record of the objective judgement, and will inform or consult when the risk of harm has passed.

5. The University will discharge separately its statutory requirements to consult Trade Unions on redundancies, TUPE etc.

Status of the Forum

6. The Forum, which is established under the Information and Consultation of Employees Regulations 2004, shall make an annual report to the University HR Committee.

Frequency of Meetings

7. The Forum shall meet at least once each term. Dates shall be set at the start of each academic year.

8. Further meetings will be arranged at the request of any of the parties to discuss important and pressing issues.

Composition of the Forum


10. The meeting will be chaired in rotation by the HR Director, UCU Chair and UNISON Chair.

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11. The meeting shall constitute a quorum when at least 2 members from each of the parties are present.

Confidentiality

12. There may be occasions when matters are discussed at Forum meetings or information is provided to Employee Representatives at any time, which is of a confidential nature and should not be disclosed by Employee Representatives to anyone who is not a Forum member. The University will make it clear when a matter is not to be disclosed.

13. Any Employee Representative who discloses confidential information in breach of clause above may face disciplinary action under the University’s disciplinary procedure, which may include dismissal.

Employee Representatives

14. The University recognises UCU and UNISON for collective bargaining purposes. UCU and UNISON will provide representatives for the Forum who have been elected by the local membership under those unions’ rules. Representatives will also be provided by the University Staff Association who have been elected under the rules of that Association.

The Agenda and Minutes of Meetings

15. The Employer will arrange production of minutes and Agendas. The Agenda for each meeting will be circulated not less than 5 working days before each meeting. Items for inclusion on the Agenda should be submitted no later than 7 working days before each meeting. Minutes will be produced and distributed within ten working days of each meeting.

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Director of HR

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Signatures of Employee Representatives

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Dated 20 April 07

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Dated 20/04/07

1 The University recognises that Employee Representatives may take advice from regional and national union officials, provided the duty of confidentiality is observed by those officials

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Membership of the University Consultation Forum

Employer Representatives

Director of Human Resources
HR Manager
Pensions and HR Manager
Staff Development and HR Manager
Up to 3 other University Officers

Trade Union Representatives

UCU Chair
UCU Representatives (2)
UNISON Chair
UNISON Representatives (2)

Staff Side Representatives

Staff Side Representatives (3)