

between Bangor University and UCU

Rev	Date	Purpose of Issue/Description of Change	Review Date
1.			

2. June 2020 Policy revised for agreement with UCU only June 2023

			May 2020
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1. Definition of terms

names of all elected or appointed representatives at the earliest possible opportunity and to notify Bangor University of any subsequent changes.

5. The Function of Representatives and Officials and recognition

5.1 Bangor University and the Union recognise that the industrial relations functions of representatives and lay officials are important duties in addition to their duties as employees of Bangor University. Their functions and responsibilities are as follows:

To undertake industrial relations duties operating within the policies of
line, learning,
health and safety, equal opportunities, service conditions, and any matter
listed in [Section 7.2] of this Agreement;

roles and activities when filling in the desktop analysis form. Union roles and activities will be evaluated in the same way as other work activities, using the HERA Notes for Guidance and other HERA documentation.

7. Time Off for General Trade Union Representation

- 7.1 This agreement seeks to establish a formal policy and procedure on trade union duties and activities in accordance with the legislative framework. It is recognised that it is not possible to be prescriptive about all duties, activities and time required to carry them out. It is agreed that requests for time off will not be unreasonably refused.

Participation, as a representative, in meetings of official policy making and consultative bodies of the Union such as annual conferences or regional meetings;

Representing the Union on external bodies such as committees or working

9. Time Off for Health and Safety Representatives

The Union is responsible for the appointment of Health and Safety Representatives. Bangor University has the duty to permit safety representatives such time off with pay as necessary for the purposes of:

- 14.2 To facilitate the taking of allocated time off, the University will operate a system to backfill accredited Union representatives up to 2FTE
- 14.3 The Union agrees to inform Bangor University in writing of the names of all elected representatives at the earliest possible opportunity and to notify Bangor University of any subsequent

accompanied by an

15. Trade Union Facilities

- 15.1 The University agrees in accordance with the ACAS code of practice, as far as is reasonably practicable, to make available the following facilities to officials to enable them to discharge their duties, subject to the normal University procedures and regulations:

Use of accessible accommodation for meetings and interviews at individual and branch/Local Association

- 16.2 As part of this policy, Bangor University has made a commitment that Our policies, plans and projects will fully consider how to give Welsh a central and natural place without undermining the status or use of the Welsh language ².
- 16.3 Bangor University recognises that in order to give Welsh a central and natural place within the institution, it has a duty to provide Union representatives with facilities to assist them to discharge their duties bilingually.
- 16.4 These points are in line with the Bangor UCU (BUCU) policy whereby:
- All communications to the BUCU membership (on paper or other materials or electronically) by BUCU will be available in both Welsh and English
 - The text or communication will be equal in Welsh and English in terms of format, size, clarity and prominence
 - Welsh and English texts will be published and sent simultaneously
 - Simultaneous translation will be provided at all BUCU meetings

17. No Detriment

- 17.1 Individuals will not be discriminated against in any way during the course of their employment for membership of a trade union or activities as a union representative.
- 17.2 Union representatives will not suffer any detriment to pay, allowances and bonuses as a result of trade union activities.

18. Mutual Obligation

- 18.1 Union representatives should minimise business disruption by being prepared to be as flexible as possible in seeking time off in circumstances where the immediate or unexpected needs of the business make it difficult for colleagues or managers to provide cover for them in their absence. Equally employers should recognise the mutual obligation to allow Union representatives to undertake their duties.

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Appendix A

Allocation for FTE Backfill, according to contract category. Where a situation arises that is not covered by the options outlined, the precise arrangement will be discussed on a case by case basis.

	Full time permanent	Part time permanent	Full time fixed term	Part time fixed term	Hourly paid
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A. Buy out. Member proposes WAM adjustment to Head of School or Unit. When member and HoS reach agreement the UCU FTE is sent to the school to enable buy out.