

Appendix A

Central Bedfordshire – Facilities for Representatives of Recognised Unions and Professional Associations (Teachers & Schools Based Staff)

1. Introduction

It is recognised that trade unions and professional associations, governing bodies and the Council have joint responsibility for ensuring a well-ordered system of trade union organisation and employee relations.

The unions and professional associations make a significant contribution to the smooth running of schools, both locally and nationally.

2. Practicalities

Central Bedfordshire Council has, therefore, agreed the following with the teacher's professional associations and would expect Governing bodies, where it is within their power, to adhere to these agreements. Those areas of responsibility of the Council and those with the responsibility of the governing body have been clearly marked.

The professional associations are to be provided each September with a list of newly appointed teachers in the preceding 12 months in order to facilitate direct communication between teacher's associations and new teachers.	Council
They are to have reasonable use of accommodation for organisation meetings both locally and at Council level. The Council would be prepared to bear responsibility for area and county wide meetings and governing bodies would be responsible for local meetings. The use of such accommodation shall be regarded as a concessionary (free) letting.	Council/Governing Bodies
Head teachers are to be notified of the names of accredited representatives in their schools.	Unions
Notice boards are to be provided for professional associations.	Governing Bodies
Representatives are to be given for use of a telephone with reasonable privacy (if available); outgoing calls being paid for by the organisation concerned.	Governing Bodies

<p>Representatives are to be given use of appropriate IT and copying equipment (where available) materials being paid for by the organisation concerned at the internal school rate.</p>	<p>Governing Bodies</p>
<p>Local officers of the associations are to be provided with documents setting out pay, conditions of service and terms of employment.</p>	<p>Council</p>
<p>Accredited representatives are to be allowed time to carry out their duties. The figures set out below represent the maximum time allocated to the teacher representatives (not being paid officials) of recognised professional associations, to be used as days of paid leave of absence and distributed at the discretion of each organisation for carrying out their duties as Council Officers of these organisations.</p> <p>These figures are based on the formula of 2 days per month for meetings plus 1 day per month for every 100 members and are reviewed every four years and will be next due for review in 2013.</p> <p>NUT – 11 days per month</p> <p>NASUWT – 9 days per month</p> <p>ATL – 8 days per month</p> <p>NAHT – 4.5 days per month</p> <p>VOICE – 3 days per month</p> <p>ACSL – 2.5 days per month</p>	