



Trade Unions at City, University of London

There are three recognised trade unions at City, University of London:

- UCU
- UNISON
- Unite.

The Recognition and Procedural Agreement sets out in detail how City and the Unions will work together (www.city.ac.uk/intranet/human-resources/employee-information/trade-unions).

The Joint Consultation and Negotiation Board is the formal body where the trade unions and City's senior management meet to discuss, consult and negotiate on staffing matters. There are also other formal and informal meetings where members of the board and other senior managers and trade union representatives meet to advance good employment relations.

Facility Time for Trade Union Representatives

Elected trade union representatives have **rights under employment legislation to paid-time off** to undertake trade union duties and in order to undertake relevant training for their roles (see Facilities and Facility Time for Trade Union Representatives, Appendix A – The Recognition and Procedural Agreement).

Representatives will inform their line manager of time-off needed to undertake their duties. Line managers should acknowledge that issues can arise at short notice and should respond to requests promptly and not deny time-off unreasonably.

Representatives will not be expected to make up for time spent undertaking trade union duties during their working hours.

Requests for time-off to attend courses will be made as soon as possible in advance to the relevant HR manager and copied to the individual's line manager. Unreasonable refusal of a request will be referred to the Head of HR Operations.

Line managers who require further information on facility time for trade union representatives should contact Peter Brooks in Human Resources, Peter.Brooks.1@city.ac.uk, 020 7040 3353.

Communication

Management and Union representatives recognise the importance of a fast response to **communications** – both will try to respond to requests within 3 days or give an explanation for the delay and when a response will be given within 3 days.

The Joint Consultation and Negotiation Board

Professor David Bolton
Deputy President

Professor Richard Verrall
Vice-President

Mary Luckiram
Director of Human Resources

Peter Brooks
Head of Human Resources Service Development

Representatives from the three recognised trade unions:

