

**CENTRE FOR VIRUS RESEARCH UNIVERSITY UNIT
LOCAL CONSULTATION FRAMEWORK**

1. This Agreement

The University of Glasgow (The University) recognises the benefits of working in partnership with its recognised trade unions and the importance of consultation with staff and local trade union representatives, particularly where potential business change is envisaged or proposed. It is recognised that following the transfer of the MRC CVR Unit to the University, there may be issues, unique to the circumstances of the CVR University Unit (CVR UU) and its staff. This agreement (THE CENTRE FOR VIRUS RESEARCH UNIVERSITY UNIT LOCAL CONSULTATION FRAMEWORK) outlines the process for collective consultation on matters that are uniquely relevant to the CVR UU following its transfer to the University in the context of broader consultation arrangements. The Framework has been agreed in consultation with the MRC, the University, the MRC Local Trade Union Side and the University Trade Union Side. It should be used in conjunction with the MRC Policies on Consultation during Reviews and on the agreed Redundancy and Redeployment Guidelines for the Unit, which set out the consultation processes in more detail.

2. Consultation Framework

2.1 University Arrangements

Following the transfer of the MRC CVR Unit to the University, staff will no longer be represented by MRC Trade Unions but will be able to feed into the University's representation arrangements. The University's current Recognition/Collective Agreement and mechanisms are set out at 3 below. Consultation on matters that would apply outside the CVR UU will be subject to these, or any future arrangements that apply within the University and current or future University negotiation and collective bargaining mechanisms will apply to the CVR UU.

2.2 Local CVR UU Consultation Arrangements

Paragraph 4, below, sets out the arrangements for local collective consultation on matters that are uniquely relevant to CVR UU staff. The purpose of these arrangements is to enable staff to provide a collective voice and to facilitate open and meaningful discussion of issues of mutual concern to staff and management within the CVR UU with a view to reaching acceptable solutions through a genuine exchange of views and information.

2.3 Consultation with all Staff

In addition to consultation through the above arrangements, the Director of the Centre for Virus Research, supported by other CVR UU managers or University managers, as appropriate, will meet regularly with staff to update them on matters relevant to those employed in the CVR UU. In particular, information about potential or proposed changes and the associated implications will be communicated directly to staff and staff will be encouraged to contribute their ideas and voice any concerns they may have directly.

2.4 Individual Consultation

Local collective consultative arrangements do not replace the requirement to consult with staff on an individual basis where this is legally required, nor does it prevent individual consultation where this is requested by staff or where managers believe it would be in the interests of the CVR UU staff to consult individually.

3. University Trade Union Recognition/Collective Agreement

The University Court recognises the Universities and Colleges Union (UCU), UNISON, UNITE and the GMB (The General Municipal & Boilermakers Union) for collective and local bargaining purposes. These arrangements will apply to the CVR UU staff following the transfer.

3.1 Joint Unions Liaison Committee (JULC)

JULC is the Trade Union's liaison organisation comprising representatives of all of the University recognised trade unions. As necessary, discussions and consultation will be held with members of JULC, as and when required, in relation to Campus wide employee relations issues potentially affecting all members of staff.

3.2 Joint Unions Consultative Committee (JUCC)

The Joint Unions Consultative Committee is a joint management/union committee which meets once per term to discuss issues affecting the University.

The Management Side of the Committee is represented by the Principal, the Vice Principal for Strategy and Resources, the Director of Human Resources and the Secretary of Court, with provision being made for senior managers to attend when matters affecting their spheres of operation are being considered. The Trade Union side comprises representatives of the Campus trade unions.

The remit of the Committee is:-

- to be a forum of discussion about strategic matters affecting the University,
- to consider items collectively agreed by the campus unions which are not within the purview of the individual Joint Committees and
- to consider optimum means of disseminating information to all members of staff

4. Local Collective Consultative Arrangements for the CVR UU

The Joint Local Consultative Committee (JLCC) is a joint local management/union committee which meets regularly to discuss matters which apply uniquely to and are likely to have significant implications for CVR UU staff.

The local committee is made up of representatives from local management (the "Local Management Side") and local representatives of the Unions recognised by the University who are employed within the CVR UU (the "Local Trade Union Side").

The Local Management Side is represented by the Director of Centre for Virus Research and up to 3 other management representatives and shall not make up more than half of the JLCC. The Management side may invite Managers from the CVR UU or wider University to attend meetings where their knowledge or expertise may be helpful in informing discussions.

Local Trade Union Side representatives shall be employed within the CVR UU and be appointed by local members of the Trade Unions recognised by the University (i.e. members employed within the CVR UU). The Local Trade Union Side representatives may invite trade union representatives or officials of the University's recognised trade unions to attend meetings where their knowledge or expertise may be helpful in informing discussions.

4.1 Governance

4.1.1 A decision to set up a JLCC shall be taken at a meeting convened by representatives of the local Trade Union Side to which all members of the Trade Unions recognised by the University, and having members employed in the CVR UU, shall have been invited.

4.1.2 Such a decision may be reached by a majority of those present and shall be reported to the Director of Centre for Virus Research, whose duty it shall be to set up a JLCC in conjunction with representatives of the local Trade Union Side.

4.1.3 The JLCC shall, at its first meeting and annually thereafter, appoint a Chair and vice-Chair. These shall be appointed alternatively from the Local Management and Trade Union Sides. If the Chair is representative of Local Management, the vice-Chair shall be a representative of the Trade Union Side and vice versa.

4.1.4 The JLCC shall draw up such orders and rules for the conduct of its business as it may deem necessary.

5. Representation of staff during Reviews including Quinquennial Reviews

The role of the LTUS during reviews of the Centre for Virus Research University Unit is described in the MRC Policy on Consultation during Reviews.

The MRC Employee Representation Forum allows representation on potential funding decisions that could result in the closure of either research groups or the CVR UU. Under these circumstances, the CVR UU LTUS may make a direct representation via the Employee Representations Forum to Council or MRC Management Board. These representations may be facilitated by the MRC National Trade Union Side and University Trade Unions.

6. Consultation on Health and Safety

The University has both a legal and moral obligation to consult staff about health and safety matters that may affect them. This is achieved at a central level by a Court Committee known as the **Health, Safety and Wellbeing Committee**. This committee is constituted under the terms of the Safety Committees and Safety Representatives Regulations 1977 and has representatives from management, trade union and student bodies. For the purposes of health and safety, it is agreed that trade union members of this committee represent all staff, not just trade union members. The committee is consulted on matters of corporate health and safety policy and also deals with environmental matters related to safety.

Local Consultation on Health and Safety matters will be dealt with through a local CVR UU Safety Committee which will operate as a sub-committee of Health, Safety and Wellbeing Committee of the Institute of Infection, Immunology and Inflammation.

A review of the effective operation of the arrangements set out above will take place by 31st March 2016.