



UNIVERSITY OF EDINBURGH AND JOINT UNIONS PARTNERSHIP FORUM (Established May 2020) TERMS OF REFERENCE (Updated 1 October 2022)

The University of Edinburgh (“the University”) and representatives of its recognised trade unions, University and College Union (UCU), UNISON and Unite, have established a Partnership Forum as a platform for information sharing, discussion and consultation on strategic matters impacting the University, its staff and students.

Key Aims

Through regular dialogue between the joint unions and senior management, the Forum aims to

- promote and facilitate partnership working and union engagement in strategic matters
- facilitate open and genuine exchange of views and perspectives on emerging issues
- build mutual understanding, trust and confidence.

Where relevant, the parties will agree which matters require to be formally consulted on/negotiated through the Combined Joint Consultative and Negotiating Committee (CJCNC).

Underpinning Principles

All who attend the meetings of the Partnership Forum commit to do so in line with the following principles:

- University and union senior leadership commitment and prioritisation
- meaningful and genuine engagement and two-way dialogue
- openness, honesty and transparency
- mutual trust and respect
- confidentiality.

Working arrangements

The Forum will be organised and chaired by the Director of HR or their nominated deputy.

A member of HR will act as Forum Secretary, organising meeting times and venues and providing access to agendas and any supporting papers.

A short note of the meeting, confidential to those who attended, summarising the key points of discussion and agreed actions will be agreed between the Forum Secretary and the Convenor of the Joint Unions Liaison Committee (JULC).

The Director of HR, or their nominated deputy, and the Convenor of JULC will agree a short annual report on the work of the Forum to be presented to University Court.

Attendees

The Director of HR will discuss and agree with the Convenor of JULC who from the University’s Senior Leadership Team, including the Vice-Chancellor and Principal, will attend which meeting.

The Principal will attend at least one meeting per year.

The Director of Finance will attend to provide information on the University's finances, reflecting the information shared with University Court members.

Members of the Senior Leadership Team will attend the Forum on a regular basis to provide a strategic update on matters specific to their College/Professional Service Group. Other senior managers will be invited as appropriate to discuss strategic initiatives.

Each union will be represented by up to two of their senior branch office bearers. By agreement with the Director of HR, each union may invite an additional branch representative to attend to discuss a specific agenda item. The Convenor of JULC, or their nominated deputy, will also attend.

The Director of HRD and JULC Convenor will agree in advance if it is appropriate to invite the fulltime officials of all three unions to the meeting.

Frequency

There will normally be five meetings per year, normally within two weeks of the scheduled meetings of the University Court. The Director of HR and the Convenor of JULC will agree if it is necessary and appropriate for meetings to take place on a more frequent basis during significant periods of organisational change/strategic challenge.

Confidentiality

At the close of each meeting, the parties will discuss the sensitivity of the information shared and issues discussed and the nature and timing of wider communication to union members and all staff.

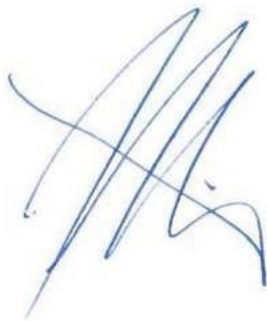
Monitoring and Review

The Director of HR, or their nominated deputy, will

- discuss the effectiveness of the Forum with the Convenor of JULC on a regular basis, and
- ensure one meeting per year includes a review of working arrangements, and
- adapt these Terms of Reference to reflect these discussions.

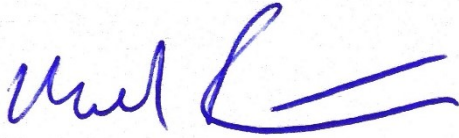
Agreement

Signed on behalf of the University of Edinburgh by:
James Saville, Director of HR



Signature:

Signed on behalf of Unite by:
Mark Patrizio, Branch Chair and JULC Convenor



Signature:

Signed on behalf of the Unison by:
June Maguire, Branch Secretary

Signature:



Signed on behalf of University and College Union (UCU) by:
Claire Graf, Branch Secretary

Signature:

