**Employment – 4.6 Grievance & Collective Agreement Procedure**

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**Policy Statement**

The purpose of the Grievance and Collective Agreement Procedure is to allow for issues arising in the workplace to be resolved as speedily and informally as possible. In the majority of cases these matters may be dealt with informally by bringing the areas of concern to the attention of the Manager.

**Grievance Procedures**

Where the matter cannot be resolved informally the procedure for resolving it formally is as follows:

1. **First Stage**

You should put your grievance in writing to the manager, keeping to the facts and avoid language that is insulting or abusive. Your manager will invite you to a meeting to discuss the matter; usually within 5 working days. You have the right to be accompanied by an accredited trade union representative or a work colleague.

After the meeting your manager will give you a decision in writing, usually within 2 working days.

If the manager needs more information before deciding, they will inform you of this and the timescale.

If your grievance is against your manager and you feel unable to approach them, you should raise it with the Management Committee.

1. **Stage Two**

When the matter cannot be resolved at stage one, you have the right to raise the matter to the Management Committee for reconsideration. You will be invited to an appeal meeting, normally within 5 working days, here you are permitted to present your case and can be accompanied as per stage 1. A written decision on the matter will be given within 10 working days from the meeting; if this is not practicable you will be given an explanation and told when to expect a response. The decision of the Management Committee is final in these matters.

All records will be kept confidentially in accordance with relevant legislation.

**Collective Agreement Procedures**

The purpose of this policy is to outline the principles and procedures that guide collective agreements within our pre-school, ensuring a harmonious and collaborative working environment for all staff. This policy ensures that collective bargaining and agreement processes adhere to fairness, transparency, and compliance with relevant employment laws.

**Initiation of Collective Bargaining**

Collective bargaining may be initiated by either the pre-school management or employee representatives.

Written notice should be provided to the other party, specifying the intent to negotiate a collective agreement and outlining the issues to be addressed.

**Appointment of Representatives**

Employee representatives may be selected by staff or appointed through a recognised trade union.

Management will appoint its negotiation team, typically including senior management and / or HR personnel.

**Negotiation Process**

Both parties will agree on a timeline for negotiations.

Meetings will be scheduled to discuss terms and conditions such as wages, hours of work, leave entitlements, and any other matters of interest.

Minutes of each meeting will be recorded, and both parties will be kept informed of progress.

**Drafting the Collective Agreement**

Once the parties reach a consensus on the terms, a draft of the collective agreement will be prepared.

The agreement may be referred to a legal counsel (if necessary) to ensure compliance with employment laws.

**Ratification**

Once the draft agreement is finalised, it must be ratified by the pre-school management and the staff (through the employee representatives).

If approved by the majority, the agreement is signed by both parties.

**Implementation**

Once ratified, the terms of the collective agreement are binding on both the pre-school management and all employees.

Management is responsible for ensuring the agreement is implemented as stipulated.

**Review and Amendments**

Collective agreements will be reviewed annually.

Amendments to the agreement can only be made through mutual consent between management and employee representatives.

**Conflict Resolution**

In case of any disputes arising during negotiations or implementation of the collective agreement, both parties will work to resolve the issue through mediation before seeking legal arbitration.

Should mediation fail, external arbitration may be sought to reach a resolution.

**Compliance with Laws**

All collective agreements will comply with national employment laws, including but not limited to National Minimum Wage laws, working hours, and employee rights.

**Confidentiality**

All parties involved in collective bargaining and agreements are expected to maintain confidentiality regarding sensitive information discussed during negotiations unless otherwise agreed.

**Guidance**

ACAS

<https://www.acas.org.uk/>

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| **This policy was adopted by Little Apples of Bramley** |
| **On 6th September 2021** |
| **Date to be reviewed** |
| **Signed on behalf of the management committee *J V Whatley*** |
| **Name of signatory J V Whatley** |
| **Role of signatory Manager** |