

# Agreement on Procedures between the London School of Economics and Political Science and the Local Association of the University and College Union

(Revised February 2000)

1. This Procedures Agreement between the London School of Economics and Political Science (hereinafter referred to as the 'School') and the Local Association of University and College Union (hereinafter referred to as 'the Local Association') is a revision of that originally made in 1982 between the same two parties, both of whom are also referred to hereinafter individually and severally as 'Principals'.
2. Subject to the proviso that completes this sub-paragraph, the School recognises the Local Association as the sole representative body, in respect of academic and academic-related staff, for representing such staff in grievance and disciplinary proceedings, and for consultation and negotiation on terms and conditions of employment, including the procedures for their implementation, in so far as these are not determined nationally, or regionally in the London area.

Providing that all academic and professional considerations without consequential implications for terms and conditions of employment shall be excluded from the scope of this Agreement - such as, for example, those affecting appointments, the work and functioning of those academic committees whose work excludes any such consequential implications, the establishment and maintenance of academic standards regarding students, the conduct of examinations and assessment of students, the admission of students of all categories and their continuance in their courses, and the relationship between the School and the British Library of Political and Economic Science in so far as this pertains to matters other than terms and conditions of employment.

3. A Joint Negotiating and Consultative Committee (hereinafter referred to as 'the JNCC') shall exist.
4. The composition of the JNCC shall be as follows:
  - Seven School representatives to be appointed by the School
  - Seven Local Association representatives to be appointed by the Local Association
  - Four representatives from each side shall be a quorum for a meeting.
  - Representatives shall be appointed for annual terms of service. Casual vacancies shall be filled by the appointing Principal as they occur. Representatives may be removed at any time by the respective appointing Principal.
  - The School and the Local association shall each annually elect a Chairperson.
  - The Chairship of the JNCC shall alternate from meeting to meeting.
  - The Chairperson shall have an ordinary vote but not a casting vote.
  - Subject to prior agreement with the other side, each Principal may be accompanied by a limited number of advisers.
  - Minutes of each meeting shall be kept by a Secretary to the JNCC appointed by the School.

Members of the academic-related staff who are appointed by the School or the Local Association as the JNCC representatives shall be allowed leave of absence from normal duties in order to attend JNCC meetings. Any member of staff concerned should seek permission for such attendance from his/her immediate managerial superior. Such permission shall normally be granted.

5. In the event of the School proposing changes in terms and conditions of employment of those staff covered by this Agreement including the procedures for their implementation, the proposed changes shall be notified to the Local Association to make representations on any matter affecting the terms and conditions of employment of its members.
6. A recommendation by the JNCC is a proposal that has been approved by a majority of the School representatives present and a majority of the Local Association members present.

Each side shall be responsible for communicating an agreed recommendation of the JNCC to its Principal.

Any such recommendation shall be implemented if adopted by both Principals.

If a recommendation is adopted by both Principals, it shall be reported back to the JNCC with the reasons of the dissenting Principal and negotiations may be recommenced at the request of either side.

7. The JNCC shall be scheduled to meet at least once a term, but the meeting shall be cancelled if there is no business to transact.

A special meeting may also be convened at any time at the request of either Chairperson.

The Secretary of the Committee shall issue a written notice specifying the business to be discussed at each meeting and the time and venue of that meeting.

Unless otherwise agreed by both Chairpersons, not less than two weeks' notice of any meeting shall be given.

8. The School agrees to provide facilities for the trade union activities of the Local Association, the details of which are contained in a separate Agreement on Trade Union Facilities between the School and the Local Association. Service by officers of the Local Association is to be regarded as a positive contribution to the life of the School.
9. The School agrees to inform new members of the academic and academic-related staff that the Local Association is the sole recognised body for collective representation in respect of their terms and conditions of employment as stated in Paragraph 2 above and subject to the provisos in that paragraph. The School shall also notify the Membership Secretary of the Local Association of the name, position and Department of any academic and academic-related employee.
10. The School agrees to inform all newly appointed members of the academic and academic-related staff as soon as possible after the start of their employment of the existence of this Agreement and of the fact that it is reproduced in the current version of the Staff Handbook and in the Public Folders of Microsoft Outlook on the School's network.
11. The right of any member of the academic or academic-related staff to request a personal interview with the Director of the School exists independently of this Agreement.
12. This Agreement, including any amendments thereto made with the consent of the Principals, shall continue in force until the expiry of three months' written notice of termination given by either Principal to the other.