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Quality
Healthcare
Environments


Property Services

**NHS Property Services Ltd
Union Learning Agreement**

17th September 2013


Property Services





NHS Property Services Ltd Union Learning Agreement

Partners

NHS Property Services Ltd (the 'company') in partnership with GMB, Unite, Unison, MIP.

Aims

- To build a learning Partnership in the workplace
- To liaise with the company training department with regards to learning opportunities and have open meetings to discuss initiatives
- To encourage, allow access and facilitate staff participation in Learning
- To support supervisors and managers in their critical role supporting their staff and driving engagement
- To build on Government learning initiatives
- To work with a variety of appropriate local and national organisations and providers of education to ensure the partnership is a success
- To recruit and train Union Learning Representatives to support and promote learning across the company's different work sites
- To designate and identify lead learning representatives from each signatory union to work with the union(s) and company training department on learning issues
- To ensure that ULRs are central to the above stated aims

Who the agreement covers

- All full and part time employees and, where appropriate, partners of the company
- This agreement will not be used as an alternative to any other collective bargaining or procedures
- The partners agree that all individual grievances arising from any educational or learning initiative shall be subject to the existing company grievance procedures
- The creation of a Learning Partnership Committee to support, introduce, implement and monitor Learning

Responsibilities of the Learning Partnership Committee

- The partnership will help create a workplace where learning can flourish, staff can develop to the best of their ability and the resulting engagement results in an effective company and motivated workforce.
- It is anticipated that the initial national approach to the ULA arrangements will become regionally operated as the training function becomes established.

Responsibilities may include:

- Identifying and enabling the training and development of Union Learning Representatives so that they can offer effective support, advice and guidance
- Developing strong communication between all areas of the company, particularly those more difficult to access
- Promoting learning opportunities in the workplace
- Identifying and prioritising learners' needs, producing plans, setting goals and targets for learning
- Identifying any available funding through the unions or external providers
- Liaising with employees with regards to supervision and appraisal
- Working together to ensure efficient delivery of training and avoiding duplication
- Holding regular partnership meetings to discuss the progress of learning

- Co-operating with any learning needs analysis (The analysis will not be used in relation to other issues such as pay, redundancy, disciplinary, procedures etc)
- Ensuring that Lead Union Learning Representatives work with their trade Union education departments and designated Union Learning Organisers
- Ensuring confidentiality is maintained at all times where applicable
- Ensuring that a reasonable number of members from each signatory union are given the opportunity to train as ULRs
- Ensuring that ULRs are able to access and complete initial training within 6 months of election/appointment.
- Exploring the possibilities of establishing learning centres within workplace sites
- Promoting, identify and support quality apprenticeship opportunities within NHS Property Services Ltd

Membership

The Partnership (committee) will consist of equal numbers of union and company representatives ensuring that each signatory union is represented. A Chairperson and Secretary will be appointed by election at the first meeting and their duties will include the facilitation of future Partnership meetings.

Equal opportunities and access

The partners recognise the importance of equal opportunities and equal access to enhance skill levels in order to meet both the business objectives of the company as well as the individual learning and development needs of the employees whether or not they are union members.

Ensuring that mechanisms are in place for designated ULRs from each union to effectively make quarterly statistical returns within deadlines relating to specified learning outcomes- for as long as this remains a mandatory requirement of Union Learning Funded (ULF) projects

Legal

This agreement has no legal standing and can be terminated by either party with one month's notice. It does not replace in any part any existing agreements or procedures, or form any contractual terms.

The Learning Agreement recognises that the ULR role has statutory underpinning and that ULRs should be granted adequate time off for training and to perform their duties, as outlined in the Employment Act 2002 and ACAS Code of Practice (Time Off for Trade Union Duties and Activities 2010).

Each Union is responsible for recruiting/electing and training ULRs in accordance with its respective rule book, and to inform the employer in writing of ULR appointments with initial intentions to train.