

Forum	HR/JU Engagement Forum	UoE/JU Policy Forum	UoE/JU Partnership Forum	JCNC (UCU, UNISON or Unite)	CJCNC
	b) matters, impacting cohort(s) of staff, being addressed by UoE c) impending staff communications Stand-by time for use by senior managers for urgent briefings/ feedback loop	b) UoE determined conditions of service ¹ c) UoE policies directly impacting staff working practices/conditions	UoE's financial performance At least one meeting per year will enable dialogue with the Principal.		Resolution of any 'failure to agree' at UoE/JU Policy Forum or via any other UoE consultative forum
Objective	Information sharing/ mutual awareness raising of material 'here and now' issues – with view to ensuring timely resolution of issues at appropriate level and avoid escalation through more formal routes	Consultation – with view to reaching agreement prior to implementation of UoE policy changes Agreement - on whether further consultation required via CJCNC	Strategic level information sharing; mutual awareness raising; forewarning of pan UoE matters for consultation/ negotiation	Consultation – with view to reaching agreement Where so required by individual UoE & Union Recognition Agreement, negotiation & agreement	Consultation – with view to reaching agreement Where so required by CJCNC Terms of Reference, negotiation & agreement Resolution of UoE determined matters which require collective agreement
Membership	HR's ER lead; Senior HR Partner, EREP; union 'leaders'	HR's ER lead; Senior HR Partner, EREP; 2 x members of each union with 'authority' to agree policy matters	Director of HR; Director of Strategic Change; HR's ER lead; invited SLT members, including the Principal;	HR's ER lead; Senior HR Partner, EREP; Up to 3 College or PSG Heads of HR as appropriate; union Lead + 2 other branch	As detailed in CJCNC Terms of Reference

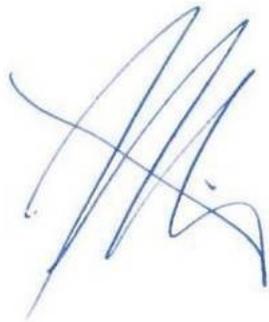
¹ i.e. excludes nationally bargained pay framework

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		Invited policy 'owners' from other functional areas	2 x senior branch office bearers per union + JULC Convener.	reps; union full-time official Co-conveners will agree if other branch reps will attend for specific agenda items; ditto UoE senior managers Director of HR will attend one meeting per year and may, depending on the subject matter, lead the consultation/negotiations	
Agenda format	Joint/predominantly informal/ matters for discussion raised round table 'in situ'; if required, short supporting information shared by email in advance of /at meeting	HR led; formal & issued with supporting papers one week in advance of meeting	Co-created; formal & issued one week in advance of meeting	Co-created; formal & issued with supporting papers one week in advance of meeting	Co-created; formal & issued with supporting papers two calendar weeks in advance of meeting
Minute format	Notes taken by those present; predominantly 'quick fire' action updates by email/ follow-up calls – recorded in simple action log; if required, 'minute' produced of more substantive matter	Note taker from EREP team present; formal 'minute' and action log	Note taker from HRD's office; high level note of key discussion points circulated within two weeks of the meeting	Note taker from EREP team present; formal 'minute' and action log circulated within one month of meeting and formally approved at next meeting	Note taker from EREP team present; formal 'minute' and action log circulated within one month of the meeting and formally approved at next meeting

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Escalation – in event of failure to agree	UoE/JU Policy Forum	CJCNC	n/a	As disputes procedure in union recognition agreement – chaired by Director of HR or by another member of University Executive if consultation/negotiations previously led by Director of HR.	As disputes procedure in CJCNC Terms of Reference

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:

