

RECOGNITION AND PROCEDURE AGREEMENT

Parties:

This Recognition and Procedure Agreement is between (1) The Chancellor, Masters, and Scholars of the University of Cambridge ("the University") and (2) the University and College Union ("UCU").

The terms of this Agreement will commence from the date both parties have signed this Agreement and will supersede all previous recognition agreements in force between the parties at that time.

Definitions of key terms in this Agreement are contained within Appendix A.

1. THE STRUCTURE OF THE UNIVERSITY

- 1.1 Matters affecting the appointment of academic, academic-related and research staff, and their general conditions of pay and service, are determined by the Council and/or the General Board on the recommendation of the HR Committee and the University and Staff Joint Board as laid down in Statutes and Ordinances.
- 1.2 The University delegates to the Heads of Institutions the detailed day-to-day responsibility for the work of the staff in those situations.
- 1.3 The University recognises that the Head of each Institution has a duty to pay due attention to the working conditions of their staff with a view to staff being able to make the most effective contribution to the work of their institution. It is accepted that the Head of each Institution has an obligation to implement agreements reached between the University as the employer and UCU.
- 1.4 The University and UCU recognise that informal and internal channels of communication within each institution generally represent the first and immediate method for the resolution of problems and difficulties, and UCU will encourage its members to bring these problems and difficulties to the attention of the Head of Institution or their representative before other channels are employed.

2. RECOGNITION

- 2.1 The University as the employer recognises the right of UCU to represent its members and to negotiate on behalf of staff within the following bargaining units: academic, academic-related and research staff and the terms of this Agreement shall apply to those bargaining units only. For the avoidance of doubt, this Agreement does not apply to persons engaged in the service of Cambridge University Press and Assessment.

- 2.2 UCU for its part accepts its rights of representation for bargaining units as set out in section 2.1 above.
- 2.3 The University undertakes to refrain from actions and UCU undertakes to refrain from recruitment policies that are likely to create inter-union disputes.
- 2.4 UCU accepts that inter-union disputes shall not be the subject of coercive action at University level but shall be determined in accordance with procedures agreed between the unions concerned.
- 2.5 All parties recognise that revision of the distribution of accredited representatives and representation rights may be necessary and will be mutually discussed and agreed.

3. MEMBERSHIP

- 3.1 The University recognises that fully representative trade unions make a contribution to good staff relations and will therefore welcome membership of trade unions by staff, although trade union membership is not a condition of employment.
- 3.2 As a result, the University will include information about UCU, and how to join, in starter packs for all new staff in the relevant categories, as well as inviting representatives from UCU to talk at central staff induction events.
- 3.3 The University will inform UCU of the names and locations of all newly appointed academic, academic-related and research staff, for the purposes of recruitment by UCU, subject to the explicit consent of the staff member, unless the University decides otherwise, taking into account its implementation of data protection laws in force at any time.

4. GENERAL PRINCIPLES

- 4.1 The University and UCU have a common objective in ensuring the proper and successful functioning of the University.
- 4.2 UCU recognises the University's responsibility in administering and planning its work in a manner which maintains the academic standards of the University.
- 4.3 The University recognises UCU's responsibility to represent the interests of its members and to work for improved conditions of employment for their members.
- 4.4 The University agrees that, before implementing any alterations, other than minor alterations, to the conditions of employment of academic, academic-related and research staff in general (as opposed to those of an individual employee) it will consult with the appropriate trade unions and resolve any consequent issues through negotiating procedures. Minor alterations would

include typographical errors, straightforward legal updates to provisions, changes in names, departments or persons, or other similar wording changes which do not substantively alter the conditions of employment.

5. APPOINTMENT AND FUNCTION OF ACCREDITED REPRESENTATIVES

5.1 Accredited Representatives

- 5.1.1 The parties agree that accredited representatives be appointed to carry out the duties prescribed by UCU and to represent the members in accordance with the terms of this agreement.
- 5.1.2 UCU will inform the University in writing of the names of their accredited representatives within 14 days of their election or appointment and of any subsequent changes, including the ending of their appointment for any reason. UCU shall indicate in each case whether these are to be accredited workplace representatives, accredited University and Staff Joint Board representatives, accredited Trade Union Officers (to include caseworkers and members of UCU's Cambridge branch executive) or accredited Health and Safety representatives. For the avoidance of doubt, accredited representatives can be appointed to more than one of these roles.
- 5.1.3 On appointment each accredited representative shall receive credentials supplied by UCU in the form shown in Appendix B of this agreement, together with a copy of this and other relevant agreements as amended from time to time, and shall supply a copy to the University's HR Division within 28 days of appointment.
- 5.1.4 An accredited representative employed by the University shall be entitled to reasonable paid time off during normal working hours to carry out their trade union duties, subject them obtaining prior permission from their line manager. Such permission shall not be unreasonably withheld.
- 5.1.5 The University shall agree arrangements for reasonable paid time off during working hours for accredited representatives employed by the University to attend training courses approved by UCU or by the Trades Union Congress on industrial relations matters. This shall also apply to UCU members where this is with a view to them becoming accredited, provided that UCU has approved their attendance at the course for such purposes, and the member's line manager agrees, such agreement not to be unreasonably withheld.
- 5.1.6 The University shall provide to University line managers of trade union representatives guidance in connection with the arrangements for facility time under this Agreement.

5.1.7 Accredited representatives shall have the reasonable use of the following systems for communication within the University on matters covered by this agreement: internal postal, email, telephone and Teams or other electronic communications platform generally in use at the University.

5.1.8 UCU shall provide the University with information necessary in order that the University can comply with its annual facility time reporting obligations under the Trade Union (Facility Time Publication Requirements) Regulations 2017.

5.1.9 The University shall reimburse University departments in respect of facility time spent by accredited representatives of UCU to a limit of 3 FTE per annum in total across the University.

5.2 Accredited Workplace Representatives

5.2.1 Accredited workplace representatives shall be appointed by UCU to represent its members in specific areas of the University. A workplace representative may operate only within the areas specified on the credentials.

5.2.2 The name and location of the accredited workplace representative shall be published by the Head of Institution on the appropriate notice boards and in electronic noticeboards and webpages.

5.3 Accredited University and Staff Joint Board Representatives

5.3.1 UCU shall appoint a maximum of 4 UCU representatives to the University and Staff Joint Board to carry out the duties in accordance with the regulations for that Board. (See Appendix C to this agreement.)

5.4 Accredited Trade Union Officers

5.4.1 These are certain designated accredited representatives of UCU who are permitted to operate throughout the University. These shall include members of UCU's Cambridge Branch Executive and caseworkers.

5.4.2 Additional facilities for accredited trade union officers may be provided as specified in individual agreements between the University and UCU.

5.5 Accredited Health and Safety Representatives

5.5.1 An agreed number of accredited Health and Safety Representatives shall have a seat on the University's Consultative Committee for Safety. See clause 14.1 of this Agreement for details.

6. COLLECTION OF TRADE UNION SUBSCRIPTIONS

- 6.1 A check-off system shall operate whereby the University undertakes to deduct trade union dues from salary/wages of trade union members if the members so desire, and to pay them to the trade union. No charge shall be made for this facility.
- 6.2 UCU members shall authorise deductions in writing. UCU representatives shall be responsible for obtaining the written authorisation from the member concerned.

7. TRADE UNION MEETINGS

- 7.1 Meetings between representatives of the University and UCU shall normally be held during working hours. Accredited representatives employed by the University shall be allowed reasonable time off to attend such meetings. Accredited representatives employed by the University shall inform their line manager before attending such meetings.
- 7.2 Facilities for UCU members to meet within the University shall be made available.
- 7.3 Certain accredited representatives employed by the University may need time off with pay to attend trade union meetings outside the University. Permission to attend such meetings shall not be unreasonably withheld.
- 7.4 Joint notice boards for trade union matters shall be provided by the University. Their number and location shall be agreed by the HR Business Manager in consultation with UCU and the Head of Institution concerned.

8. THE UNIVERSITY AND STAFF JOINT BOARD

- 8.1 All parties agree that the University and Staff Joint Board is set up with the object of providing a means of consultation and negotiation between the University and the trade unions in respect of the terms and conditions of employment of the staff in the bargaining units for whom the trade unions have been recognised.
- 8.2 The regulations for the University and Staff Joint Board and its Standing and Special Joint Negotiating Committees as approved by the Regent House are given in the Ordinances of the University (Appendix C to this agreement.)

- 8.3 The Chief Financial Officer of the University may deputise for the Director of the Finance Division at meetings of the University and Staff Joint Board and its Standing and Special Joint Negotiating Committees.

9. NEGOTIATING PROCEDURE

- 9.1 The University and UCU agree that it is in their mutual interest to observe a negotiating procedure by which all issues arising between them can be considered and resolved.
- 9.2 The intention of all parties is that issues will be resolved at the earliest stage possible and as speedily as possible.
- 9.3 The right of a member of staff, whether a member of UCU or not, to request a personal interview with their Head of Institution shall be in no way limited by this procedure.
- 9.4 The matters which fall to be negotiated between the parties to this agreement are set out in paragraphs 6 a), 6 b) and 7 a) of the Regulations for the University and Staff Joint Board (set out at Appendix C to this agreement). The procedure to apply is as set out in Appendix C.
- 9.5 The Director of Human Resources may at any stage in the procedure be consulted for advice and help in resolution of all the issues.
- 9.6 Provided all parties agree, the procedure may be abbreviated and any stage may be omitted in the interest of a speedy resolution.

10. THE DISPUTE RESOLUTION PROCEDURE BETWEEN UCU AND THE UNIVERSITY

- 10.1 This procedure for the resolution of disputes between UCU and University applies to those matters identified at 6 a), 6 b) and 7 a) of the Regulations for the University and Staff Joint Board (set out at Appendix C to this agreement).

Informal Resolution

- 10.2 Matters under 10.1 shall be submitted to the Director of HR (or their nominated deputy) in writing.

Formal Resolution

- 10.3. If the matter is not resolved within ten working days of it being referred to the Director of HR (or their nominated deputy), either the

Director of HR or UCU may refer it to the University and Staff Joint Board or otherwise to the relevant Standing Joint Negotiating Committee (where matters relate to a specific staff group only) for their consideration.

- 10.4 The formal resolution procedure to be adopted by the University and Staff Joint Board or Standing Joint Negotiating Committee (as appropriate), shall be in accordance with the Regulations for the University and Staff Joint Board in force at the time (Appendix C to this agreement). Any reference to classes (a), (b) and (c) of the Board in this document are references to those classes as defined in Regulation 1 of Appendix C.
- 10.5 The University and Staff Joint Board or Standing Joint Negotiating Committee (as appropriate) will meet within ten working days of the matter being reported to the University and Staff Joint Board or as soon as reasonably practicable thereafter.
- 10.6 Subject to the right to adjourn or cancel any meeting of a Standing Joint Negotiating Committee in pursuance of regulation 10 of the Regulations for the University and Staff Joint Board (set out at Appendix C to this agreement), the decision of the Board or Standing Joint Negotiating Committee (as appropriate) shall be notified to all the parties concerned within five days of their meeting, or as soon as reasonably practicable thereafter, and, depending on the issue under dispute, may be subject to ratification by the Council.
- 10.7 Where there is failure to agree within a Standing Joint Negotiating Committee under this procedure, the substance of the failure shall be reported to the Board.
- 10.8 Conciliation, Mediation and Arbitration
- 10.8.1 Where there is failure to agree following consideration by the Board, the use of mediation, conciliation or arbitration may be explored. Depending on the issue under dispute, any outcome of conciliation or mediation may be subject to ratification by the Council. For the avoidance of doubt, the use of mediation, conciliation or arbitration will occur only with the unanimous agreement of the members of the Board in classes (a) and (b) and members of the Board in class (c) representing each bargaining unit affected.
- 10.8.2 In circumstances where mediation, conciliation or arbitration have been considered or used, and there is still failure to reach agreement, the Board shall submit the matter for consideration by the Council (at the next scheduled Council meeting where possible) on the basis of a submission setting out all areas of dispute from members of the Board in class (a) and (b) and

members of the Board in class (c) representing each bargaining unit affected.

- 10.8.3 The University recognises that UCU may seek the approval of its members in respect of any agreement reached under 10.8 of this procedure. Any failure by UCU to gain approval by its members shall not prevent the Council from ratifying and implementing any decision. In such circumstances this procedure for the resolution of disputes will be considered by the parties to be at an end.

10.9 Action to Force the Issue

- 10.9.1 No coercive action arising from this procedure for the resolution of disputes shall be taken either by UCU or the University and their agents to force the issue until the procedure for the resolution of disputes is at an end and final failure to agree has been formally notified to the other parties in writing.

11. NATIONAL BARGAINING

11.1 For the avoidance of doubt, matters decided in the course of national negotiations will not be the subject of local discussion except in so far as questions of local application, over which the University has discretion, may arise. The University and UCU support national bargaining and will not seek to use discussions at either the University and Staff Joint Board or any Joint Negotiating Committee (whether Special or Standing) to undermine it.

12 DISCIPLINARY ACTION AGAINST TRADE UNION REPRESENTATIVES.

- 12.1 No disciplinary procedure will be invoked against a UCU accredited representative without first notifying the Regional Official of UCU in writing (which, for the avoidance of doubt, can include by email).

13. MEMBERSHIP OF UNIVERSITY COMMITTEES

- 13.1 The University will provide UCU with a seat on each of the following committees:

13.1.1 The University's Consultative Committee for Safety.

13.1.2 The University Equality Diversity and Inclusion Committee.

- 13.2 UCU shall be entitled to nominate an employee who is eligible for membership of the Universities Superannuation Scheme ("USS") and an employee who is eligible for USS (with less than 10 years' service in USS) for membership of the University's Pensions Working Group ("PWG"), when

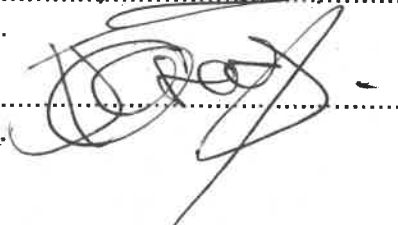
those seats become vacant, in accordance with the Terms of Reference for the PWG. In the event that UCU's nomination is not accepted, UCU shall be entitled to provide alternative nominations before any other nominations are sought.

14. TERMINATION OF THE AGREEMENT

14.1 The Agreement shall continue in force until terminated by any party giving six months' notice to the others of that effect.

Signed on behalf of the University

Signed on behalf of UCU

A. Fricker 23/5/2023


Date 10/3/2023

A. Fricker 23/5/2023

APPENDIX A

DEFINITIONS

1. Head of Institution

Within the context of this agreement, the term "Head of Institution" shall mean the head or acting head or a representative designated by either of them, or any Faculty, Department, or Institution in which the employment of assistant staff has been authorised by the central body concerned.

2. The University

Within the context of this agreement, the term "the University" means The Chancellor, Masters, and Scholars of the University of Cambridge. For the avoidance of doubt, this agreement does not apply to persons engaged in the service of Cambridge University Press and Assessment.

3. The Council

Within the context of this agreement, the term "the Council" means the Council of the University.

4. Trade Union

Within the context of this agreement, the term "Trade Union" shall mean the University and College Union (UCU).

5. Accredited Representative

Within the context of this agreement, the term "Accredited Representative" shall include:-

Accredited Workplace Representative
Accredited University and Staff Joint Board Representative
Accredited Trade Union Officer
Accredited Health and Safety Representative

6. Accredited Workplace Representative

Within the context of this agreement, "Accredited Workplace Representatives" represent UCU members in specified areas of the workplace.

7. Accredited University and Staff Joint Board Representative

Within the context of this agreement, "Accredited University and Assistants' Joint Board Representatives are appointed to carry out duties in accordance with the regulations for that Board.

8. Accredited Trade Union Officer

Within the context of this agreement, the term "Accredited Trade Union Officer" refers to certain designated accredited representatives who are permitted to operate throughout the University. These shall include caseworkers and the members of UCU's Cambridge Branch executive.

9. Accredited Health and Safety Representative

Within the context of this agreement, the term "Accredited Health and Safety Representative" shall mean a health and safety representative appointed in accordance with the Safety Representatives and Safety Committees Regulations 1977, or as substituted or amended from time to time.

10. Cambridge University Press and Assessment

Within the context of this agreement, the term "Cambridge University Press and Assessment" means the Press and Assessment Department of the University.

11. Caseworker

Within the context of this agreement, the term "caseworker" shall mean an accredited representative whose duties are handling casework on behalf of one or more individual UCU members.

12. UCU Representative

Within the context of this agreement, the term "UCU Representative" shall include Accredited Representatives and paid full time officials of UCU.

APPENDIX B

REPRESENTATIVES' CREDENTIALS

UCU confirms that has
been appointed/elected to act as an accredited:

- Workplace representative to operate within the
.....(insert details of area).
- University and Staff Joint Board representative
- Trade Union Officer
- Health and Safety representative

(delete as appropriate)

1. They shall be an accredited representative for
.....months from the date of appointment.
2. When acting in their trade union capacity, they shall act in accordance with the relevant Recognition Agreement in force from time to time between UCU and the University, together with any associated procedures or agreement and in accordance with the constitution of the University and Staff Joint Board (if relevant).

Signed by the representative

Signed on behalf of the union

Date

APPENDIX C

REGULATIONS FOR THE UNIVERSITY AND STAFF JOINT BOARD

The University and Assistants' Joint Board was reconstituted as the University and Staff Joint Board in 2023 and the following are the regulations in force from the date both parties have signed this Agreement:

University and Staff Joint Board

1. The University and Staff Joint Board shall consist of members in the following classes:
 - (a) The Vice-Chancellor (or a duly appointed deputy) as Chair;
 - (b) (i) eight members of the Senate, four of whom at least shall be either Heads of institutions or other persons concerned with the administration of staff therein, appointed as follows:
 - (1) four persons, of whom one at least shall be a member of the Council, appointed by the Council;
 - (2) four persons appointed by the General Board;
 - (ii) the Registrar, the Director of the Finance Division, the Academic Secretary, and the Director of the Human Resources Division of the University Offices (or their deputies) who shall be members *ex officio*;
 - (iii) members of the Human Resources Division of the University Offices as nominated by the Director of the Human Resources Division.
 - (c) such number of representatives for each bargaining unit as agreed with those trade unions to which the Council has granted negotiating rights. This number may include respective regional representatives.
2. The Council shall from time to time announce in a Notice published in the *Reporter* the membership of the Board and in the case of the trade unions, which bargaining units they represent.
3. Members of the Board in class (b)(i) shall be appointed in the Michaelmas Term to serve for four years from 1 January following their appointment; provided that, if at any time among the members in sub-class (1) there has ceased for any reason to be at least one member who is also a member of the Council, the Council shall have power to replace, if necessary, one of the members in that sub-class so as to satisfy that requirement for the remainder of the tenure of the person so replaced. Members of the Board in class (c) shall serve for such length of time as may be decided by the organisation that they represent. Members of the Board in class (b)(iii) shall serve for such period as may be decided by the Director of the Human Resources Division.
4. The Council shall appoint a University officer to be Joint Secretary of the Board. The members of the Board in class (c) shall appoint one of their own number to be Joint Secretary of the Board. The Joint Secretaries of the Board shall also serve as Joint Secretaries to any Joint Negotiating Committee.
5. The method of appointment of members in class (c) shall be decided by the trade unions that they represent, provided these are accredited representatives in accordance with the relevant recognition agreement. The trade unions concerned shall inform both Joint Secretaries of the names of the representatives whom they have appointed before those representatives take their place on the Board.
6. The duties of the Board shall be:
 - (a) to keep under review such terms and conditions of employment as are set out in Regulation 7(a) of those staff of the University in the bargaining units for whom the trade unions have been recognised;
 - (b) to consider any matter under sub-paragraph (a) that is either referred to them by the Council or by the General Board, or which they are requested to consider by the members of the Board in class (b) or class (c);

(c) to make decisions, subject to the approval of the Council and/or the Regent House as appropriate, in connection with matters under sub-paragraphs (a) and (b) for submission to the Council, such decisions to be made in accordance with Regulation 7(b);

(d) to form:

- (i) Special Joint Negotiating Committees, where appropriate, to consider any specific matters relating to the duties of the Board as set out under sub-paragraphs (a) and (b), which may affect one or more bargaining units; and
- (ii) Standing Joint Negotiating Committees for (1) assistant staff, (2) academic-related staff, and (3) academic and research staff combined, to consider any matters relating to the duties of the Board as set out under sub-paragraphs (a) and (b), that solely affect those bargaining units.

7. (a) The terms and conditions of employment of the staff of the University, as referred to in Regulation 6, shall mean collective matters relating to: salaries and wages; allowances; hours of work, holidays, and compensation for overtime; payments during absence through sickness; training; recruitment; welfare; recognition of long service; and the Cambridge University Assistants Contributory Pension scheme (other than matters relating to the operation or management of that scheme). For the avoidance of doubt, matters decided in the course of national negotiations will not be the subject of local discussion except in so far as questions of local application, over which the University has discretion, may arise. The University and the trade unions support national bargaining and will not seek to use discussions at meetings of either the Board or any Joint Negotiating Committee to undermine it.

(b) Business shall be transacted by the Board, where there is present a majority of members of the Board in classes (a) and (b) combined and a majority of the members of the Board in respect of each trade union in class (c) representing each bargaining unit affected, unless those groups agree in advance that they are content to proceed in the absence of fewer members. Decisions of the Board under Regulation 6(c) shall not be valid unless agreed by a majority of those present in classes (a) and (b) combined and a majority of those present from each trade union in class (c) representing each bargaining unit affected. If the Board fails to reach agreement, any of those members may request that the dispute resolution procedure is initiated, in accordance with the terms of the relevant recognition agreement. Where the dispute resolution procedure has failed and no agreement has been reached, the Board shall submit the matter for consideration by the Council on the basis of a submission setting out all the areas of dispute from members of the Board in class (a) and (b) and members of the Board in class (c) representing each bargaining unit affected.

(c) Where disputes are raised under a valid recognition agreement and informal resolution has failed, the Board or its Joint Negotiating Committees may be convened to deal with such disputes in accordance with the procedure set out in the relevant recognition agreement.

Special and Standing Joint Negotiating Committees [Side-note for margins]

8. (a) Special and Standing Joint Negotiating Committees shall consist of:

- (i) (1) the Director of the Human Resources Division of the University Offices or a nominated deputy;
- (2) members appointed from among the members of the Board in classes (a) and (b) by the members of the Board in classes (a) and (b);
- (ii) up to four members of the Board in class (c) from each trade union representing the bargaining unit(s) affected, appointed by those trade unions;

provided that the number of members appointed from classes (a) and (b) of the Board shall not exceed the number of members appointed from class (c).

(b) Each Joint Negotiating Committee, whether Special or Standing, shall appoint one of its members to act as its Chair. The Joint Negotiating Committee may also agree to appoint the Chair by rotation.

9. Business may be transacted by a Joint Negotiating Committee, Special or Standing, where there is present a minimum of one member appointed from classes (a) and (b) and one member from each of the trade unions representing the bargaining units affected appointed from class (c), unless all members of that Joint Negotiating Committee agree in advance that they are content to proceed in the absence of fewer members.

10. The Chair shall adjourn or cancel any meeting of a Joint Negotiating Committee, whether Special or Standing, if its members in both classes (b) and (c) of the Board so request.

11. A Joint Negotiating Committee, whether Special or Standing, shall allow trade union representatives who are not members of that Joint Negotiating Committee to attend and take part (but not vote) in its meetings if this

is requested by members of that Committee in class (c) of the Board, where those trade union representatives have relevant interests in or can provide expertise on the matters under discussion.

12. The Director of the Human Resources Division may grant persons the right to attend and take part (but not vote) in a Joint Negotiating Committee meeting, whether Special or Standing, where they have relevant interests in or can provide expertise on the matters under discussion.

13. The rules of procedure of each Joint Negotiating Committee, whether Special or Standing, shall be subject to agreements on procedure that may be negotiated from time to time between the members of that Joint Negotiating Committee.

14. (a) Decisions (or amendments of decisions) of a Joint Negotiating Committee, whether Special or Standing, shall not be valid unless agreed by a majority of those present from classes (a) and (b) and a majority of those present from each trade union in class (c) representing the bargaining unit affected. The Chair shall not have a casting vote. Decisions of a Joint Negotiating Committee, whether Special or Standing, are subject to the approval of the Council and/or the Regent House as appropriate.

(b) Those decisions shall be provided to the Board for submission to the Council. No amendment proposed by the Board shall be made unless it is agreed by the Joint Negotiating Committee in accordance with 14(a). For the avoidance of doubt, if the Board does not agree with a decision of a Joint Negotiating Committee, the Board may ask the Joint Negotiating Committee to reconsider it.

(c) If a Joint Negotiating Committee, whether Special or Standing, fails to reach agreement, the substance of the failure shall be reported to the Board for discussion. If there is still failure to reach agreement after discussion by the Board, any member of that Joint Negotiating Committee may request that the dispute resolution procedure is initiated, in accordance with the terms of the relevant recognition agreement. Where the dispute resolution procedure has failed and no agreement has been reached, the Board shall submit the matter for consideration by the Council, on the basis of a submission setting out all areas of dispute from members of the Board in classes (a) and (b) and members of the Board in class (c) representing each bargaining unit affected.

¹ The submissions would be made through the HR Committee to the Council.

