

## **APPENDIX 1 ROLES AND RESPONSIBILITIES**

### **SPTA Directors**

- Ultimate decision makers during formal stages of the Policy and Procedure.
- Ensure compliance with the Collective Disputes Policy and Procedure.

### **SPTA HR**

- Provide advice and support to the Principal / Senior Leader / SPTA Directors.
- Ensure compliance with the Collective Disputes Policy and Procedure.
- Act as facilitator to the meeting and makes recommendations to the SPTA Director(s) having heard the evidence

### **Principal / Senior Leader**

- Ensure compliance with the Collective Disputes Policy and Procedure
- Try to resolve matters at an informal stage

### **Trade Union Representatives**

- Lodges the dispute with the employer.
- Try to resolve matters at an informal stage

### **Employees**

- The employees will not normally be present themselves. However, if in exceptional circumstances the employees concerned are present, they should only provide information on points of clarification. Only the Trade Union representatives will take a formal role at the meetings.