

SPTA Collective Disputes Policy

Key points

- Provides clarity over the meaning of a collective dispute and a clear process to promptly resolve collective disputes by achieving a mutually acceptable solution in a timely fashion
- This policy is only designed to deal with collective disputes only, individual grievances from individual employees should be referred to the SPTA grievance policy and procedure
- A collective dispute is a complaint by a group of employees relating to their employment which is pursued on their behalf by one or more representatives of the Trade Unions
- The relevant Trade Union(s) will lodge the dispute on behalf of its members
- Guidance and advice can be sought by either party from ACAS at any stage within the procedure and this may be extended to mediation, conciliation or arbitration by the mutual agreement of all parties
- The use of informal discussion as a means of resolving potential collective disputes will not be inhibited by this procedure
- Every attempt should be made by both parties to resolve the dispute at the lowest possible level. However, it is accepted that in some situations it may be more appropriate to deal with the dispute formally

Process overview

- Informal resolution is encouraged in the first instance
 - Principals / Senior Leaders and Trade Union representatives should discuss concerns enabling a speedy resolution in the majority of cases
 - Guidance may be sought from SPTA HR during this process
 - Where resolution cannot be reached informally, within a reasonable timeframe and it is clear that all avenues have been exhausted, the dispute will become formal
- Formal procedure
 - Trade Union representatives will lodge a formal dispute with SPTA HR
 - SPTA Director & SPTA HR will meet with relevant parties within 10 working days of the receipt of the formal dispute
 - Every attempt will be made to resolve the dispute
 - Written confirmation of the outcome will be provided to both parties within 5 working days of the meeting
- Further meetings will be arranged in order to negotiate a resolution wherever possible