



Mewn partneriaeth â  
**Llywodraeth Cymru**

In Partnership with  
**Welsh Government**



# Basic Model Recognition Agreement

For the Social Care Sector in Wales

Developed by the Social Care Workforce Partnership, this model template is intended for social care providers to adopt and adapt for use within their own organisations.

Mae'r ddogfen hon ar gael yn Gymraeg hefyd / This document is also available in Welsh  
Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg / We welcome correspondence and telephone calls in Welsh

# Basic Model Recognition Agreement

The following model provides a framework for drafting a basic recognition agreement. This simpler version has been developed for smaller or independent providers that may not have HR infrastructure to implement a detailed, more complex agreement.

This model is based on 'best practice'. It assumes the employer has granted the union full recognition for representation, consultation and collective bargaining on behalf of all appropriate staff groups.

This model can be adjusted to take account of different levels of recognition.

**Agreement between [employer] and [union name] the trade union (the union) representing care staff.**

Signed on behalf of TU .....

Date .....

## **1. Purpose**

This agreement establishes arrangements for recognition, consultation and negotiation between **[employer]** and **[union name]**. It is not intended to be legally binding.

The union supports the right of **[employer]** to manage staff in the best way to deliver excellent standards of care for recipients.

**[Employer]** recognises the union's right to represent the interests of its members.

## **2. Scope**

All staff employed in **[employer]**, in whatever capacity are covered by this agreement, excluding senior managers.

All matters affecting the employment, pay and conditions of staff are relevant matters within scope of this agreement.

## **3. Facilities**

TU will provide information about the union for **[employer]** to give to new starters. TU will offer dates to meet with staff from time to time.

TU will notify **[employer]** of any representative(s) who will be accorded reasonable facilities to carry out their duties in line with prevailing statutory entitlements and the ACAS Code of Practice.

**[Employer]** will operate a salary deduction scheme ("check-off") for those TU members who wish to pay their Union contributions this way.

**4. Procedure**

TU will notify **[employer]** of the Union's full time Official responsible for the employer.

Should any issue within the Purpose and Scope of this agreement need to be raised by either **[employer]** or TU, then this should take place between the appropriate manager (or nominee) and TU Full time Official (or TU staff representative if appropriate).

Matters should be dealt with promptly and expeditiously. Where agreement cannot be reached using an organisation's relevant policies and procedures, the matter could be referred to ACAS for assistance.

**5. Variation and termination**

This agreement can only be varied by agreement. Either party can terminate by giving 6 months' notice in writing.

Signed on behalf of Employer .....  
Date .....

Signed on behalf of TU .....  
Date .....