

UNISON DOCAS Service Level Agreement

This agreement is between:

UNISON

and Tendring District Council

and is for the provision of collection of UNISON subscriptions at source preferably in an electronic format.

This agreement will commence on 1st January 2018 and shall continue until terminated by either party serving the other with at least six months' written notice of termination which shall be preceded by discussions between the employer and the union.

In accordance with the Data Protection Act and the General Data Protection Regulation 2016 (GDPR) the union will at all times treat any information provided in the strictest confidence, except where the union has obtained the consent of the member to release such information or if required to by law.

Under the Trade Union & Labour Relations (Consolidation) Act 1992 UNISON is required to keep an up to date list of our members' names and addresses. Employers may disclose data that is necessary for the legitimate interests pursued by the union about those employees who are members of the union. Members of the union have explicitly provided consent for this information to be provided to the union by the employer as part of the authorisation they have signed.

The employer will deduct the appropriate amount of subscription rates, as authorised by the employee, from the salary or wage that the employee receives.

Payments by the employer will preferably be made monthly by BACS, by the fifteenth day of the month following collection, UNISON Central Collection Account –

Unity Trust Bank plc
Nine Brindley Place
Birmingham
B1 2HB

Sort Code – 60-83-01

Account Number – 70450185

Deduction listings can be sent via email to docasfiles@unison.co.uk using Ref 2487449 and the time period the file relates to in the subject line of the email.

Notification of payments will be made by remittance advice. BACS remittance advices should be emailed to docasfiles@unison.co.uk.

The remittance advice should detail the total payment by:

- employer
- period (e.g. for each salary run - weekly, fortnightly, four weekly or monthly)
- periods covered - eg. date ranges
- amount for each period
- *any charges applied should be deducted prior to sending the payment to UNISON**

**a charge for this DOCAS arrangement of (0.5 %) for charges applied for DOCAS will be deducted from the employer prior to sending the payments to UNISON.*

Where BACS is not an option for an employer, cheques should be sent to the following address:

UNISON
IMPS Team
Arena Point
1 Hunts Bank
Manchester
M3 1UN

The employer will review the employee's income from employment at 1 October each year and allocate the employee to the correct subscription band. It is envisaged that the employer would implement this change with effect from 1 October to coincide with the implementation of any changes made to the subscription rates.

The Regional Secretary may at any time allocate a member to a new subscription band where, for example, there has been a significant increase or decrease in income from employment.

The union will supply the name and telephone number of the Regional Secretary. Where any member disagrees with the increased level of subscription, the member must refer the matter to the Regional Secretary.

The provision of data as an electronic mail attachment is considered the most convenient form of transmitting the data for both parties. Member data files and remittances should be sent to docasfiles@unison.co.uk.

The steps required for the introduction of DOCAS data by electronic means are outlined below.

Initial discussions will be arranged between the employer and union representatives from the region, and/or branch. Occasionally staff from UNISON's national office may need to be involved.

At the initial meeting the union will provide the employer with a registration form and a record layout for discussion and completion. Following this meeting, where the employer is providing the data in electronic format, the employer will dispatch a test

file to docasfiles@unison.co.uk in the agreed format clearly identified with the name of the employer and a contact to deal with any queries.

Notification that a Test File has been sent should go to imps@unison.co.uk.

The union will notify the employer of any problems experienced while processing the file. Following the satisfactory processing of the test data, the employer will be notified in writing with an agreed start date for the processing of live data.

The frequency of despatch of the DOCAS files should be monthly and they should be sent to docasfiles@unison.co.uk.

Subscription Rates

The following subscription rates have been effective since 1 October 2003 and should be used as the basis for deducting members' subscriptions until further notice.

Subscription Band	Annual Pay	Weekly Subscription (£)	Monthly Subscription (£)
A	Up to 2000	0.30	1.30
B	2001 – 5000	0.81	3.50
C	5001 – 8000	1.22	5.30
D	8001 – 11000	1.52	6.60
E	11001 – 14000	1.81	7.85
F	14001 – 17000	2.24	9.70
G	17001 – 20000	2.65	11.50
H	20001 – 25000	3.23	14.00
I	25001 – 30000	3.98	17.25
J	30001 – 35000	4.68	20.30
K	Over 35000	5.19	22.50

In some cases subscription rates may vary from the above because of local arrangements for an additional local levy to be deducted. If this is the case, appropriate subscription rates should be supplied to you by the Regional Secretary.

Where a member has elected not to contribute to the Affiliated Political Fund or the

General Political Fund, the employer should still deduct the full amount of the subscription shown above and the union will take responsibility for reimbursing the member, in line with the Trade Union and Labour Relations (Consolidation) Act 1992.

Existing members who choose to opt out of the Political Funds must apply to the union to do so.

Subscription rates for new members may alter in the future.

Signed: *A Simpson*Employer

Signed: *[Signature]*UNISON