



## NAECI PROCEDURAL PROCESS REQUIREMENTS

### Introduction

The NAECI Procedures for the settlement of matters arising has been an integral part of the National Agreement since its inception in 1981. A key objective for the National Joint Council in preparing the NAECI Procedural directions (NAECI Part 3: Appendices E & F) is to ensure that grievances, disputes and appeals are resolved or moved up to the next stage as speedily as possible.

To help achieve this, Stage 4 Hearings held in London are scheduled monthly and have an available set of Panel members. These hearings normally take place on the first or second Thursday of each month.

### Guidance

It is recognised, however, that there are occasions when circumstances prevent the above objectives, namely:

- Issues have prevented timely production or joint agreement of Stage 2 minutes to submit with the Stage 4 application and this can result in the next scheduled hearing date being missed. In such instances the following guidance should be followed in consultation with the NJC General Manager.
  - During the Stage 2 Meeting, it must be clearly stated which party will be producing the minutes of the meeting. The intended timescale for agreement of the minutes should also be clearly defined bearing in mind the required existing NAECI procedural timescales.
  - Where these agreed Stage 2 minute timescales are not met, the NJC General Manager should be informed immediately, by the person/s responsible for producing the minutes.
  - Agreed Stage 2 minutes must always be included in an application to Stage 4. However, in exceptional circumstances and in consultation with the NJC Executive Chairman, then a completed Stage 4 application form may be submitted with Stage 2 minutes that have not been jointly agreed. The section/s of the minutes NOT agreed must be clearly identified.

Following a failure to agree at Stage 2 (or Stage 3 in the Dispute Adjudication track) and where the claimant wishes to progress to the next Stage, the NJC General Manager should be immediately notified by the claimant's representative that there is a requirement to hear the case at Stage 4.

- In all cases, the local parties must ensure as far as possible that all required paperwork, including Stage 2 notes (and Stage 3 notes where applicable) are prepared and submitted to the NJC Office along with the completed Stage 4 application form at the earliest opportunity.
- Subject to the receipt of this paperwork in accordance with NAECI E.1 & F.1, the NJC Office will arrange an earlier Stage 4 Hearing date, subject to the availability of Panel members and the parties concerned.

### Requirements:

- In accordance with NAECI 14.2, normal working must be adhered to at all times during the Procedural process
- Appendix E & F paperwork and timescale requirements must be adhered to unless, upon request, dispensation is given by the NJC Office in accordance with Appendices E.5 and F.6

**Reference:** NAECI 14, NAECI 14.2, NAECI 15.8 & NAECI Part 3: Appendices E & F