

Hull College TU Studies Department

Trade Union Representatives Stage 1

10:20 BREAK

10:40 RESPONSIBILITIES AS A REP

Last week we looked at the jobs a TU rep does and the skills needed to carry out those jobs. We are now going to look at some of the responsibilities of being a rep.

Activity "Responsibilities as a Union Rep" – page 2.14

Look at the five statements listed in the activity and, working in your groups, discuss each in turn. Make notes on the discussions surrounding each point and elect a different person to feed back on each point.

30 mins for activity.

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11:15 FEEDBACK on ACTIVITY

Your job is to represent members, not tell them what to do.	
As a union representative you should be independent of your employer.	
Every problem brought to you by members should be raised with management.	
Union meetings, other than those at work, are not particularly important.	
Your job is to defend your member's rights- you shouldn't get involved in wider	

12:00 LUNCH

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13:00 COURSE MEETING

	Name	Moved	Seconded
Chairperson			
Secretary			

AGENDA

<u>Apologies</u>			
<u>Minutes of Previous Meeting</u>	Moved	Seconded	vote
<u>Matters Arising</u>	Raised by	Issue	action
<u>Correspondence</u>	Raised by	Issue	action
<u>Workplace Issues</u>	Raised by	Issue	action
<u>Course Issues</u>	Raised by	Issue	action
<u>Motions</u>	motion	Moved Seconded	Vote for : - against : - abstain :
<u>AOB</u> Election of Chair / secretary			

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13:30 FACILITIES and SUPPORT

As well as the skills and knowledge to be effective reps we also need various equipment, facilities and processes. In the next activity we will look at what facilities you have at your disposal and how that compares with the things you believe you need or would like in an ideal world.

Activity "Facilities and Support for Union Reps"

Look at the activity on page 2.18 and the sheet opposite on page 2.19. Complete the two sections of the worksheet sheet individually. When you have done this, compare your notes with the other people in your group. Produce a flipchart showing the main items that all of the group members have and the items some or all of the group members need or would like to have.

30 minutes for activity

14:00 FEEDBACK

ITEMS WE HAVE	ITEMS WE WANT

14:20 BREAK

14:40 ADDRESSING THE ISSUE

If we are to move from a position of a 'wish list' to actually getting some or all of the things we are after it is a good idea to prioritise our wishes and address them one at a time.

Explain prioritisation grid theory

Within your groups, write each of the things you would like on a 'post-it' and stick it onto a grid depending on the cost and usefulness of each item. Use this information to produce an ordered list of request.

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15:00 COMPLETE LAST TWO TASKS

The chart should help you fill in the last box on page 2.19, when and how. Next look at each item and decide who would be best to approach for the things you want, this could be your management, local TU, National TU or even an issue where you simply need to put your own house in order a little.

15:40 RECORDS OF ACHIEVEMENT

Page Number	Item	Level	How Achieved	Evidence
7	1.1	2	GD	PO, CF
10	1.2	2	GD	PO, CF
11	3.4	2	WR	CF
11	2.3 - chair + sec	2	CM	PO

15:50 WORKPLACE REPORT

This week's workplace report looks at why people become union members and why people are reluctant to join.

Workplace Report 'Becoming a Union member - Consultation' page 3.5