

## AGREEMENTS AND POLICIES

Week 5 Date \_\_\_/\_\_\_/\_\_\_

### 09:00 FEEDBACK ON WORKPLACE REPORTS

Take individual feedback making notes on board under the headings:-

- Problems / Concerns
- Commonest
- Most Difficult
- Come to union with issue?

### 09:20 LOOKING AT WORKPLACE AGREEMENTS

*Activity page 5.3*

Compare agreements with one another. Produce a flipchart in 3 sections:-

- Why agreements are important
- Key differences and similarities between agreements
- A workplace that either does not have a particular agreement or which has a poor one which could be improved upon

Group 1	R	Group 2	R	Group 3	R	Group 4	R	Group 5	R

30 minutes for the activity.

### 10:00 FEEDBACK

	Area to look at improving	No / poor agreement
Group 1		
Group 2		
Group 3		
Group 4		
Group 5		

# Hull College TU Studies Department

## Trade Union Representatives Stage 1

### 10:20 BREAK

### 10:40 THE ROLE OF THE REP

Activity - "Agreements and the role of the union rep" - page 5.7

Working in the same groups make notes on each of the six items in the activity.

### 11:10 FEEDBACK

Take feedback on each bullet point from each group in turn.

### 11:30 INTRODUCTION TO ROLE PLAY NEGOTIATION

Between the groups we are going to negotiate a suite of agreements for a new company. We will need to establish:-

- A grievance procedure
- A disciplinary procedure
- A holiday agreement
- A sick pay agreement

Some of you will be managers, other TU negotiators.

Hand out allocation cards

Form into groups - managers and TU's. Start to make notes about what you want to see in the agreements. Use any resources you need to establish your requirements. Work as full teams so that you all have a say in the headline points of your agreements.

Grievance TU	Discipline TU	Holidays TU	Sick Pay TU

Grievance TU	Discipline TU	Holidays TU	Sick Pay TU

### 12:00 LUNCH

# Hull College TU Studies Department

## Trade Union Representatives Stage 1

### 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			

# Hull College TU Studies Department

## Trade Union Representatives Stage 1

14:20 BREAK

14:40 RESUME NEGOTIATIONS

15:30 FEEDBACK / DEBRIEF

Grievance	Discipline	Holidays	Sick Pay

15:40 RECORDS OF ACHIEVEMENT

Page Number	Item	Level	How Achieved	Evidence
10	2.1	2	RP, GD	PO, CF
10	3.1	2	GD	PO, CF
10	4.1	2	RP, GD	PO, CF

15:50 WORKPLACE REPORT

Workplace Report - "Survey of Member's Problems" - 6.2