

## REPRESENTING MEMBERS

Week 6 Date \_\_\_/\_\_\_/\_\_\_

### 09:00 FEEDBACK ON WORKPLACE REPORTS

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

- Disciplinary
- Grievance
- Other

### 09:20 REPRESENTING MEMBERS

*Activity page 6.3*

This is an exercise to make us think about how we can treat all members fairly. Work in five groups. Consider the four bullet points in the activity and draw up a flipchart of practical suggestions to ensure fairness.

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

30 minutes for the activity.

### 10:00 FEEDBACK


### 10:20 BREAK

# Hull College TU Studies Department

## Trade Union Representatives Stage 1

### 10:40 TYPES OF PROBLEM

In your groups think about how the issues shown on the board could be grouped together under headings. Decide on the headings you think there should be and list all of the problems under those headings.

### 11:10 FEEDBACK

Headings:-

Group 1	Group 2	Group 3	Group 4	Group 5

### 11:30 EXAMPLE ISSUES

For each of the items you have listed think of an example scenario where a member could end up in difficulty.

### 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

### 14:00 HANDLING MEMBERS PROBLEMS

Activity - Handling Members Problems, Page 6.6

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

Look at the first part of the activity headed Tasks.

### 14:20 BREAK

### 14:40 CONTINUE

### 15:00 FEEDBACK

### 15:20 ALTERNATIVE TASKS

allocate two of the cases to each group, groups prepare responses and feed back in open forum/

### 15:40 RECORDS OF ACHIEVEMENT

Page Number	Item	Level	How Achieved	Evidence
10	1.1	2	GD	PO, CF
11	4.1	2	GD	PO, CF, FC
11	2.3 - chair + sec	2	CM	PO

### 15:55 WORKPLACE REPORT

Workplace Report "Grievances & Disciplines in the workplace" - page 7.7