

# TUC Equality Audit 2007

A statistical report on trade union  
action on equality



The TUC would like to thank the Labour Research Department for analysing the results of a questionnaire sent to unions at the end of 2006. The results form the basis of this Equality Audit.

© 2007 Trades Union Congress

ISBN 978 1 85006 804 4

Published by the Trades Union Congress, Congress House,  
Great Russell Street, London WC1B 3LS

T: 020 7636 4030, F: 020 7636 0632, [www.tuc.org.uk](http://www.tuc.org.uk)

Design: Kevin Brown at [park44.com](http://park44.com)

Print: Wyndeham Gait Ltd

All TUC publications can be made available for dyslexic or visually impaired readers, on request, in an agreed electronic format or in accessible formats such as Braille, audio tape and large print, at no extra cost. Contact TUC Publications on 020 7467 1294.

# Contents

---

Foreword by Brendan Barber	5
Introduction	7

## **Part 1** TUC unions and the Audit: Questions asked and responses received

---

Section A	Rules	9
Section B	Membership and structure	13
Section C	The union as employer	29
Section D	Union services and training	34
Section E	Campaigns and communications	39
Section F	Equality successes	43
Section G	Impact of TUC Equality Audit	45

## **Part 2** The TUC and equality

---

### Appendices

---

Appendix 1	Unions responding and not responding to the Audit	52
Appendix 2	A reproduction of the main questionnaire used for the Audit	54
Appendix 3	A reproduction of the optional abbreviated questionnaire for unions with fewer than 12,000 members	65



# Foreword by Brendan Barber



The 2007 TUC Equality Audit is a comprehensive survey of unions' structures, polices and services. This second benchmark Audit means for the first time we are able to measure progress since the first Audit in 2003. The Audit – and the magnificent response rate covering a massive 99.7 per cent of the TUC's 6.5 million British trade union members – shows the importance trade unions attach to equality.

The Equality Audit is a result of a TUC rule change in 2001 following the recommendations of the General Council Stephen Lawrence Task Group. I am determined that we use every means possible to ensure the trade union movement is free of any taint of institutional discrimination and sets the highest example in responding to our diverse community. This report will not only help us in our organising work. It tells us what we are doing well and the areas where we could do better.

There is a wealth of information on **structures** – rules, membership and recruitment, lay and full-time officials, and representation; **unions as employers** – equal opportunity policies, reviews of pay and conditions and staff profiles to ensure no unintentional discriminatory bias; **union services and training** – service and benefits to members, monitoring of employment tribunal discrimination cases, equality training of officers and lay reps; and **campaigns**, including successful initiatives.

Since 2003 there has been a strong growth in union work in equality, and for disabled, LGBT and young members in particular, reflecting the impact of new equality legislation and the setting up of the Commission on Equality and Human Rights. We have a much better idea of how representative union reps are of their membership. And we have new statistics to inform targeted recruitment campaigns.

I hope every union will be able to use this report – and the 2005 TUC Equality Audit on collective agreements – when organising campaigns, negotiating for members and in the workplace. The next TUC Equality Audit,

FOREWORD BY BRENDAN BARBER

in 2009, will again review collective agreements, followed by a further benchmark Equality Audit in 2011.

I hope that the process of conducting regular Equality Audits will help us achieve our goal of fairness and equity at work.



---

Brendan Barber  
General Secretary

# Introduction

---

This report is based on the results of the TUC Equality Audit questionnaire sent at the end of 2006 to the 63 unions affiliated to the TUC.

Completed questionnaires were received from 55 of the 63 affiliates. The eight who did not respond were all very small unions with fewer than 6,000 members each and 21,598 altogether. Unions responding represented an impressive 99.7 per cent of all TUC-affiliated union members.

This Equality Audit is highly representative of TUC affiliated unions, and can be considered a true benchmark on which to judge developments revealed in future TUC Equality Audits.

The very high response rate is likely to be due in part to a shortening of the Audit questionnaire since the first TUC Equality Audit in 2003, and the availability of a more abbreviated version for unions of fewer than 12,000 members (see below). However, the higher response rate is also due in part to the additional resources devoted in 2007 to encouraging responses from unions who find it difficult to participate or for whom equality is less central.

The 2003 Audit attracted responses from 33 affiliates who, it could be assumed, had the greatest commitment to, or resources for, equality issues. The increase to 55 unions in 2007 represents a real advance, especially as there has been a number of union mergers during the four years since the last Audit.

This means that the results of the 2007 Audit are likely to reflect many more unions that have fewer resources to devote to equality issues. Therefore the results of this Equality Audit are not directly comparable with the 2003 results. Indeed many of the statistics set out in this report will appear to represent a deterioration of the situation in 2003. It is important to note that the decline in the *proportion* of unions appearing to have the various indicators of equality/diversity in their structures and activities will often be down to the wider range of unions who have responded to the Equality Audit in 2007.

Despite this, the 2003 figures that relate to questions repeated in this year's Audit have been inserted in this report for the sake of completeness. But they should not generally be seen as a benchmark from which the 2007 picture can be judged. Rather 2007 is a very sound benchmark on which to judge future TUC Equality Audits.

## INTRODUCTION

This report is based on two sets of questionnaires – the main one distributed to all unions and an optional abbreviated version for unions with fewer than 12,000 members (attached as Appendices 2 and 3). This method was chosen by the TUC to enable smaller unions to participate in the Audit after an evaluation of the 2003 Audit found that smaller unions were likely to lack the resources to complete a very long questionnaire about structures that may not apply to their unions.

Consequently analysis of the results is complicated as some questions were asked only in the main questionnaire. All unions with more than 12,000 members completed the full questionnaire. The vast majority, but not all, of the smaller unions opted to complete the shorter version. To simplify explanation in the text of the report some analysis refers to “larger unions” and some to “smaller unions”, meaning unions who completed the *main* and *abbreviated* questionnaires respectively.

The analysis of the TUC Equality Audit questionnaire was carried out by the Labour Research Department, which also completed the commentary in this report. The report is based on information supplied by unions in response to the TUC Equality Audit questionnaire, except where noted.



# TUC unions and the Audit

## Questions asked and responses received

### Section A Rules

#### TUC model equality clause

Twenty-two unions (40 per cent) have adopted the TUC recommended model equal opportunity/employment clause, which states:

“The objects of the union shall include:

- (a) The promotion of equality for all including through:
  - (i) collective bargaining, publicity material and campaigning, representation, union organisation and structures, education and training, organising and recruitment, the provision of all other services and benefits and all other activities;
  - (ii) the union’s own employment practices.
- (b) Active opposition to all forms of harassment, prejudice and unfair discrimination whether on the grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age, or other status or personal characteristic.”

#### Number (per cent) of unions with TUC model objects clause

2003	2007
14 (44%)	22 (40%)

The *percentage* of unions adopting the clause is lower in 2007 than in 2003. However, as with many other such comparisons in this report, this is because it includes responses from a wider range of unions than in 2003.

The 22 unions are Accord, ALGUS, Aspect, CSP, CWU, DGSU, DSA, MU, NACO, Napo, NASUWT, NGSU, PCS, PFA, RMT, T&G, TSSA, UCATT, UCU, UNISON, URTU, YISA.

*NASUWT amended its national rules on equality to reflect the TUC model equal opportunity clause in 2005 and the PCS adopted the TUC model rule in 2004. The PCS rule change was accompanied by a conference paper “Promoting Equality in PCS”, which also set out a Charter for Equality – an equal opportunities policy statement to supplement the rule change.*

Other unions may adopt the TUC clause before the next TUC Equality Audit. The ATL, for example, has not adopted the TUC wording but complies with what is within it and may include it when its rulebook is reviewed in 2007–08. Both Equity and the FDA said they would be considering the issue in upcoming reviews of rules.

## Other national rules on equality

Thirty-four unions (62 per cent) have national rules on equality.

A number of unions, other than those with the TUC model clause, have their own equality clause as part of their objects or constitutions. These include Amicus, whose Rule 3 states that one of the union's objects is:

“to promote equality and advance the interest and improve the working conditions of members irrespective of age, gender, sexual orientation, ethnic or national origin, creed or disability...”

The FBU has rules concerning the “Duties of members” that were brought in to deal with equality issues. The initial rule states that:

“It shall be the duty of every member to treat others with dignity and respect and to challenge offensive behaviour of any kind.”

This is also supported by the union's rules concerning internal discipline, which state that it is an offence if a member:

“discriminates against, harasses or bullies another whether on the grounds of race, creed, sex or sexual orientation or otherwise.”

UNISON has a large number of rules on equality, including one providing for disciplinary action in respect of any act of discrimination or harassment on grounds of race, gender, marital status, sexuality, gender identity, disability, age, creed or social class or any other discriminatory conduct that is prejudicial to its aims and objects.

Many of the unions have rules relating to equality structures within the union, which will be examined in other sections of this report.

### Number ( per cent) of unions with national rules on equality

2003	2007
22 (69%)	34 (62%)

## Developments in equality rules

A number of unions outlined developments in equality rules that had taken place since the 2003 TUC Equality Audit, a selection of which is listed below:

<b>Amicus</b>	The Amicus rulebook was amended last year to include regional equality committees for each strand of equality. These were elected for the first time between February and April of 2006.
<b>CWU</b>	CWU Conference (in June 2006) saw the progression of the equality agenda with a resolution making regional equality committees mandatory – these were in place in some regions but now all regions have to have one.
<b>NASUWT</b>	In November 2004 the union established a national requirement to include the position of Equality Officer as a “named position in the constitution of local associations”.

NUJ	in 2004 the number of members elected to the Disabled Members Council was increased from seven to ten members elected at annual conference.
T&G	The T&G lowered the threshold for territorial women's seats on the GEC from 20,000 to 10,000 women members or more, and to lower the threshold for territorial BAEM seats on the GEC for regions with 5,000 BAEM members or more. There has been a strengthening of the disabled members' structure in that there is now a National Disabled Members Committee (constitutional status in rule).

## Rules related to far-right or racist organisations

Eighteen unions (33 per cent) have a rule related to membership of, or sympathy towards, far-right or racist organisations. (This question was not asked in 2003.)

### Number (per cent) of unions with a rule on far-right groups

2003	2007
n.a.	18 (33%)

*n.a. not asked*

The 18 unions are Accord, ASLEF, Aspect, BFAWU, BSU, Connect, CWU, DGSU, FBU, GMB, HCSA, NASUWT, NUM, PCS, T&G, TSSA, UCU and UNISON.

*Connect's rule was adopted in 2005 and reads:*

*"The Executive Council may exclude from membership any individual who encourages, or participates in the activities of, any organisation whose policies and aims, either expressly or by implication, promote racial hatred or the supremacy of a particular racial group or groups over others."*

*The PCS rule says:*

*"Any person who is or becomes a member of an organisation which the NEC considers to be a fascist or racist organisation or who supports, or speaks or circulates material on behalf of any organisation concerned with disseminating racist beliefs, attitudes or ideas or who undertakes actions against others (whether members or non-members) designed to discriminate on the grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age or other status or personal characteristic, shall be subject to the disciplinary procedures under these rules and may be expelled from the Union."*

*A number of unions, while not having such a rule specific to membership of far-right organisations, have related rules. The T&G, for example, says its rule 11 clause 20 relates rather to acts carried out*

*by members. It says:*

*"Any member violating any working rules, registration, or bylaws, disseminating false statements or any rumour which tends to depreciate the organisation, its officers, or any section appertaining to the Union, or circulating any business of the Union to unauthorised persons without authority, or who has incited, assisted in, or committed any act of discrimination including harassment, on the grounds referred to in rule 2, clause 2(d), or who is guilty of other forms of misconduct, shall be fined a sum not exceeding £50 or otherwise dealt with by the Branch or authorised committee of the Union as may be deemed fit."*

*In addition, on the matter of holding union office, schedule 1:2 of the T&G's rulebook states:*

*"Membership of an organisation which in the opinion of the General Executive Council is contrary, detrimental, inconsistent or injurious to the policy and purpose of the Union will render the member liable to be declared ineligible to hold any office within the Union either as a lay-member or as a permanent or full-time officer, or such other penalties as in the opinion of the General Executive Council shall seem just."*

Some unions reported that they had not adopted such a rule because of a legal ruling that to do so was unlawful.

However, the Audit was carried out before the February 2007 ruling of the European Court of Human Rights which upheld the right of a union to expel members of organisations that advocate views “inimical to its own”, and more unions may henceforth adopt such a rule. Both NASUWT and the NUJ, for example, had sought legal advice on the matter and unions have also been lobbying the government to change the law to allow unions to introduce such a rule.

## Section B Membership and structure

---

### Statistical records

This section looks at the number of unions that have statistics on the diversity of their membership and participants at different lay levels of the union.

The statistics asked about were for women, black, disabled, LGBT and young members. Figures for “black”, “disabled” and young” members were to be as defined by the union. The category “LGBT” was used to reflect current union structures, which usually include lesbian, gay, bisexual, transsexual and transgender members – in other words covering gender identity as well as sexual orientation (but see Trans statistics, below).

All unions are requested to give gender disaggregated membership statistics to the TUC for its annual membership return. The overwhelming majority give these statistics, though some unions note proportions of membership numbers where disaggregated statistics are unavailable.

Most unions (85 per cent) have statistical records on the proportion of women in their membership, and the percentage that do so is higher than in 2003, despite the wider range of unions responding this time. A very small number of unions did not answer this question.

Half of unions now have records for the proportions of “young” members, however that is defined by the union.

42 per cent of unions have records on black membership, 35 per cent on disabled members and 11 per cent on LGBT members (up from 6 per cent in 2003).

(It should be noted that, where comprehensive information is not available through membership application forms, collection of these statistics is sometimes done through membership surveys. This means that, in some cases, the statistics are based on a *sample* of the membership rather than each and every member.)

There has been a major advance in the collection of diversity statistics figures among stewards/workplace reps and branch officials/officers. A majority of unions (56 per cent) now collect gender statistics on stewards and reps, which is double the percentage in 2003, and 53 per cent of unions have gender disaggregate statistics for branch officials.

Much higher proportions of unions than in 2003 have figures on young, black, disabled and LGBT stewards/ reps and branch officials, despite the wider range of unions responding.

Taking into account the fact that this Audit includes responses from a wider range of unions, with possibly fewer resources for equality than in 2003, there has been a major improvement in the availability of statistics on diversity among union memberships and other levels in 2007.

This dramatic improvement has not been so clearly replicated among conference delegates, TUC delegations and national executive members, though there have been some improvements. The small falls revealed in the table may be a reflection of the wider range of unions responding.

Percentage of unions that have disaggregated statistics at various lay levels (i.e. per cent answering “Yes”):

	Women		Black		Disabled		LGBT		Young	
	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
Membership	81	85	50	42	34	35	6	11	47	49
Stewards or workplace reps	28	56	19	31	6	22	0	7	13	40
Learning reps	n.a.	40	n.a.	20	n.a.	15	n.a.	9	n.a.	29
Health and safety reps	n.a.	49	n.a.	25	n.a.	18	n.a.	5	n.a.	33
Branch officials or officers	31	53	22	29	13	22	0	4	13	31
Equality reps in branches/ workplaces	n.a.	24	n.a.	20	n.a.	16	n.a.	5	n.a.	16
Delegates at most recent union conference	63	56	53	40	38	25	3	7	38	29
TUC delegation	72	75	56	51	38	35	22	24	41	40
National executive members	66	76	66	58	38	31	9	18	41	40

*n.a. not asked*

## Trans statistics

The Audit asked unions to supply any separate statistics for trans members where collected. Just one union – Napo – sent the results of a diversity monitoring exercise it carried out among all members in 2005 which asked, among other things, if members were transgender. Seven answered “yes” to this question, accounting for 0.14 per cent of those responding to the questionnaire.

## Developments in membership monitoring

Unions who commented on developments in their membership monitoring are listed in the table below.

<b>Amicus</b>	We have carried out a recent extensive monitoring campaign of our membership in respect of BME and disabled members; we have developed the ability for members to amend their own details relating to equality monitoring online; and we are committed to carrying out a full census of our membership system.
<b>ANGU</b>	We will implement a new membership system in 2008 which will allow us to monitor equality issues in membership. Our current system does not allow for this.
<b>ATL</b>	We are well aware that our current lack of data about member diversity restricts our action. Therefore we are submitting a UMF bid which includes gathering diversity data and upgrading our membership system to capture, maintain and analyse diversity data.

<b>Napo</b>	Introduced and completed diversity monitoring of members this year.
<b>NASUWT</b>	NASUWT is committed to improving the collection of equal opportunities data regarding its members and has prioritised the conduct of a UK-wide membership census in 2007–08 for this purpose.
<b>PCS</b>	A necessary membership ballot provided the opportunity to undertake a membership equality monitoring exercise at the same time. In addition, a new membership system allowed for monitoring categories to be recorded online as well as through postal updates. The results of the monitoring exercise (the <i>Count Me In</i> report) were collated and a report produced by LRD for the PCS Annual Delegate Conference in 2005.
<b>Prospect</b>	Collection of this data is on a voluntary basis and therefore the accuracy depends on the level of response. However, this year the union is offering a £500 prize to members who amend their monitoring details either online or by returning their form, so it hopes for a better rate of return.
<b>T&amp;G</b>	All of our membership and representative databases are being worked on, therefore, since the last audit, the information is more comprehensive but it is still not complete. The T&G computerised monitoring systems records all categories except LGBT. T&G committee and conference Equal Opportunities Monitoring Forms do include LGBT and religion/belief as part of confidential monitoring for these structures.
<b>UCU</b>	The union is still merging the ex-AUT and ex-NATFHE membership databases and intend that the information should be available under the new system.

## Targeted membership recruitment

Unions were asked whether they had taken any specific action to recruit new members from specific groups over the last four years.

Less than half of unions in the case of each specific group reported that they had carried out targeted recruitment.

The groups most likely to be targeted are women and migrant workers where, in each case, 38 per cent of unions reported targeted recruitment action. The next most likely target is black workers (33 per cent), followed by young workers (29 per cent), disabled workers (25 per cent), LGBT workers (22 per cent) and others, such as those with a specific faith (11 per cent).

Percentage of unions taking action to recruit members from categories

Women		Black		Disabled		LGBT		Young		Migrant workers		Others, e.g. specific faiths	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
59	38	59	33	31	25	47	22	47	29	n.a.	38	n.a.	11

*n.a. not asked*

The percentage figures would appear to show a decline in targeted recruitment since 2003, though this may well be down to the different profiles of unions responding to the 2003 and 2007 Equality Audits.

However, the fact that 21 unions have targeted recruitment campaigns for migrant workers and six had recruitment initiatives for others, such as those of specific faith – two groups the Audit did not even ask about in 2003 – indicates that some unions have been quick to adapt their recruitment activity to changing labour market circumstances.

*The T&G Women, Race & Equalities Sector has worked closely with the union's organising unit to train all new organisers on equalities. It has set up the T&G Migrant Workers Support Unit to assess the needs of, and tailor T&G support to, migrant workers – both existing members and prospective members – and set up the T&G Migrant Worker Helpline (see comments, below).*

Below is an abbreviated list of comments made by those unions that ran initiatives directed at migrant workers.

<b>Amicus</b>	Amicus has produced specific recruitment and promotional material in different relevant languages to support work in the community to welcome migrant workers to the union. In Yorkshire and Humberside members have worked with the local trades council and others to organise evening events advertised within the Polish community, to provide migrant workers with information and an opportunity to discuss joining a trade union.
<b>BECTU</b>	BECTU run ESOL courses for migrant workers in West End theatres, directed union resources into recruitment of migrant workers and offered advice on working rights.
<b>BFAWU</b>	BFAWU has produced specific leaflets in different languages, is building links with community groups, has specific targets of new Accession State workers and aims to work in cooperation with employers in this area.
<b>Community</b>	Community have worked with Polish workers, principally through organising campaigns in South West and Leicester.
<b>CSP</b>	CSP ran a general recruitment campaign focused on overseas-qualified physiotherapists.
<b>EIS</b>	EIS amended rules in 2006 to open membership to appropriate asylum seekers.
<b>Equity</b>	Equity has a specific membership category which it offers to non-EU performers who are working temporarily in the UK.
<b>NASUWT</b>	NASUWT has carried out research on, and provided support for, overseas-trained teachers, and is reviewing its professional courses to ensure they continue to attract increased attendance of migrant teachers.
<b>Nautilus</b>	Nautilus seek agreements with employers covering migrant workers and seek to recruit these workers once agreements are concluded.
<b>NUJ</b>	NUJ is working with the Exiled Journalists Network, helping asylum seeker media workers obtain help/advice/work experience etc. Also established special category of membership to bring asylum seekers into membership.
<b>NUT</b>	NUT has recruitment materials aimed at overseas trained teachers.
<b>PCS</b>	PCS is organising migrant workers who are cleaners in the museums and galleries of London and hope to build on their success in this area.
<b>RMT</b>	In last few years RMT has been focussing on recruiting cleaners, many of whom are migrant workers or BME workers, and campaign accordingly.
<b>T&amp;G</b>	T&G set up T&G Migrant Workers Support Unit. Examples of type of support includes two project workers, assistance in co-ordinating translation facilities; advice on immigration/employment and welfare issues; building community links and training reps and officers. Also set up T&G Migrant Worker Helpline – a 24-hr freephone service for members and their family specifically on migrant worker issues, including visas, rights of entry, passports, work permits, etc. It has also produced “Know Your Rights Cards” for cleaners (mainly migrant workers) and trained all new organisers on equalities.
<b>Unity</b>	Unity is trying to set up special section to represent migrant workers.
<b>USDAW</b>	In 2005 USDAW published a recruitment leaflet “Six good reasons to join USDAW” in 35 different languages. This leaflet has been used by reps and officers to recruit migrant workers.

A number of unions also referred to recruitment activity around workers of specific faith. For example, the T&G has produced an annual religious festival



dates poster and a briefing on Employment Equality (Religion or Belief) Regulations and has conducted training on the legislation. In another targeted initiative, the PFA is “committed to ensuring talented Asian boys face no further exclusions onto professional football pathways”.

*NASUWT has taken a comprehensive range of measures to support increased recruitment and retention of members who face discrimination on the basis of faith or belief. These include:*

- *policy development and advice on issues of concern for members of faith groups including tackling bullying on the grounds of religion or belief, and new guidance on tackling Islamophobia;*
- *conducting an annual, systematic review of the union’s training and education programme to ensure that all courses and events address issues of equality and fair representation for all members and the union’s professional courses continue to attract increased attendance from members from different faiths; and*
- *providing guidance for members and representatives on the implications of the Employment Equality (Religion or Belief) Regulations.*

### Targeted steward/branch officer recruitment

Unions were asked if they had taken any action to increase the numbers of shop stewards or branch officials/officers from specific groups.

A minority of unions have targeted each of the specific categories of member for recruiting as shop stewards or branch officers over the past four years.

#### Percentage of unions taking action to recruit stewards/branch officials from categories

Women		Black		Disabled		LGBT		Young		Migrant workers		Others, e.g. specific faiths	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
4	38	37	38	19	27	25	27	34	27	n.a.	20	n.a.	2

*n.a. not asked*

Unions were more likely to have tried increasing the numbers of female and black and minority ethnic stewards (38 per cent of unions in each case) than for any other groups (27 per cent each for disabled, LGBT and young stewards and 20 per cent among migrant workers).

However, whereas the number looking to increase representation at this level for women and young members appears lower this time than in the 2003 Audit, a higher proportion of unions took initiatives to increase black, disabled and LGBT stewards. Comparisons with 2003, however, are again subject to the qualification that many more smaller unions responded to this latest Audit; many having a less diverse membership base than larger unions.

The fact that one in five unions has attempted to increase the number of migrant workers stewards/branch officials is a testament to the ability of unions to respond to the rapidly changing labour market. It shows that unions embracing new groups of workers are not simply interested in getting them to sign application forms but also to be active in the union.

A selection of other initiatives to increase the numbers of shop stewards/branch officers from the different groups are listed in the table below.

<b>Accord</b>	Set up Accord Energy – a special section to encourage members under 27 to get more involved.
<b>BECTU</b>	The Black Members sub committee has been encouraged to take up positions on national committees.
<b>BFAWU</b>	Looking at language training for stewards and targeting new Accession State workers.
<b>FBU</b>	Through an increase in activity by the National Women’s Committee and its education programme we have seen an increase of women members activity at workplace level and above. Childcare support and provision has been an important factor.
<b>Napo</b>	Run public speaking courses for women members and black-member-only courses for reps.
<b>NASUWT</b>	Disability ‘Champions’ course targeted at disabled members – to encourage their increased participation in the union. First pilot course held during 2006 and to be developed in the 2007 training programme. The annual programme of consultation conferences for disabled members contains specific sections to encourage disabled members’ participation in the union’s local and national structures.
<b>Nautilus</b>	Has a designated official for trainees who encourages their participation at all levels in the work of the union.
<b>NGSU</b>	Effective representatives are encouraged to stand for election for more senior posts; several women were identified and approached to stand for election. A number of candidates were also identified from the Ethnic Minority Advisory committee.
<b>NUJ</b>	Equality for All Project, training equality officers in workplaces and branches, has targeted women, black, minority ethnic, disabled and LGBT members.

PCS explicitly noted that its answers on efforts to build up stewards among particular groups were the same as building the membership, saying: “We treat recruitment and organising as the same issue.”

Nevertheless it had gone further than this:

“In addition we provide information briefings and guidance to branches on tackling under representation particularly at AGM time and in the run up to the PCS ADC. We also organise national networks for black members, disabled members and LGBT members and run dedicated seminars and training courses aimed at encouraging greater participation and activism amongst the equality groups. In 2006 we appointed an Equality Co-ordinator to lead on a project aimed at tackling under representation and building supportive networks across the union.”

The RMT expressed a similar view, saying:

“Where we recruit new members, a priority is to also recruit new reps in order to cater for the new members. Members from all the groups ... are encouraged to put themselves forward.”

Interesting developments reported in this area include a major two-year Race And Diversity Project being carried out by the GMB to increase participation by black and minority ethnic members and to achieve a more diverse profile of activists. It is starting by asking groups of activists to self-

classify in respect of gender, disability and ethnic group so it can measure progress, and is providing equality and diversity training to every GMB employee.

Amicus has an equality strategy aimed at supporting workplace reps through information, training and campaigning techniques in developing the equalities agenda in the workplace. It has also set up networks of women, BME, disabled and LGBT members, part of whose aim is to increase the numbers from those groups who are active in the union.

In the CWU the Race Advisory Committee is engaged in a programme of visiting regions and engaging the BME membership with the direct intention of encouraging them to consider playing a more active role in the branch. This is being done by inviting them on to mentoring/shadowing schemes. The pilot is currently being run in the Scottish region.

NASUWT has a whole raft of measures aimed at increasing participation by particular groups. Intensive work based on lifelong learning is being carried out in specific branches where trade union activity is weakening. This involves a team of lay and paid officials visiting workplaces, engaging with members and organising around lifelong learning and other campaigns. This has encouraged greater activism of women and young members in the workplace and branches, in particular as union learning reps.

<b>PFA</b>	Increase in black delegates by word-of-mouth encouragement over past four years.
<b>T&amp;G</b>	Annual Women's National Members' School includes sessions on each of the four women's courses to encourage and support extending women's involvement. Development of Candidate Development Programme (CDP) for members wanting to develop their involvement as senior reps, delegates and officers. The CDP particularly targets women and BAEM members and some younger members who are currently under-represented. New Disability Rights Negotiators' Guide particularly targeted at building the involvement of disabled members/reps and tackling access barriers.
<b>UCATT</b>	Active apprentice campaign.
<b>UNISON</b>	Women targeted in mentoring/training programmes (pathways). Women-only training courses on basic TU skills. Open regional forum for young workers at annual skills event.
<b>USDAW</b>	Over the last four years the union has held a national black workers event called Black Members' Weekend Workshop, which helps encourage black minority ethnic members to get more involved in the union. Organising advice for LGBT members provided in sessions at annual LGBT conferences. Numbers of activists holding branch office monitored at successive LGBT conferences. Annual national young workers conference encourages new young activists to come forward and become active within the union.

## National equality officers

The majority of unions have someone at national level whose main responsibility is equality for different groups of members, though in most cases this is an "overall equality role". However, eight unions (15 per cent) have a separate officer for women, and the same number have a separate officer for black, disabled and young members, with seven unions (13 per cent) saying they had a specific officer for LGBT members.

### Percentage of unions employing officers/staff at national level responsible for categories

Overall equality		Women		Black		Disabled		LGBT		Young	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
66	56	34	15	34	15	28	15	34	13	19	15

In each case the percentages are much lower than in 2003, but this is likely to be largely a statistical matter caused by the wider range of smaller unions responding to the 2007 Audit. Unions were more likely to respond in 2003 if they had an equality officer.

This is probably also the reason why larger proportions of respondents in 2007 said equality officers had responsibilities other than equality. Eight in ten of those unions that have an overall equality officer said the post included other responsibilities.

### Percentage of unions whose equality officers carried out other responsibilities

Overall equality		Women		Black		Disabled		LGBT		Young	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
53	81	31	38	31	38	28	50	31	29	22	38

For those without any employed equality officers – in most cases the smaller unions – the main way they covered equalities work was through the general full-time officials. In a few cases it was dealt with through lay members of the

national executive or, in the case of the DGSU, through a committee of volunteers and a full-time seconded official.

## Regional equality officers

Seven of the larger unions (21 per cent) have officers whose main responsibility is for overall equality at a regional/group/sectoral level, though most of these have other duties. Five unions had officers for each of the equality strands at the same level. Most unions that did not have equalities officers below national level covered this work via regional officials or lay activists.

Percentage of larger unions employing officers/staff at regional/group/sectoral level with clear responsibility for equality\*

Overall equality		Women		Black		Disabled		LGBT		Young	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
22	21	19	15	19	15	19	15	19	15	19	15

\*asked of all unions in 2003 but larger unions only in 2007

Percentage of regional/group/sectoral equality officers as in the table above who also have non-equalities responsibilities\*

Overall equality		Women		Black		Disabled		LGBT		Young	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
13	86	9	80	13	80	13	80	13	80	13	80

\*asked of all unions in 2003 but larger unions only in 2007

## Branch and workplace equality officers

Unions were asked whether they had a rule or practice to elect/appoint someone with clear responsibility for each category of members at a branch/workplace level – what we will call here a “frontline equality officer”.

The table below gives the responses for 2007 and 2003 and appear to suggest a major decline in the number of unions with frontline equality officers. However, the 2003 Audit asked only if there were *elected* officers at *branch* level, and the figures are therefore not comparable. In addition there is the general problem of comparison caused by the changed profile of respondent unions.

Altogether, 19 different unions have frontline equality reps/officers – covering either overall equality or one or more of the individual equality strands.

Percentage of unions who have a rule/practice to elect/appoint branch/workplace equality officers\*

Overall equality		Women		Black		Disabled		LGBT		Young	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
50	31	22	15	44	13	47	11	44	11	13	11

\*2003 figures for elected officers in branches only

Seventeen unions have officers/reps covering overall equality. These are: ALGUS, Amicus, ASLEF, BFAWU, CWU, FDA, GMB, Napo, NASUWT, NUJ, PCS, Prospect, SCP, SoR, T&G, UCU and UNISON.

Eight unions had policy or practice on frontline reps for women’s equality (ASLEF, BECTU, BFAWU, CWU, NASUWT, PCS, T&G and UNISON); seven for race equality (ASLEF, BECTU, CWU, Napo, NASUWT, T&G and UNISON); six for

disability equality (BECTU, CWU, EIS, NASUWT, T&G and UNISON); six for LGBT equality (ASLEF, BECTU, CWU, NASUWT, T&G and UNISON) and also six for young members' equality (BECTU, CWU, GMB, NASUWT, T&G and UNISON).

The Audit asked unions to provide details on developments in the area of frontline equality officers. This was an open question so comments were varied. For example, Connect and the DGSU noted that it was difficult enough to get any reps, never mind specialist equality reps, because of the pressures of work. But NASUWT and T&G felt that the establishment of frontline equality officers/reps was a growing area. NASUWT reported an increase from 10 per cent to 41 per cent in three years in the number of its associations with equality reps.

#### **Developments in the area of branch/workplace equality officers/reps**

<b>Amicus</b>	Has policy to encourage equality reps to be elected in every workplace and has agreed that, in union formed by merger with T&G, equality reps have rights to participate in the union's industrial structures.
<b>Connect</b>	It is not Connect's practice currently to have workplace equality reps but the union said it would welcome branches introducing the idea if they could find people who were interested in fulfilling this role. It does have equality reps who deal with individual cases within their own (and often) other branches. But the union said it was hard enough to get reps in general, let alone ones that specialise in equality.
<b>CWU</b>	The model branch constitution states that each branch shall have an equality officer, a women's officer and a youth officer. It also encourages branches to have officers covering the other strands where appropriate.
<b>DGSU</b>	The union said it was increasingly difficult to recruit reps because of the pressure of work. "We really do not have enough resources to be that specialised".
<b>Equity</b>	Do not have such reps currently, but this is under review.
<b>FBU</b>	Responsibility is given to one individual who covers several workplaces, although each workplace official should have basic equality training. This is not always the case however.
<b>FDA</b>	The size of the union does not make this option tenable for all branches/workplaces at this time. Some larger branches such as our Crown Prosecution Service section and our HM Revenue and Customs branch do have designated equality officers in place.
<b>Napo</b>	There is a constitutional requirement (19b) for branches to have an anti-racism officer. It is also policy for branches to have equality reps for all aspects of equality.
<b>NASUWT</b>	In November 2004, the union's National Executive amended the model branch rules to include Equality Officer as a named position. The role of the Equality Officer is to promote equal opportunities within the union's local structures, supporting caseworkers and other representatives at branch and workplace levels. Equality Officers are accredited representatives who are trained to take forward the organising agenda. In 2003, 10 per cent of NASUWT local associations had an elected Equality Officer. By the close of 2006 this was up to 41 per cent.
<b>NUT</b>	NUT local associations are encouraged to appoint equal opportunities officers at branch level to have overall responsibility for areas of equal opportunities. The NUT provides national training courses for this group of lay officers and sends written materials to them to update them on policy changes and new legislation.
<b>PCS</b>	In rule, branches must appoint a women's advisory committee and appoint a member of that advisory committee on to the branch committee if not elected in her own right. In practice at branch level there may also be an officer responsible for equality issues in the branch or in some instances a black members' officer or disabled members' officer depending on the size and profile of the branch.

<b>Prospect</b>	It is Prospect's aim for all branches to elect equal opportunities representatives.
<b>RMT</b>	Branches may appoint such "officers" but this is not monitored at Head Office level.
<b>T&amp;G</b>	Workplace and Branch Union Equality Reps are the strong policy of the T&G. The union also supports specific Union Equality Reps including Women's Reps, Black Members' Reps, Disability Champions, Young Members' Reps and LGBT Reps. This area is growing in importance with a new section of the membership information system for equality reps and a specific T&G/UMF Project.
<b>UCU</b>	Most branches will have overall Equality Reps. Some will have specific reps for women and or/black members.
<b>UNISON</b>	Rules require branch equality officer and branch young members officer.

## Committees

The larger unions were asked whether they had a national body/committee for any specific categories of members. The mostly likely group to have a committee was black workers (as in 2003), with 21 of the 34 unions (62 per cent) having these, followed by overall equality committees, in operation in 20 unions (59 per cent).

The figures are not strictly comparable with the 2003 Audit, when the question was asked of all unions and asked about only "formal national bodies", but this is unlikely to have made a large difference.

Percentage of larger unions with national body/committee for categories

Overall equality		Women		Black		Disabled		LGBT		Young	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
41	59	53	50	63	62	47	56	53	56	28	35

The figures suggest that there has been a growth in committees for overall equality and for disabled, LGBT and young members but not for black members and women.

It can also be seen that, in 2007, unions are more likely to have national committees for disabled members and for LGBT members (56 per cent have them in each case) than for women members (50 per cent have these). This indicates a trend towards greater activity on the part of these groups within unions over the past four years, and coincides with anti-discrimination legislation on these issues.

Among the smaller unions, Napo and WGGB have disability bodies and Accord, AFA, Napo and SCP have LGBT committees/networks. BALPA noted it has an age discrimination task group "which is very active".

## Reserved seats

Unions were asked whether they had reserved seats for each category of member for different bodies within the union. Some questions were asked of all unions and some of the larger unions only.

All unions were asked about their national executive committee (or equivalent), their delegations to their own union conference and to TUC

Congress. They were also asked about these bodies in 2003 but the fact that there appears to be a decline in each case may be down to the wider range of unions responding in 2007.

#### Percentage of unions with reserved seats for categories (all unions)

	Women		Black		Disabled		LGBT		Young	
	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
National executive	28	16	25	20	9	5	9	4	3	5
Delegation to union conference	22	15	16	15	9	7	9	9	6	5
Delegation to TUC Congress	31	24	16	13	6	5	9	7	13	5

The figures show that, in 2007, unions are more likely to have reserved seats on their national executive committee for black members than for women. This is new, as when first introduced by unions reserved seats were almost exclusively for women members.

In fact only nine unions (16 per cent) have reserved seats for women on their executive and eight (15 per cent) on their union conference delegations. Slightly more (13, or 24 per cent) have them for delegations to TUC Congress, and in this case there are more unions with reserved seats for women than for black members.

Only very small numbers of unions have reserved seats for disabled, LGBT and young members on any of the bodies asked about.

Larger unions only were asked whether they had reserved seats on branch committees, sectoral executives and delegations to sectoral conferences, government and international union bodies.

There were far fewer examples of reserved seats in these cases, and in all cases, women were more likely to be the beneficiaries of reserved seats than any of the other groups.

Four unions had reserved seats for women on sectoral conference delegations and the same number for GUF/ICFTU/ETUC conference delegations.

#### Percentage of larger unions with reserved seats for categories

	Women		Black		Disabled		LGBT		Young	
	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
Branch committee	13	3	3	0	3	0	3	0	6	3
Sectoral or group executive	9	9	3	3	0	0	0	0	0	0
Delegation to union sectoral conference	n.a.	12	n.a.	6	n.a.	0	n.a.	0	n.a.	3
Delegations to government	n.a.	3	n.a.	0	n.a.	0	n.a.	0	n.a.	0
Delegations to GUF/ICFTU/ETUC conferences	n.a.	12	n.a.	0	n.a.	0	n.a.	0	n.a.	0

*n.a. not asked*

Amicus also has reserved seats on its regional councils who come from its regional equality forums, which comprise representatives of each of the groups of members in this Audit, and PCS has reserved seats based on proportionality on its regional committees.

The T&G, which already had some reserved seats, in 2004 agreed an extension of women's and BME representation on the GEC. The union is now

considering having a specific elected seat for disabled members, young members and LGBT members on the GEC.

The ATL, Aspect and BFAWU are currently considering the possible introduction of reserved seats.

### Impact of reserved seats

A number of unions made comments about the impact of having reserved seats, as set out in the table below.

<b>Community</b>	Six years ago two reserved women's seats were created on executive. This has led to women being elected in their own right. In addition, a woman has been elected vice president.
<b>NASUWT</b>	Having reserved seats has encouraged feedback on issues addressed at Congress to the appropriate equality committee and also within the local structures.
<b>T&amp;G</b>	Rules on minimum proportionality have transformed the face of the T&G and it was essential that this became a rulebook requirement. It is also very important that the rules are supported by education – positive action and support for all members on the aims of the rules and why they are necessary. Minimum proportionality has not prevented other women and BAEM members from being elected.
<b>UCU</b>	The reserved seats have increased involvement of representatives from all stands and facilitated greater interaction with these sections of membership.
<b>UNISON</b>	Proportional representation and fair representation have had a huge impact in shaping and driving the unions policies and priorities. The UNISON national strategic objectives have equality embedded in all the four key strategic areas. This has changed the agenda, structure and future of the union in key areas where equality outcomes are having a positive impact in the union's achievement and recruitment.

### Representation at TUC statutory conferences

Larger unions were asked if they had any rule on the representation of the different groups of members at TUC statutory conferences. There are no comparative figures for 2003.

Very few did, the highest numbers being for the nine unions (26 per cent) that have rules on the representation of women on their TUC Women's Conference delegation and the same number with a rule on black members' representation at the Black Workers' Conference. The conference that unions are least likely to have rules relating to is the Trades Councils' Conference. Only one union – the T&G – had rules on the delegation for this conference (for women and for black members).

Percentage of larger unions with rules on the representation of the equality groups on delegations to TUC statutory conferences

Statutory conference	Women %	Black %	Disabled %	LGBT %	Young %
Women's Conference	26	12	6	9	6
Black Workers' Conference	18	26	3	6	3
Disability Conference	15	9	21	6	3
LGBT Conference	21	12	6	24	3
Young Members' Conference	15	9	6	6	21
Trades Councils' Conference	3	3	0	0	0



Additionally, a number of rules mentioned that custom, rather than rule, would ensure an appropriate delegation. For example, the FBU sends a delegation of eight to each sectional conference, which must include in each case at least one member from each of its women's, gay and lesbian and black and minority ethnic sections.

Several others, by custom, send only delegates who are members of the group for whom the conference is organised.

Smaller unions of under 12,000 members were asked if they generally sent delegations to the TUC statutory conferences. (It can be assumed that all larger unions do.) But less than a third of the smaller unions did in each case, the most likely one being the Black Workers' Conference (33 per cent) and the least likely being the Young Members' Conference (5 per cent). The DGSU said it had sent a delegate to the Women's Conference but that "the cost implications for us are very restrictive".

#### Percentage of smaller unions (under 12,000 members) sending delegations to TUC conferences

Women's Conference	29
Black Workers' Conference	33
Disability Conference	19
LGBT Conference	24
Young Members' Conference	5

#### Union conference/seminars for equality groups

Unions were asked if they ran regular national conferences or seminars for any of the groups of members. The Audit shows that fewer than half run such conferences. Again, the proportions are lower than in the 2003 Audit, probably because of the wider group of unions participating in the Audit.

However, the comparison does indicate some changes in priorities. The group now most likely to benefit from such an undertaking is black members, with 23 unions (42 per cent) holding events for this group, followed by LGBT members, who are catered for in 19 unions (35 per cent). In 2003 equal numbers ran women's and black members' conferences.

The group least likely to benefit, as in 2003, is young members, for whom national conferences/seminars were held by just 14 unions (25 per cent).

#### Percentage of unions holding national conference/seminar for categories

Women		Black		Disabled		LGBT		Young	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
50	33	50	42	41	27	44	35	31	25

Larger unions were asked if they held any such conferences/seminars at levels other than nationally. (In 2003 the question was addressed to all unions.)

Seventeen (50 per cent) of them did so for women, and almost as many (16, or 47 per cent) did so for black members.

## Percentage of larger unions holding sub-national conference/seminar\*

Women		Black		Disabled		LGBT		Young	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
25	50	25	47	22	38	22	35	16	29

\*asked of all unions in 2003 but larger unions only in 2007

## Other points made about structure

Unions were invited to make further points not specifically covered in the Audit about developments in their equality structure over the past four years.

<b>Accord</b>	Equality and Diversity Working Party established to look specifically at the areas covered by the Audit and provide umbrella for LGBT and EMNAC, which were already established in the structure.
<b>ACM</b>	We have reduced the number of seats on our council held by college principals who are over-represented by white men in further education. We introduced two BME seats a couple of years ago.
<b>ASLEF</b>	Over the last year ASLEF has succeeded in getting women elected on the TUC Women's and LGBT Committees and we are striving to gain a seat on the TUC Black Workers' Committee. This is a tremendous achievement for such a small union.
<b>Aspect</b>	Actively building up the National Association of Black Inspectors.
<b>BECTU</b>	We allow job-sharing on the National Executive Committee.
<b>Connect</b>	Our networks have become much less active in recent years and need lots of full time input to generate any activity. Instead we see many more diverse people interested in becoming active in the 'mainstream' activities. So, for example, we see women and black people wanting to get onto the key IR committees rather than getting involved in a common interest network. We don't see this as a negative development but as a reflection of our determination to mainstream equalities issues throughout the union.
<b>CSP</b>	<p>Since the last CSP equality audit in 2002 and the TUC Equality Audit in 2003, the CSP has created an Equalities Improvement Group that takes forward actions agreed by the Equalities and Diversity Group. The EIG is a staff working group established to co-ordinate action to implement the audit's recommendations, and help take forward any other work on matters relating to equality and diversity. The group has representatives from across all departments of the CSP. Work has included improving accessibility of our premises and developing standards for all publications and events.</p> <p>Regarding developments with the CSP's three diversity networks over the last couple of years, we have noticed that many members are finding it more difficult to take time off work to attend meetings and are preferring to take part using email or web-based tools.</p>
<b>CWU</b>	The equality conferences are now all motion based and two motions from each of the equality conferences are chosen via ballot at the respective conference and heard at the main CWU annual conference.
<b>Equity</b>	In June 2006 Equity appointed its first Equalities Officer who acts as Secretary to all four of our equality committees and to the Equalities Forum. The creation of the post was motivated by a commitment to improving the co-ordination of Equity's equalities committees and taking forward the equal opportunities work of the union.
<b>FBU</b>	Changes to our structures now allow our equality sections to submit resolutions to the union's annual conference. A number of senior positions have been taken up by members of our equality sections and we have our first black woman in a Regional position.
<b>FDA</b>	The union has become much more proactive in highlighting diversity and equality issues to members and has significantly increased the work we undertake.

<b>GMB</b>	We are currently undertaking an Equalities Review following a motion that was passed at GMB Congress 2006.
<b>Napo</b>	We used to organise an annual Disability Seminar until 2004. In 2005, the national disabled staff support network was established and we now work with them to support disabled members.
<b>NASUWT</b>	<p>Following consultation with existing advisory committees for race, sexuality and disability, the NASUWT reformed them and introduced equivalent structures for women and young members. The revised format of the advisory committees are:</p> <ul style="list-style-type: none"> <li>• Disabled Members' Advisory Committee;</li> <li>• Black and Minority Ethnic Members' Advisory Committee;</li> <li>• Lesbian, Gay, Bisexual and Transgender Members' Advisory Committee;</li> <li>• Women Members' Advisory Committee; and</li> <li>• Young Members' Advisory Committee.</li> </ul> <p>For three years we have had conferences targeting women, disabled, black and minority ethnic, young and LGBT members. The establishment of regional committee structures was designed to act as a springboard to organising activity in the regions, and with particular emphasis on organising for equality. These committees have seen the establishment of local equalities committees and posts to focus the Union's equality activity in the field.</p>
<b>NGSU</b>	We have established a fourth advisory committee, for members aged 55 and over.
<b>NUJ</b>	There has been an increase in the number of members directly elected to the NUJ's Disabled Members Council. The union has started to hold joint equality meetings where delegates from each of the NUJ's equality bodies get together to discuss future work and joint initiatives. The union now also holds an annual Student conference at the beginning of the NUJ's annual conference. Students are encouraged to attend their conference and remain as observers at the NUJ annual conference. We appointed a full-time equality officer last year to help co-ordinate the work of our various equality strands.
<b>NUT</b>	<p>The union is building up a network of disabled teacher members in order to arrange an annual forum for disabled members, in addition to the existing national advisory committee for this group.</p> <p>The union is increasing its number of women-only forums throughout the year and these events are organised on an ad hoc basis around individual campaigns or to highlight new NUT documents.</p>
<b>PFA</b>	Introduced post of Equality Development Executive, whose role is to ensure policies and procedures incorporate equitable strategies in full.
<b>RMT</b>	Nationally, RMT has strongly encouraged Regional Councils to establish Regional Advisory Committees for women, black and LGBT members. Two such committees have been formed in respect of women, one for LGBT members and one for our black and minority ethnic members. Ideally, we would like each Region to have such Committees and where possible, Branch level advisory committees.
<b>T&amp;G</b>	<p>The T&amp;G Women, Race and Equalities Sector Conference, held every two years, includes the Women's, BAEM, Disabled, Young and LGBT members conferences and joint sessions for all delegates from all conferences together. During the past four years, both specific and joint parts of the conference have been strengthened and developed to ensure, for example, that key issues for BAEM women are part of both the Women's and BAEM Conferences and so on.</p> <p>Also, during the last year, as part of merger discussions between T&amp;G and Amicus, the importance of equality being a founding principle of the new union and the importance of retaining and building on current T&amp;G rules has been a major concern that has received widespread support.</p>
<b>TSSA</b>	Running Union Modernisation Fund projects looking at equality structures, although at an early stage. As part of that, we are setting up self organised groups.

## TUC UNIONS AND THE AUDIT: QUESTIONS ASKED AND RESPONSES RECEIVED

<b>UNISON</b>	L&G structures changed in 2005 to LGBT structures, under UNISON rulebook.
<b>USDAW</b>	<p>This year saw the establishment of new equalities structures within USDAW. The National and Divisional Women's Committee and the National Race Committee were replaced with Divisional Equalities Forums and a National Equalities Advisory Group on which all four groups of under-involved members (women, black, LGBT and disabled members) are represented. The union has separate national and divisional young members' structures.</p> <p>Previously a National Women's Conference and a National Black Workers event (Black Members' Weekend Workshop) were held once a year. Now each year the National Equalities Advisory Group makes recommendations to the Executive Council about what national events they believe should take place during the course of that year.</p> <p>We are still at a very early stage in terms of our work with LGBT and disabled members. The focus of this work at the moment is on generating activity at a local/divisional level. As part of our programme of work for 2006 and 2007 we intend to establish a network of disabled and LGBT activists and organise a maximum of three divisional get-togethers for LGBT members.</p>
<b>WGGB</b>	Institution of disability issues committee.

## Section C The union as employer

### Staff equal opportunities policies

The unions were asked if they had an equal opportunities or non-discrimination policy relating to its own employees. Thirty-four (62 per cent) had a policy of some sort, all but one of them being a general equality policy. This is lower than in 2003 but this is likely to be a result of the wider range of unions responding.

#### Percentage of unions with equal opportunities or non-discrimination policies for staff

2003 %	2007 %
84	62

Specific groups of members were explicitly covered in about a third of policies, the most likely group to be mentioned being women and the least likely being LGBT members.

#### Percentage of unions with equal opportunities or non-discrimination policies relating to each category

Women		Black		Disabled		LGBT		Age	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
53	35	53	33	53	33	53	27	44	29

Unions referred to a number of ways in which they ensured that staff are aware of the policy. These included:

- supplying it to all members of staff when they start and/or at regular intervals thereafter
- putting it in staff handbooks and placing it on intranets
- including it on diversity and equalities training courses and ensuring staff attend those courses, either as part of their induction or at other regular intervals
- including it as part of union's rules.

Large unions were asked if they had a procedure for complaints affected by breaches of the equality policy and 26 (76 per cent) said they did. This was generally by use of the normal grievance/disciplinary procedures or through specific dignity at work or bullying and harassment procedures.

**Percentage of unions with an equality complaints procedure for employees\***

2003 %	2007 %
75	76

\*asked of all unions in 2003 but only of larger unions in 2007

**Reviewing staff pay and conditions**

Around 40 per cent of unions had reviewed staff pay and conditions to ensure they are not discriminatory, with slightly more saying they had reviewed them on a gender basis.

**Percentage of unions that have reviewed staff pay and conditions to ensure no discrimination**

Women		Black		Disabled		LGBT		Age	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
44	45	44	42	44	40	38	40	34	40

A number of unions gave more details on their reviews, with several saying they either had reviewed or were about to review matters in relation to age discrimination.

<b>Accord</b>	Pay and benefits were reviewed in 2006 – no action necessary in relation to equality issues.
<b>Amicus</b>	Staff terms and conditions of employment have been fully reviewed and equality proofed as a result of harmonisation of the four unions that have merged to form Amicus.
<b>ATL</b>	We are undertaking a pay review currently for general reasons. A new pay policy will ensure no more than five-year progression to avoid age discrimination.
<b>BECTU</b>	There has been a review of the retirement policy in view of age.
<b>Connect</b>	We conducted an equal pay review and changed our pay practices for staff as a result. We have also reviewed our leave arrangements as a result of the age regulations. Finally, all our appointments processes were reviewed from an equalities perspective.
<b>CSP</b>	Pay: a revised factor-based job evaluation scheme, and revised pay scales, were developed in 2002/3. Management worked with staff-side to ensure the scheme was non-discriminatory. Conditions of employment: HR policies have been audited to ensure non-discrimination.
<b>CWU</b>	Special leave policy reviewed by gender. Introducing a job evaluation review process for pay and grading. Bullying and harassment procedure reviewed. Recruitment and selection policy regularly reviewed.
<b>EIS</b>	Currently developing new job evaluation scheme under guidance of ACAS to be equality proofed. Joint working party by employer/staff trade union.
<b>GMB</b>	We are currently undertaking a job evaluation/equal pay review.
<b>HCSA</b>	Annual review by the Executive. Age will be looked at.
<b>NACO</b>	Full pay audit undertaken.
<b>Napo</b>	Job evaluation being planned.
<b>NASUWT</b>	Comprehensive pay and grading review using outside consultant for admin, clerical and support grades, resulting in harmonisation and closing of gap with officials. Pay and recruitment also reviewed in light of age equality law. Pension scheme changed to give rights for same-sex partners. Harmonisation of expenses and introduction of expenses for carers. HQ refurbishment has been improved for people with disabilities.
<b>Nautilus</b>	Ongoing review.
<b>NUT</b>	Regular reviews are undertaken of all conditions of service documents.

<b>PCS</b>	This is undertaken particularly in relation to employment and promotion panels. A pay and grading review has recently been undertaken incorporating equal opportunities principles. Proposals for equality proofing all employment policies are under discussion with the staff union.
<b>PFA</b>	A meeting was held with the Equal Opportunities Commission to ensure equality standards were being adhered to.
<b>Prospect</b>	We are currently in the process of a pay and grading review.
<b>TSSA</b>	Currently doing full job evaluation of all posts.
<b>UCU</b>	We are harmonising pay, terms, and conditions following a merger.
<b>UNISON</b>	UNISON implemented an Equality Proof pay and grading scheme in October 2006 based on a job evaluation scheme. All conditions of service were reviewed as part of this. The new scheme was independently audited at each stage to ensure it is equality proof.

## Flexible working

Two-thirds of unions (67 per cent) answered “yes” to the question “is flexible working available to all union employees?”. (This question was not asked in 2003.) Some unions said they did not offer flexible working to all employees but were nevertheless open to individual requests for different work patterns.

## Positive action on recruitment

A quarter of unions use positive action in their recruitment practices to encourage more black applicants for posts. Smaller proportions used positive action in relation to the other groups, as in 2003. The CSP said it has used BME and disability media for recruitment, but does not take positive action for women as it employs a predominantly female workforce (women constitute 86 per cent of the CSP’s paid officials and negotiators).

### Percentage of unions using positive action on recruitment

Women		Black		Disabled		LGBT		Age	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
28	15	34	25	28	16	28	16	19	11

In nearly all cases positive action took the form of advertising in targeted publications. However, the PCS said that: “Proposals are under discussion with the staff union to set up a bargaining academy targeted at under-represented groups aimed at improving the diversity among negotiating officers.”

The UCU made the comment that: “Wherever possible, we appoint on the basis of who will be the best candidate at the end of the induction period rather than who will hit the ground running.”

## Monitoring of staff diversity

Unions were asked if they had statistical records of the numbers of staff they employed from each of the equality groups.

Two-thirds (65 per cent) of unions said they recorded the gender of staff, which is a higher proportion than in 2003, despite the wider range of unions

responding to the Audit. (It should be noted that the comparable question in the 2003 Audit was slightly different in that it asked if unions “monitored” staff.)

However, fewer than half said they had records on black employees (49 per cent) and on the age of staff (45 per cent) and only 36 per cent recorded whether staff had disabilities. Just 15 per cent had records on how many LGBT staff were employed, though this question was not considered appropriate to ask in the 2003 Audit, and some unions excluded the question on the grounds of confidentiality.

#### Percentage of unions holding statistics on staff in categories

Women		Black		Disabled		LGBT		Age	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
59	65	56	49	44	36	n.a.	15	41	45

Unions were also asked, in cases where they kept the relevant records, how many staff they employed from the various groups at different grades in the union. As the longest-standing equality concern for unions has been gender equality, and monitoring gender does not involve confidentiality issues, it is not surprising that the most comprehensive picture available is for women.

The following two tables set out figures comparing the proportion of each unions’ membership accounted for by women with the proportion employed at the highest grades in the union accounted for by women. This is important, as the staff in those grades tend to be frontline officers representing the “face” of the union.

Larger unions were asked to provide figures for, among other groups, women employed both as “senior paid officials” and as “paid negotiating officials”.

#### Percentage of women members and officials in those larger unions that collect statistics on officials by gender

	Membership %	Senior paid officials %	Negotiating officials %	Senior officials included
<b>Amicus</b>	27	21	23	Gen sec, dep gen secs, asst gen secs
<b>ASLEF</b>	34	0	0	Gen sec, national organiser
<b>BECTU</b>	32	14	31	Gen sec, asst gen sec, supervisory official
<b>BFAWU</b>	n.a.	0	14	Gen sec, national president
<b>Connect</b>	20	50	33	Gen sec, dep gen sec, head of ind relations, director of organisation, asst sec, head of admin
<b>CSP</b>	82	67	86	Director emp relations and union services, asst directors of emp relations and union services x2
<b>EIS</b>	76	0	40	Gen sec, asst sec, accountant
<b>Equity</b>	49	25	31	Gen sec, asst gen secs x2, head of comms and membership support
<b>FBU</b>	5	0	n.a.	Gen sec, asst gen sec, nat officers
<b>FDA</b>	80	40	38	Gen sec, heads of department x4
<b>NACO*</b>	27	0	0	Gen sec
<b>NASUWT</b>	68	43	64	Gen sec, dep gen sec, asst gen secs, national officials, regional organisers, regional officials
<b>Nautilus</b>	2	10	0	Gen sec, dep gen sec, asst gen sec, nat secs
<b>NGSU</b>	73	33	71	Gen sec, asst gen secs x2
<b>NUJ</b>	40	0	47	Gen sec, dep gen sec
<b>PCS</b>	60	16	42	Gen sec, dep gen sec, asst gen sec, Scottish sec +21 other senior staff
<b>POA</b>	25	0	0	Gen sec, dep gen sec

*table continues*



table continued

<b>UNISON</b>	74	44	39	Gen sec, dep gen sec, asst gen sec, nat directors x12, regional secs x12
<b>USDAW</b>	58	27	35	Gen sec, dep gen sec, exec and admin officer, central treasurer, nat officer +28 other senior staff

*n.a. not applicable; \*NACO has fewer than 12,000 but completed the main questionnaire*

Smaller unions were asked to provide figures for, among groups, women employed as “paid officials and negotiators”.

**Percentage of women members and officials in those smaller unions that collect statistics on officials by gender**

	Membership %	Paid officials and negotiators %	Job titles included
<b>Accord</b>	71*	25	Gen sec, dep gen sec, operations manager, nat organiser, reg officer, recruitment officer
<b>ACM</b>	54	50	Gen sec, head of emp relations, head of policy, regional officers x5
<b>ALGUS</b>	71	0	Nat secretary, executive officer
<b>ANGU</b>	75*	50	Gen sec, asst gen secs x3
<b>ASPECT</b>	55	33	Gen sec, +8 nat and reg officers
<b>BSU</b>	73	0	Gen sec, chair
<b>NACODS</b>	0	0	Gen sec
<b>Napo</b>	60	40	Gen sec, asst gen secs x3, research officer

*\*membership mix taken from TUC directory, not Audit*

## Section D Union services and training

### Service/benefit provision

Larger unions were asked if they provided any of a range of typical union benefits and services specifically aimed at the equality groups.

Overall the services most likely to be provided aimed at specific groups were regular publications, websites and trade union training.

The service most likely to be targeted at women is trade union training, with 53 per cent of unions providing this. In addition 44 per cent had regular publications aimed at this group of members.

Black members were more likely to be targeted by website areas or services, with 59 per cent of unions providing this. Fifty per cent of unions offered regular publications aimed at black members and 47 per cent trade union training.

The most common services directed specifically at members with disabilities were publications and trade union training (35 per cent in each case providing these), whereas websites areas were the main service offered specifically to LGBT members (44 per cent) and those of particular age groups (41 per cent).

Some unions supplied examples of guidance on bargaining over transgender issues and these are the subject of the separate 2005 TUC Equality Audit report on collective bargaining.

Percentage of larger unions providing certain benefits/services to categories

	Women %	Black %	Disabled %	LGBT %	Age %
Legal benefits/services	21	21	21	21	21
Financial benefits	9	3	6	3	18
Regular publications	44	50	35	3	15
Website areas/services	41	59	35	44	41
Phone helplines	9	9	0	15	6
Trade union training	53	47	35	41	38
Other learning opportunities	26	24	21	24	18

Smaller unions were asked if they provided any benefits/services specifically aimed at any of the groups. Only one union in each case did so.

Examples of targeted legal and financial services include Equity's initiative, together with an external organisation, to help disabled members find work. This was the establishment of a Directory of ACOAA Performers and a Directory of Disabled Performers, which are used by casting directors to find talent. The Directories are produced in hard copy and electronic format via an interactive service available online and are free to join for Equity members.

PCS provides discounted insurance policies that offer cover in relation to male and female specific cancers and health, while USDAW provides pregnant women with a cash maternity grant and those with severe disablement, who meet specific criteria, a one-off cash payment.

While many unions provide publications and newsletters aimed at particular groups of members, there are indications that this is being matched, if not superseded, by website areas and services aimed at these groups.

*An interesting example is that set up by the CSP in 2006. This is a member-only interactive website called CSP Interactive (also known as iCSP), which features special-interest virtual networks, targeted at a broad array of members groups, that members can subscribe to.*

*In relation to equality, the CSP interactive website has two layers – including an open-access diversity area that more than 300 members have subscribed to. These members receive a fortnightly e-bulletin displaying links to new content on the diversity area of the site and can post their own content on there too.*

*iCSP networks mirroring the CSP diversity networks for race and sexual orientation have been created. The Black Minority Ethnic iCSP Network is public and the size of the group has doubled to 150 since its creation. The LGBT iCSP Network is private, allowing its members to post messages without being identified by other members. A Disabled Members' iCSP Network is planned for the near future.*

Several unions have telephone helplines specifically for one or more of the groups of members, and the T&G has taken this a step further with a Migrant Workers' Helpline (see "Targeted membership recruitment" on page 15).

## Service/benefit monitoring

Large unions were asked if they monitored their general service provision to see whether it delivers equality of access. Very small numbers did in each case, though the question excluded monitoring of trade union training, which was the subject of a separate question (see section below on "Participation in trade union training"). (NB – these figures cannot be compared the 2003 Audit as in that questionnaire there was just one question covering all service monitoring, including trade union training.)

### Percentage of unions that monitor service provision\*

Women		Black		Disabled		LGBT		Age	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
19	6	27	6	23	6	15	3	20	6

*\*asked of all unions in 2003 but only of larger unions in 2007*

One union that conducts monitoring is NASUWT, which says it has established systems to review take up of its services and benefits by women, BME, LGBT, disabled and young members. It has some equalities data on insurance claims, criminal law and personal injury claims and benevolence assistance applications but says it is working with IT suppliers to develop a system to enable the union to analyse casework data.

The union says it takes positive action through its advertising and communications strategy to ensure take up of services and benefits by each of the target groups.

PCS says it is currently reviewing discounted shopping and other services to ensure that benefits reflect the diversity of its members.

### Taking discrimination cases to tribunal

Around a quarter of unions said they monitor the number of cases they take to tribunals under each of the discrimination jurisdictions. The proportions appear to be lower than in the 2003 Audit but this may again be down to including a wider range of smaller unions responding to the 2007 Audit. Many small unions said they had too few cases to make monitoring meaningful.

Almost the same proportions of unions were monitoring cases under the new jurisdictions of sexual orientation, religion/belief and gender reassignment as under the more established ones.

NASUWT provided its actual figures, which indicated that, since 2003, the number of sex discrimination cases had steadily fallen. No cases had yet been taken under the gender reassignment legislation. In PCS monitoring showed that the largest number of cases is on disability and so the union has increased the information, training and support available to reps on handling such cases. It had not yet had any cases under the regulations on gender reassignment, sexual orientation or religion/belief.

Percentage of unions monitoring discrimination cases

Sex		Race		Disability		Sexual orientation		Religion/belief		Gender reassignment	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
45	27	40	25	40	25	n.a.	24	n.a.	24	n.a.	22

n.a. not applicable

The larger unions were asked if they provided education or training for paid officials and lay reps on taking discrimination cases. More than four in five (82 per cent) did so for paid officials and 64 per cent did so for lay reps.

Percentage of unions providing training in taking discrimination cases\*

	Regularly	As and when
Paid officials	32	50
Lay reps	26	38

\*asked of all unions in 2003 but only of larger unions in 2007

## Participation in trade union training

Larger unions were asked if they undertook equality monitoring of attendance at union or union-supported education or training courses. Only a minority did so, with the largest proportion – 50 per cent – reserved for gender monitoring. Next came monitoring for ethnicity (44 per cent), disability (35 per cent), age (24 per cent) and, lastly, LGBT status (18 per cent).

Although the figures are not strictly comparable with 2003 because of the wider pool of unions, it is noteworthy that monitoring for LGBT status is the one area where monitoring appears to have increased. Overall figures reflect the wider number of unions participating in the 2007 Audit.

### Percentage of unions monitoring attendance at union training\*

Women		Black		Disabled		LGBT		Age	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
59	50	47	44	38	35	9	18	44	24

\*asked of all unions in 2003 but only of larger unions in 2007

*The CWU is one union that carries out comprehensive monitoring. It says figures are released annually that report on monitoring across the board. In addition, quarterly statistics are provided on students by gender, race, disability and age.*

*The NUT supplied figures from its 2005 monitoring, which covered gender, race and disability, and said LGBT and age were being introduced in 2006–07. NASUWT collects equalities data routinely for every course organised by the union in relation to both attendees and trainers. It uses this monitoring data to target course participants for future courses and to enable the future strategic direction of the training course programme. Data captured on attendance at union seminars and conference fringe meetings is also collected and used.*

*USDAW also monitors all of its training courses and information on women and black members. Participation is regularly reported at national and regional levels.*

Between a fifth and a third of unions (both larger and smaller were asked) took steps to encourage members from the five groups to participate in their education/ training courses, the most likely group to be encouraged being women (targeted by 35 per cent of unions). Only 20 per cent of unions made efforts to encourage participation from any age groups, such as younger members.

The proportions were all lower than in 2003, but that is likely to be because of the wider range of respondents in 2007.

### Percentages taking steps to encourage participation in education/training by categories

Women		Black		Disabled		LGBT		Age	
2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %	2003 %	2007 %
63	35	63	25	47	31	47	24	38	20

A number of unions took steps to advertise in specific areas of the union website or through target publications. Others said they encourage women workers by providing childcare facilities or expenses. UCU provided course details in Braille and several unions referred to choosing accessible venues.

The T&G said it did all of these, and also asked participants to fill in forms in advance relating to disability access requirements and dietary requirements, for example requirement for Halal foods.

Similarly, Amicus said training courses are regularly advertised through its website, prospectus, full-time officials and e-equality newsletter. It also uses its equality networks to publicise education and training events and there is a link to all training/education courses from the Amicus Equal Rights website. All applications for courses ask if the member has any access, dietary, childcare or religious requirements, and the union will pay for childcare if a member requires it to attend a course.

### Diversity training for lay members

Twenty-four of the 34 larger unions (71 per cent) provided equality/diversity training for lay officials/reps/members. The CWU said mandatory equality and diversity training is rolled out on a continual basis, and equality is generally embedded into all reps' training, for example in health and safety courses.

Some smaller unions provided the training as part of general reps training. The FDA said that it does not have specific equality/diversity awareness training courses but ensures that diversity is covered within its personal case and new reps training courses. The union also invites lay officials to its lawyers' regular training courses and holds seminars on new equality legislation.

## Section E Campaigns and communications

### Catering for visual/hearing impairments

Half of unions (51 per cent) have taken some measures to make their campaigns and communications materials available/accessible to people with visual/hearing impairments. This was slightly lower than in the 2003 Audit, probably because of the wider range of unions responding in 2007.

#### Percentage of unions taking measures to make campaigns and communications materials available/accessible to those with visual/hearing impairments

2003 %	2007 %
59	51

While some of the unions said adapted materials were available “on request”, others had made comprehensive efforts to ensure accessibility. Examples of these are set out in the table below.

<b>Accord</b>	An audio copy of the union’s magazine is provided for members with visual impairments.
<b>Amicus</b>	All publications are available in different formats for those with visual impairments.
<b>Connect</b>	Any material is available in Braille, tape or large format on request.
<b>CSP</b>	The CSP’s fortnightly publication <i>Frontline</i> is available on tape or in Braille format. The CSP’s website has been awarded RNIB “See It Right” status to reflect its high standard of accessibility for visually impaired readers. All CSP publications are made available in alternative formats upon request.
<b>CWU</b>	All union magazines are available in PDF format on request for large print. In addition tape recorded material has been trialled.
<b>EIS</b>	Braille translation; large print documents on request.
<b>FDA</b>	The FDA member magazine <i>Public Servant</i> is available on cassette tape and as a Word document on the FDA website.
<b>GMB</b>	Via GMB website. ALT text for hearing impairments and follow accessibility guidelines from RNIB.
<b>NASUWT</b>	The union’s website is accessible to members with visual impairments in accordance with the W3c standard. The union applies design and layout standards to ensure access to members with visual impairment, including use of colour, graphics, wording, titles etc. Large print and Braille materials versions of NASUWT publications are available on request. The union provides facilities, support and adaptations for delegates with visual/hearing impairments attending training courses, seminars and conferences.

<b>PCS</b>	The monthly magazine <i>PCS View</i> is available in a range of formats including Braille, talking pages and large font. All other materials are available in alternative formats on request.
<b>Prospect</b>	The union supplies accessible PDFs or a large plain text version of the union magazine. There is no procedure for knowing which members have visual or hearing impairments and, until its membership system can record members' accessibility requirements, its communications department has to operate on an ad hoc basis. A question on this point is included in the 2007 membership card mailing, so the union should be able to make progress on this issue in the next 12 months.
<b>T&amp;G</b>	Provides a range of publications in Braille, audiotape and large print. The website has been audited and awarded the RNIB's See It Right Accessible Website logo.
<b>UCU</b>	Offers accessible format (Braille, font and print size); Minicom; websites access audited; induction loops; Braille machine at head office; video for blind members; Union magazine circulated in alternative formats.
<b>UNISON</b>	Key membership publications are available on tape or disk formats on request as a regular service. All campaign material and key information about the union is available on our website, which is W3C compliant. All communications items will be produced in appropriate accessible formats on request by individuals. Anyone registering for a UNISON conference or event and identifying themselves as having particular access needs will be automatically sent all supporting materials in the format of choice.

## Languages

Over half of unions (28, or 53 per cent) provide some campaigns and communications materials in languages other than English. This is similar to the proportion in the 2003 Audit, despite the wider range of respondents, suggesting this is an activity now taken on by a wider range of unions.

### Percentage of unions offering different languages

2003 %	2007 %
56	53

The most commonly mentioned language is Welsh, perhaps unsurprisingly as most unions have members in Wales. The CSP supplies a number of key leaflets and publications in Welsh and is "working towards a Welsh language scheme".

A number of unions, including the five largest – UNISON, Amicus, T&G, GMB and USDAW – provide publications in a number of different languages, aimed often at migrant workers. Languages mentioned included Urdu, Polish, Lithuanian, Estonian, Russian, Portuguese, Spanish and, in the case of Nautilus, Dutch. On its website UNISON makes available recruitment materials and basic information about the union in 16 of the most commonly used languages, currently: Albanian, Arabic, Bengali, Chinese, Farsi, French, Gujerati, Hindi, Polish, Portuguese, Punjabi, Somali, Russian, Spanish, Turkish and Urdu.

## Reflecting diversity and avoiding offence

In addition to these activities, the majority of larger unions (74 per cent) said they took action to ensure materials indicate a diverse membership/audience



and that language is accessible and does not cause offence to particular groups. In some cases this was a general practice or principle to try to ensure images and copy reflect the diversity of the union, but some mentioned a more systematic approach.

*PCS has one of the most robust procedures mentioned in the Audit. It says that ensuring diversity is reflected is a key requirement of all its literature and is considered from the outset of any campaign or communications strategy. This includes ensuring that material is both inclusive and reflects the diverse nature of its membership.*

*PCS campaigns and communications team have all had training in equal opportunities and specifically in disability awareness, and an understanding of the application of equal opportunities is a requirement for all posts in the Campaigns and Communications Unit. Training is also provided in equality proofing for all reps who edit or are responsible for member publications.*

Other systems are described in the table below.

<b>CSP</b>	The CSP Equalities Improvement Group has been drawing up guidelines on language for CSP staff writing for publication.
<b>CWU</b>	Carries out fairly extensive pro-active membership feedback on all communications. This is always proportionately reflective of the diversity of its audience and assesses readability and accessibility.
<b>Equity</b>	Both editorial and picture content are regularly reviewed to ensure, as far as possible, that all sections of the membership are represented.
<b>NASUWT</b>	The union ensures that visual images used in campaigns and communications literature is reviewed to ensure its inclusiveness on grounds of race/ethnicity, religion, gender, disability and age. All NASUWT external service providers are contractually required to ensure that the use of images is accessible and positive in terms of their representation.
<b>Nautilus</b>	All materials are checked by the Campaigns and Communications Team to ensure they are appropriately worded for the audience targeted.
<b>NUJ</b>	Equality Officer often advises communications staff to ensure materials are balanced and representative of a diverse audience. Union's Code of Conduct states that language must not be used to cause offence to any group. Also try to use plain English in all communications so that they are accessible and do not exclude anyone.
<b>TSSA</b>	Consult with under-represented groups.
<b>UCATT</b>	Clear equality principles applied throughout literature, publications and correspondence.

## Encouraging branches

A little over half of the larger unions (53 per cent) enable/encourage branches to produce materials in accessible formats and/or represent the full diversity of membership. Only 44 per cent had said this in the 2003 Audit, suggesting there has been an increase in this activity over the last four years.

### Percentage of unions encouraging/enabling branches to produce material that is representative\*

2003 %	2007 %
44	53

\*asked of all unions in 2003 but only of larger unions in 2007

Equity's Accessible Information Review and Policy will include materials produced by branches as far as this is practicable and reasonable. Each Equity branch is entitled to create its own website as part of Equity's main website, and these are compliant with accessibility guidelines.

NASUWT produces a range of resources offering practical tips, guidance and support for branches to develop their own materials in accessible formats, and to improve accessibility to the union at all levels. Equality officers are provided with materials for use locally to review and help ensure that all materials are accessible to and represent the full diversity of the union's membership.

The NUJ publishes terminology guidelines for members and has recently produced guidelines on disability and age discrimination, and the codes it produces for its members as journalists also apply to them as union activists.

PCS has guidelines on making materials accessible and available for all members. This is also included on the PCS website. This information will also be included in a new guide for branches on campaigns and communications to be launched in 2007.

UNISON's core recruitment materials – the Your Friend At Work suite of materials – were developed to promote a friendly, accessible image of a diverse union, using colourful cartoon images. These are available to download and customise at branch level and are widely used. In addition, guidance on written style is made available to branches.

## Impact of union campaigns

Just over one third of unions (36 per cent) said they consider/monitor the impact of planned union campaigns on the diversity of their membership.

*NASUWT, for example, says it undertakes equality impact assessments of all its negotiation/bargaining work, campaigns, in the development of new policy and on the union's work each year, as reported in the Annual Report.*

*PCS says representatives of its campaigns and communications team regularly meet with the national equality forums to discuss their involvement in campaigning and how messages can be tailored to meet the concerns of the equality groups.*

*Some unions mentioned specific examples. NAPO, in its campaign against the privatisation of the probation service, highlights the detrimental impact privatisation would have on equal rights and diversity. And the PFA's bad language, anti-drugs and good behaviour campaigns include a diverse mix of football players.*

The comments made by unions in this context indicated that, while they might consider the impact at the planning stage of a campaign, it was less likely that it could be actually monitored. For example, UNISON pointed out that, while each campaign is encouraged to develop success measures and ways of evaluating, in practice this can be hard to achieve in a meaningful way.

## Section F Equality successes

Unions were asked to outline their most significant equality successes over the four years since the 2003 Equality Audit. A small selection of the huge number of responses to this question is briefly set out here, concentrating particularly on organisational changes made within unions to improve their diversity work. The list is far from comprehensive and does not include bargaining successes, which are the subject of other TUC Equality Audit reports.

<b>ACM</b>	Increasing BME representation on our Council; diversity awareness training for all staff; closer working relationships with network for black managers resulting in membership growth and increased profile for specific cases we have taken on behalf of black members.
<b>Amicus</b>	The experience of merger has had a hugely positive impact on equality in the union. Bringing workers together that have been in separate unions due to occupational segregation has meant that our union's new culture and environment is equality aware, as well as bringing equality structures to parts of the union where they previously didn't exist. A commitment by the NEC to an annual report on equality in the union is a successful development for the union. And we now have 165 Disability Champions (of whom 35 per cent are women and 10 per cent are not "white British").
<b>ASLEF</b>	Filling all our national consultative committee seats; our LGBT confidential membership LUT has more than doubled in size; doubled the number of branch equality reps.
<b>Aspect</b>	First female regional officer appointed; first black Vice-President elected, to become National President of the Union next year under our procedure.
<b>ATL</b>	Impact of equalities committee; agreement to Equality Strategy/Plan.
<b>BECTU</b>	Regular annual BECTU National Women's Conference.
<b>Community</b>	Five women NEC members.
<b>CSP</b>	The CSP website attaining the RNIB's See it Right accessibility standard in 2006 and being shortlisted for the Visionary Design Awards; accessibility of the CSP: our main London office has introduced a wide range of accessibility facilities.
<b>CWU</b>	The move to having six motion-based equality conferences – covering the following strands: Race, Gender, Disability, LGBT and two for age.
<b>Equity</b>	Publication of <i>Equity, Equality and You</i> , which was sent to all Equity members; organising a Diversity Conference to be held in September 2007; highlighting equalities as the central feature of Equity's Review of the Year; the creation of the new Equalities Officer post.
<b>FBU</b>	Created a dedicated seat on the National Executive for a representative from the Gay and Lesbian section. We have introduced a childcare policy to assist all officials to carry out union roles. Agreement has been reached that a crèche will be provided at all training events.

TUC UNIONS AND THE AUDIT: QUESTIONS ASKED AND RESPONSES RECEIVED

<b>GMB</b>	Establishment of UMF Race and Diversity project to improve ability to cater for diverse membership.
<b>Napo</b>	Completion of Diversity Monitoring project in 2006.
<b>NASUWT</b>	The Union's engagement in the process of conducting detailed and systematic equality audits has delivered tangible benefits for NASUWT and its members (see Section G on impact of Equality Audit).
<b>NGSU</b>	Equality/Diversity awareness days with involvement from NGSU advisory committees; all advisory committees now send three members to a joint meeting to identify best practice and provide each other with support; a slight increase in involvement in the union structures from across all categories.
<b>NUJ</b>	Appointment of Equality Officer; re-introduction of NUJ Women's Conference.
<b>PCS</b>	Equality monitoring of the membership and subsequent report produced by LRD demonstrated the extent of under representation on decision-making bodies and enabled strategies to be put in place to address this; the setting up of regionally based networks for Black members and disabled members has raised the profile of equalities, enabled PCS to be more inclusive in its activities and "added value" to our campaigning activities; the appointment of an Equality Co-ordinator to provide a lead on the campaign to tackle under representation on decision-making bodies.
<b>PFA</b>	Appointed Equalities Development Executive to oversee work of department; football development officer to advise players of BME into coaching; commitment to equality and diversity training for staff, players and managers; transparency of recruitment procedures.
<b>RMT</b>	Production of a Charter for Women.
<b>T&amp;G</b>	Minimum proportionality in representation of women and BAEM members on GEC improved; being at the forefront on the migrant workers agenda and organising migrant workers into the union including Migrant Workers Helpline, information cards, translation etc; Disabled Members Committees regionally and nationally becoming statutory constitutional committees in rule rather than advisory General Equality; promotion of role of equality reps; extension of T&G Listening Support Network.
<b>TSSA</b>	Self organised/under-represented groups are expected to be incorporated within TSSA's rulebook this year, giving them rights and responsibilities for representation and attending annual conference etc; diversity of our executive committee.
<b>UNISON</b>	The union continues to campaign against far right organisations and won the 2006 TUC equality award for this work. The union has completed its pay and grading review and now has a properly evaluated pay structure which has been independently audited and it has completed its monitoring of staff employed by UNISON.
<b>USDAW</b>	Supporting Parents and Carers Campaign began in January 2005 and was resourced for the whole of that year as the union's flagship national campaign and won the 2006 TUC Equality Award. It was also a key part of union's organising strategy.  Have introduced new equalities structure (see page 28 of this Audit in the section "Other points made about structure"). The new structures have created networks of black activists in each of our seven divisions as well as giving our LGBT and disabled members a voice for the first time.  Our National Equalities Advisory Group has put together and carried out a programme of work for 2006 that draws strength from the fact that all four groups have been brought together under the umbrella of "general" equalities forums.  We have begun to identify disabled activists who have helped get our work on disability off the ground and put this issue on to the USDAW map.  200 lay delegates launched a new leaflet for reps on supporting disabled members at work and drafting a 90-minute seminar on the issue of disability rights to run at every Divisional Conference between the beginning of 2006 and the end of 2007.

## Section G Impact of TUC Equality Audit

Eleven unions – one in five of those participating in the Audit – have carried out their own equality audit since the TUC started conducting Equality Audits in 2003. The unions are CWU, EIS, GMB, Napo, NASUWT, NUT, PCS, SoR, T&G, UCU and URTU.

These range quite widely in scope, from EIS's monitoring of statistics of women at various levels in the union to the comprehensive approach adopted by NASUWT, which it says is "based on the pursuit of total equality management".

*NASUWT has identified a multidimensional framework for the development and review of its equalities work, which has enabled the union to continue to identify and address equalities priorities across nine areas of the union's organisation – leadership, policy and strategy, people, resources, processes, staff needs, members' needs, impact beyond the union, review of results.*

*In 2003, and utilising the strategic framework, NASUWT identified a series of 33 targeted commitments and actions to drive forward equalities work across the union. In the event the actions on equality exceeded these commitments.*

*The CSP's corporate plan for 2005–2010 features a core objective to "ensure that diversity principles are integral to CSP service delivery". Each CSP function has to identify actions for each year to fulfil the organisation's five-year objectives, which are to:*

- *ensure that all CSP information/services are fully accessible*

- *regularly monitor the CSP's profile, member involvement and other activity*
- *promote staff awareness*
- *promote the value of cultural competence to members*
- *promote the Department of Health work to increase workforce diversity*
- *ensure members are aware of their rights under equalities in employment regulations*
- *regularly review progress on diversity issues through statistics on physiotherapy workforce and student intakes*
- *increase student numbers from black and minority ethnic communities*
- *increase male students and those from all social classes*
- *be recognised as committed to the principals of diversity/inclusion.*

*Work to achieve these five-year objectives is ongoing among all CSP functions and is reported to the CSP Council annually.*

A number of unions referred to major work being planned, including UCU, which had been in existence for six months at the time the TUC Audit was carried out. It has commissioned a comprehensive equality audit on the merger process, which will include impact assessments on the merger and will

look at UCU's aims; staffing structure; democratic structure; delivery for members; existing procedures; and culture, values, how it does things. It will also consider best practice and obstacles to be overcome and propose creative solutions for improvement.

# The TUC and equality

## Introduction

The TUC continues to give high priority to equality in all its activities – whether in its democratic structures, its policies, its services to affiliates or in its practices as an employer. By way of illustration, this Part gives a brief summary of recent activities.

## The TUC as an employer

For many years the TUC has followed equal opportunity employment and recruitment policies and practices agreed between management and staff unions. This includes a package of support for working parents and flexible working. Managers receive equal opportunity/diversity training, with similar courses available for all staff; from 2007 onwards these have been mandatory.

The TUC periodically monitors the composition of its staff. This was last done in 2006 under the supervision of a joint management/unions equality working group (which has a range of functions – see below). Staff were invited to tick boxes indicating their gender, age, ethnicity, sexual orientation and religion/belief, and whether they were disabled. The form also invited staff to report any barriers or problems they faced at work as a result of their age, gender etc, and to comment on the monitoring process itself.

At the time the exercise was done the TUC had 295 staff (roughly half being externally funded unionlearn colleagues), and 253 sent back their forms – a response rate of 85.76 per cent. In summary, the exercise showed that in early 2006 over half of TUC staff were women and the TUC had above the national average percentage of black and minority ethnic staff (16.6 per cent as against the national proportion in 2006 for BME people of working age at 9 per cent). However, the TUC had below the national average of disabled staff (8.3 per cent, while the national statistic for 2006 for disabled people was 21 per cent). Well over half the staff were aged over 40.

In general comments, on the plus side, few staff commented negatively on the exercise or reported on major barriers to equality in the TUC; and the figures showed progress in increasing proportions of women at more senior levels. But the exercise confirmed clear inequalities that need addressing, including the concentration of BME staff in lower grades, and the under-representation of disabled staff. The results have been discussed in detail by the joint management/unions equality working group and the group is planning steps to address these issues.

## Results of TUC staff questionnaire



### Joint Equality Working Group

The working group was set up in 2005, its first task being to oversee an equal pay audit. This gave the TUC's pay structure a clean bill of health (with some minor issues to address), which was not surprising, as the pay and grading structure was new, following on from an equality-proofed job evaluation exercise. The next major task was the monitoring exercise described above and its follow-up. The group is, in 2007, discussing ways of refining and expanding the TUC's equality scheme and action plan.

### Equality Scheme and Action Plan

Taking its cue from the duty placed on public sector authorities to promote race equality and equality for disabled people (with a similar "gender duty" from April 2007), the TUC developed its first internal equality scheme and action plan in 2006. This was a statement of policy and intent, and a time-related action plan highlighting the equality dimension of all priority work across TUC departments. All departments contributed to the plan and are committed to monitoring its progress. The plan is championed at senior management level by the Assistant General Secretary and endorsed by the DGS and GS. A similar plan is in place for 2007, and the joint equality working group is actively designing a more comprehensive version for 2008.

The introduction to the 2007 action plan says:

"Equality lies at the heart of everything the TUC stands for and everything we do. Our constitution says that one of the TUC objectives is:

'to promote equality for all and to eliminate all forms of harassment, prejudice and unfair discrimination, both within in its own structures and through all its activities, including its employment practices.'

"This means that a commitment to promoting equality runs through all our activities, including our campaigning and lobbying on behalf of working people, our policy development, the services we provide for our affiliates and our practices as an employer.



“In 2007, equality issues will be central to all the TUC’s priority themes:

- raising the quality of working life
- promoting equality
- boosting trade union organisation and representation
- improving economic performance and social justice
- building global solidarity

“The TUC’s equality action plan for 2007 sets out where and how our key tasks during the year will put this commitment to promoting equality into action.

“The plan is structured around the individual TUC departments and their priority tasks for the year. Responsibility for ensuring equality is mainstreamed in individual departments rests with heads of department. The Assistant General Secretary is the plan’s champion at senior management level. It has been drawn up by departments through their discussions about their work plans for 2007, and the joint management/JNC equality working group has been consulted. The plan is monitored by the senior management team.”

Some examples of equality priorities in 2006–2007:

- **Equality and Employment Rights Department (EERD):** the department takes forward the TUC’s specialist work on equality, supports the TUC’s equality structures and affiliates, campaigns, develops policy, produces publications and briefings, organises seminars and conferences on equality issues and contributes an equality dimension across the TUC’s work. Highlights in 2006–2007 included a published negotiators’ guide on disabled people and employment; guidance for unions on age discrimination; sponsorship of Pride; submissions to the government’s Equalities Review and Discrimination Law Review; a set of filmed oral histories on equal pay, and a bid to the Union Modernisation Fund for a project to develop and support union equality reps.
- **Campaigns and Communications Department:** the department runs and supports TUC campaigns and public relations, ensuring a profile for equality in all its work. It routinely works with the EERD to promote the TUC’s four equality conferences. Highlights in 2006–2007 included promoting work/life balance and reduced working time through the annual Work Your Proper Hours Day and other initiatives; promoting trade unionism around Pride events; ensuring the TUC’s campaign on vulnerable workers effectively reflects the gender and ethnic make-up of the vulnerable workforce; and campaigning for a new pensions settlement that promotes the interests of women and carers.
- **Economic and Social Affairs Department:** the department provides the analytical foundations for much of the TUC’s work on equalities and integrates an equality dimension in a wide range of public policy issues. Highlights in 2006–2007 included participating in a sub-group of the Public Services Forum on equality and diversity; giving equality issues, especially equal pay in public services, prominence in high-profile publications such as the Budget and CSR Submissions; emphasising equality issues in all work on pensions reform; focusing on black communities and disabled people in work on welfare reform; pressing for

equality criteria in public procurement; running the Commission on Vulnerable Employment, which will investigate the problems faced by those social groups who are more likely to be in vulnerable employment: women, workers from BME communities, migrant workers; and taking a range of initiatives on wealth inequality.

- **European Union and International Relations Department:** equality issues feature prominently throughout the department's work. Highlights in 2006–2007 included extensive work on core labour standards; holding International Women's Day events with international speakers; hosting a women's delegation from Iraq; highlighting equality issues in activities with international trade union bodies; a very wide range of activities on migrant workers, including publications and events; active support for international trade union action on HIV/AIDS in developing countries; holding seminars on women and globalisation; including a women's delegation in awareness-raising visits to Brussels; and promoting solidarity action on LGBT issues globally by marking International Day Against Homophobia (May) by holding a seminar for union officials.
- **Organisation and Services Department:** the department includes the TUC's regional structures (see next bullet point) and its main activities include support for union organising, health and safety at work, policy affecting young people, support for trades union councils and education and training policy development. Equality runs through all work in all these areas. Highlights in 2006–2007 included running special assessment centres to attract black applicants to the Organising Academy; developing programmes on organising migrant workers; researching best practice with union learning reps, particularly focusing on their work in attracting women and BME workers into unions; lobbying for a fairer deal for women and young black people in FE; supporting a women's health and safety group; supporting health and safety reps working with young people; producing a special edition of *Risks* for International Women's Day; and training young women and BME activists to give talks in schools.
- **Regional Councils and Wales TUC:** all the TUC regional councils and the Wales TUC place a heavy emphasis on equality. Just some of the highlights in 2006–2007 included: Yorkshire & the Humber, with the NWTUC, have been heavily involved in work to commemorate the anniversary of the abolition of the Slave Trade; all the TUC Regions and Wales worked hard to campaign against the far right in the run-up to the 2007 local elections; SERTUC held a major equality conference aimed at raising the profile of equality across the region; and Wales, Midlands, Northern and South West have been taking forward projects on equal pay reviews, work inequality, black workers and migrants.
- **Unionlearn:** was set up in April 2006 to develop the work of the union academy in promoting learning throughout the British workforce, especially in developing support for union learning reps. Unionlearn also oversees the TUC's trade union education service. Highlights since April 2006 include a tutors' equality week; producing an *Out at Work* handbook for reps and officers about issues that face LGBT workers; developing material for equality reps; developing a kitemark that unions can use to badge good equality provision; producing publications on Skills for Life to

help union learning reps support learners with basic needs; and assisting ULRs to support vulnerable workers including migrants.

- **Management Services and Administration Department:** among its many areas of responsibility the department covers personnel practice, where equality is paramount; and it works in an equality framework to deliver services to TUC staff and other users of Congress House. Highlights in 2006–2007 included organising diversity training throughout the TUC; developing a refreshed bullying and harassment policy with the staff unions; revising recruitment procedures to achieve greater accessibility; participating in a national mentoring scheme for BME and disabled students; improving on Congress House's already high standards of physical accessibility; developing online learning for staff to make development opportunities more flexible; and following up the last monitoring exercise, including commissioning an attitude survey among staff and developing guidance on religious observance for managers and staff.
- **Secretary's Department:** the department has overall responsibility for giving strategic leadership to, and co-ordinating the work of, the TUC. This includes ensuring equality permeates the TUC's work, highlighting equality issues in operational plans; in public speeches; in representation on public bodies and other public platforms; in the media and in working relationships with other organisations. The General Secretary in particular gives a lead in ensuring that equality issues are to the fore in major priority projects, for instance the trade union movement's involvement in developing the 2012 Olympics and Paralympics; developing community relations and opposing racism; and the Commission on Vulnerable Employment. The department also oversees the TUC's internal equality and diversity policies and practices.

## TUC structures

The TUC General Council structures place a strong emphasis on equality.

In addition to the seats allocated to unions on the basis of size – the larger unions have automatic representation, with up to 10 seats for the largest union (Unite), and unions with fewer than 100,000 members elect 11 members to represent this group as a whole – there are a number of seats reserved to ensure that the General Council reflects the diversity of the British workforce.

Unions with more than 100,000 women members must include at least one woman in their team, and there are four seats for women from small and medium sized unions. There are three seats for representatives of BME workers – one from the larger unions, one from the smaller ones and third must be a woman. There are also seats from representatives for disabled workers, LGBT workers, and young workers (under 27 years). These are elected by Congress as a whole.

At present approximately one-third of the General Council's 56 members are women and for the past three years the TUC President has been a woman.

The TUC organises five annual statutory conferences, one for each of the equality groups – Women, Black Workers, Disability, LGBT and Youth.

## Appendix 1

### Unions responding and not responding to the Audit

The following unions participated in the 2007 TUC Equality Audit

Union	Membership
Accord	25,936
Association for College Management (ACM)	3,801
Association of Educational Psychologists (AEP)	3,050
Association of Flight Attendants (AFA)	619
Alliance and Leicester Group (ALGUS)	2,519
Amicus	1,200,000
The Abbey National Group Union (ANGU)	8,063
Associated Society of Locomotive Engineers and Firemen (ASLEF)	16,798
Aspect	3,931
Association of Teachers and Lecturers (ATL)	113,408
British Association of Colliery Management – Technical, Energy and Administrative Management (BACM-TEAM)	3,190
British Air Line Pilots Association (BALPA)	8,338
Broadcasting, Entertainment, Cinematograph and Theatre Union (BECTU)	27,354
Bakers, Food and Allied Workers' Union (BFAWU)	26,219
Britannia Staff Union (BSU)	2,971
Community	67,450
Connect	19,586
Chartered Society of Physiotherapy (CSP)	34,857
Communication Workers' Union (CWU)	244,461
Derbyshire Group Staff Union (DGSU)	498
Diageo Staff Association (DSA)	449
Educational Institute of Scotland (EIS)	57,086
Equity	36,489
Fire Brigades' Union (FBU)	46,811
FDA	16,209
GMB	575,300
Hospital Consultants and Specialists Association (HCSA)	3,049
Musicians' Union (MU)	31,148
National Association of Co-operative Officials (NACO)	2,449
National Association of Colliery Overmen, Deputies and Shotfirers (NACODS)	410
Napo	8,677
National Association of Schoolmasters Union of Women Teachers (NASUWT)	248,479
Nautilus UK	18,005
Nationwide Group Staff Union (NGSU)	12,062
National Union of Journalists (NUJ)	30,210
National Union of Mineworkers (NUM)	1,813
National Union of Teachers (NUT)	254,862
Public and Commercial Services Union (PCS)	312,725
Professional Footballers' Association (PFA)	2,369
POA (UK)	35,259
Prospect	102,161
National Union of Rail, Maritime and Transport Workers (RMT)	73,347
Society of Chiropodists and Podiatrists (SCP)	8,291
Skipton Staff Association (SKISA)	1,397

*table continues*

*table continued*

Society of Radiographers (SoR)	18,132
Transport and General Workers' Union (T&G)	777,325
Transport Salaried Staffs' Association (TSSA)	29,493
Union of Construction, Allied Trades and Technicians (UCATT)	121,109
University and College Union (UCU)	116,310
UNISON	1,317,000
Unity	8,076
United Road Transport Union (URTU)	17,942
Union of Shop, Distributive and Allied Workers (USDAW)	340,653
Writers' Guild of Great Britain (WGGB)	2,106
Yorkshire Independent Staff Association (YISA)	1,397

The following unions did not participate in the 2007 TUC Equality Audit

<b>Union</b>	<b>Membership</b>
British Dietetic Association (BDA)	5,910
British Orthoptic Society (BOS TU)	1,421
Community and District Nursing Association (CDNA)	3,619
Card Setting Machine Tenters Society (CSMTS)	88
The Community and Youth Workers' Union (CYWU)	4,915
Sheffield Wool Shear Workers' Union (SWSWU)	11
Union for Bradford and Bingley Staff (UBAC)	1,569
Undeb Cenedlaethol Athrawon Cymru (UCAC)	4,065

## Appendix 2

### A reproduction of the main questionnaire used for the Audit

#### INTRODUCTION

At the 2001 TUC Congress unions agreed to change the TUC's rules so that all affiliates are committed to promoting equality (see the Appendix to this questionnaire). This rule change imposed an obligation to report to Congress every two years on what they were doing to advance equality. This was to be done through a TUC audit – giving unions the chance to report progress and showcase best practice.

The first such audit was carried out in 2003 and was used to produce the TUC's *Equal Opportunities Audit 2003*. The second audit two years later restricted its scope to collective bargaining activities and results and was used to produce the *TUC Equality Audit 2005*.

The 2007 audit will measure progress against the benchmark set out in the first audit but will not seek information on collective bargaining which was dealt with in 2005. Also, in response to concern from some unions over the length of the 2003 questionnaire, it has been substantially shortened in some of the other areas. While this results in a reduction of the amount of information sought, we hope there will be enough information provided to assess unions' overall progress since 2003.

A report based on the audit will be presented to Congress 2007.

The questionnaire is detailed. Every union will not be able to answer every question or give all the information requested, but please provide as much as you can. There is also space for you to provide additional comments and any information you feel is relevant, as well as a section at the end where your union's success in the equalities area can be described.

Some of the questions ask whether there has been an activity in the last four years. This means since the last full TUC Equality Audit was carried out in 2003. Such questions are aimed at monitoring the *change* that has occurred among unions in that period.

We recognise that, for unions that have amalgamated recently, this is a more complex process and we hope that you answer as best you can.

A number of questions ask about union rules. It may be useful and easier in these cases for you to send in a marked up copy of your union's latest rule book.

Finally, the General Council stresses the importance of a return from every TUC affiliate, in order to comply with TUC rules. Responses should be returned to Clare Ruhemann at the Labour Research Department as soon as possible but at the latest by Wednesday 3 January 2007.

#### A. Rules

A1. HAS THE UNION ADOPTED THE TUC RECOMMENDED MODEL EQUAL OPPORTUNITY/EMPLOYMENT CLAUSE?<sup>1</sup>

Yes     No

Please use the box to comment on any developments in this area

**A2. DOES YOUR UNION HAVE ANY EXISTING NATIONAL RULES ON EQUALITY?**

Yes  No

If 'yes', please give brief details

**A3. DOES YOUR UNION HAVE A RULE RELATED TO MEMBERSHIP OF, OR SYMPATHY TOWARDS, FAR-RIGHT OR RACIST ORGANISATIONS?**

Yes  No

Please give brief details or comment on any developments in this area

1. The TUC model equal opportunity/employment clause states:

*'The objects of union shall include:*

*(a) The promotion of equality for all including through:*

*(i) collective bargaining, publicity material and campaigning, representation, union organisation and structures, education and training, organising and recruitment, the provision of all other services and benefits and all other activities;*

*(ii) the union's own employment practices*

*(b) To oppose directly all forms of harassment, prejudice and unfair discrimination whether on the grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age, or other status or personal characteristic.'*

## B. Membership and structure

**B1. DOES THE UNION HAVE STATISTICAL RECORDS OF THE NUMBERS FROM EACH OF THE CATEGORIES OF MEMBERS AT EACH LEVEL? IF 'YES', PLEASE GIVE FIGURES FOR EACH.**

	Total members at this level	Women	Black members	Disabled members	LGBT <sup>2</sup> members	Young <sup>3</sup> members
Membership	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>
Stewards or workplace reps	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>
Learning reps	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>
Health and safety reps	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>
Branch officials or officers	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>
Equality reps in branches/workplaces	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>
Delegates at most recent union conference	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>
2006 TUC delegation	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>
National executive members	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/>
	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>

2. Many questions in this questionnaire refer to the category 'LGBT', reflecting current union structures, but it is understood that gender identity is distinct from sexual orientation. If in any of the questions there is any separate monitoring or statistics for LGB and trans people in your union, the TUC would like to be provided with that information. LGBT includes transsexual and transgender people and it is hoped that unions will comment on and provide examples or documentation in relation to gender reassignment, gender identity or gender role transition where appropriate.

3. Please set out your union's definition of young members if this is not age 26 and under:

**B2. HAS THE UNION TAKEN ANY SPECIFIC ACTION TO RECRUIT NEW MEMBERS FROM ANY OF THE CATEGORIES BELOW OVER THE LAST FOUR YEARS? PLEASE GIVE BRIEF DETAILS AND RESULTS WHERE POSSIBLE**

<p><b>Women</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/> <p><b>Disabled workers</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/> <p><b>Young workers</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/> <p><b>Any other categories, e.g. specific faith</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/>	<p><b>Black workers</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/> <p><b>LGBT workers</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/> <p><b>Migrant workers</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/>
--	---

**B3. HAS THE UNION TAKEN ANY ACTION OVER THE PAST FOUR YEARS TO INCREASE THE NUMBERS OF SHOP STEWARDS AND BRANCH OFFICIALS/OFFICERS WHO COME FROM EACH OF THESE CATEGORIES OF MEMBERS? IF 'YES', PLEASE GIVE BRIEF DETAILS AND RESULTS WHERE POSSIBLE.**

<p><b>Women</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/> <p><b>Disabled members</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/> <p><b>Young members</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/> <p><b>Any other categories, e.g. specific faith</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/>	<p><b>Black members</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/> <p><b>LGBT members</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/> <p><b>Migrant workers</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <input style="width: 100%; height: 25px;" type="text"/>
--	---

**B4. EQUALITY OFFICIALS AND REPS**

**B4a. DOES THE UNION EMPLOY, AT NATIONAL LEVEL, SOMEONE WHOSE MAIN RESPONSIBILITY IS FOR ANY OR ALL OF THE CATEGORIES OF MEMBERS BELOW? IF 'YES', PLEASE GIVE THE TOTAL NUMBER OF OFFICERS/OFFICIALS AT THIS LEVEL.**

Overall equality	Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

**B4b. DO THESE POST HOLDERS ALSO CARRY OTHER NON-EQUALITIES RESPONSIBILITIES?**

Overall equality	Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If 'no' to B4a, how is this work covered nationally?



**B4c. DOES THE UNION EMPLOY, AT REGIONAL/GROUP/SECTORAL LEVEL, SOMEONE WHO HAS CLEAR RESPONSIBILITY FOR THE CATEGORIES OF MEMBERS BELOW?**

Overall equality	Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**B4d. DO THESE POST HOLDERS ALSO CARRY OTHER NON-EQUALITIES RESPONSIBILITIES?**

Overall equality	Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

If 'no' to B4c, how is this work covered at these levels?

**B4e. IS IT A UNION RULE/PRACTICE TO ELECT/APPOINT SOMEONE WHO HAS CLEAR RESPONSIBILITY FOR EACH CATEGORY OF MEMBERS (OR FOR 'OVERALL EQUALITY') AT A BRANCH/WORKPLACE LEVEL?**

Overall equality	Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please give any details on developments in this area

**B5. COMMITTEES**

**B5a. DOES THE UNION HAVE A NATIONAL BODY/COMMITTEE FOR ANY OF THESE CATEGORIES OF MEMBERS?**

Overall equality	Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**B5b. ARE THESE BODIES ELECTED (E) OR NOMINATED (N)?**

Overall equality	Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> E <input type="checkbox"/> N	<input type="checkbox"/> E <input type="checkbox"/> N	<input type="checkbox"/> E <input type="checkbox"/> N	<input type="checkbox"/> E <input type="checkbox"/> N	<input type="checkbox"/> E <input type="checkbox"/> N	<input type="checkbox"/> E <input type="checkbox"/> N

Please give details on who elects/appoints the members

**B6. RESERVED/GUARANTEED SEATS**

**B6a. DOES THE UNION HAVE RESERVED/GUARANTEED SEATS (WITH FULL VOTING RIGHTS) FOR EACH CATEGORY OF MEMBERS FOR THE FOLLOWING BODIES? IF 'YES', HOW MANY FOR EACH BODY?**

	Women	Black members	Disabled members	LGBT members	Young members
Branch committee	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
National executive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sectoral or group executive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Delegation to union conference	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Delegation to union sectoral conference	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Delegation to TUC Congress	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Delegations to government*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Delegations to GUF/ICFTU/ETUC confs*	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Please give detail/explanation in box

Please use box below to make any comments about the use/impact of reserved seats within your union or any other developments in relation to proportionate representation of the categories of members on the above bodies in the last four years.

**B6b. DOES YOUR UNION HAVE ANY RULE ON THE REPRESENTATION OF THE CATEGORIES BELOW AT TUC STATUTORY CONFERENCES? IF 'YES', PLEASE GIVE BRIEF DETAILS IN BOX BELOW.**

	Women	Black members	Disabled members	LGBT members	Young members
Women's	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Black workers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
LGBT	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Youth	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trades Councils	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please give brief details

**B7. CONFERENCES**

**B7a. DOES THE UNION HOLD A REGULAR NATIONAL CONFERENCE/SEMINAR FOR THESE CATEGORIES OF MEMBERS?**

Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**B7b. DOES THE UNION HOLD ANY CONFERENCES/SEMINARS AT ANY OTHER LEVEL FOR THESE CATEGORIES OF MEMBERS?**

Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**B7c. ARE THERE ANY OTHER POINTS YOU WANT TO MAKE ABOUT HOW EQUALITY STRUCTURES IN YOUR UNION HAVE CHANGED IN THE LAST FOUR YEARS?**

**C. Union as an employer**

**C1a. DOES THE UNION, AS AN EMPLOYER, HAVE AN EQUAL OPPORTUNITIES OR NON-DISCRIMINATION POLICY RELATING TO THESE CATEGORIES OF EMPLOYEES? (PLEASE ATTACH A COPY IN EACH CASE)**

Women	Black	Disabled	LGBT <sup>4</sup>	Age	General
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

*4. Many questions in this questionnaire refer to the category 'LGBT', reflecting current union structures, but it is understood that gender identity is distinct from sexual orientation. If in any of the questions there is any separate monitoring or statistics for LGB and trans people in your union, the TUC would like to be provided with that information.*

**C1b. IF 'YES' TO 1A, WHAT ACTION (IF ANY) IS TAKEN TO ENSURE THAT ALL STAFF AND ALL THOSE ACTING ON BEHALF OF THE UNION, WHETHER PAID OR UNPAID, ARE AWARE OF THIS POLICY?**

**C2. DOES THE UNION HAVE A PROCEDURE FOR COMPLAINTS BY MEMBERS OF STAFF AFFECTED BY BREACHES OF THE EQUALITY POLICY?**

Yes  No

If 'yes', please give brief details

**C3. HAVE STAFF PAY AND CONDITIONS BEEN REVIEWED TO ENSURE THEY DO NOT DISCRIMINATE AGAINST THE CATEGORIES OF STAFF BELOW?**

Women                  Black                  Disabled                  LGBT                  Age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

Please give brief details, including any positive action taken

**C4. IS FLEXIBLE WORKING AVAILABLE TO ALL UNION EMPLOYEES?**

Yes  No

Please give brief details

**C5. DOES THE UNION USE POSITIVE ACTION IN ITS RECRUITMENT PRACTICES TO ENCOURAGE MORE APPLICATIONS FOR POSTS FROM THE CATEGORIES OF STAFF?**

Women                  Black                  Disabled                  LGBT                  Age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details

**C6. DOES THE UNION HAVE STATISTICAL RECORDS OF THE NUMBERS OF STAFF FROM EACH OF THE CATEGORIES? IF 'YES', PLEASE GIVE FIGURES IN EACH CASE EXCEPT AGE.**

Women                  Black                  Disabled                  LGBT                  By age  
 Yes      Yes      Yes      Yes      Yes  
 No                   No                   No                   No                   No

**C7. IF RECORDS ARE KEPT, PLEASE GIVE FIGURES FOR THE FOLLOWING GROUPS OF STAFF:**

	Women	Black	Disabled	LGBT
Senior paid officials*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid negotiating officials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Administrative support (e.g. policy, communications, membership, legal)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secretarial support staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other support staff (e.g. printing, cleaning, security, maintenance, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Please list job titles included under 'senior officials' in this box

## D. Union services and training

### D1. SERVICE PROVISION

**D1a. DOES THE UNION PROVIDE ANY LEGAL BENEFITS/SERVICES SPECIFICALLY AIMED AT THE CATEGORIES BELOW?**

Women                      Black                      Disabled                      LGBT                      Age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details

**D1b. DOES THE UNION PROVIDE ANY FINANCIAL BENEFITS SPECIFICALLY AIMED AT THE CATEGORIES BELOW?**

Women                      Black                      Disabled                      LGBT                      Age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details

**D1c. DOES THE UNION PROVIDE ANY REGULAR PUBLICATIONS SPECIFICALLY AIMED AT THE CATEGORIES BELOW?**

Women                      Black                      Disabled                      LGBT                      Age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details

**D1d. DOES THE UNION PROVIDE ANY WEBSITE AREAS/SERVICES SPECIFICALLY AIMED AT THE CATEGORIES BELOW?**

Women                      Black                      Disabled                      LGBT                      Age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details

**D1e. DOES THE UNION PROVIDE ANY TELEPHONE HELPLINES SPECIFICALLY AIMED AT THE CATEGORIES BELOW?**

Women                      Black                      Disabled                      LGBT                      Age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details

**D1f. DOES THE UNION PROVIDE ANY TRADE UNION TRAINING SPECIFICALLY AIMED AT THE CATEGORIES BELOW?**

Women                      Black                      Disabled                      LGBT                      Age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details

**D1g. DOES THE UNION PROVIDE ANY OTHER LEARNING OPPORTUNITIES SPECIFICALLY AIMED AT THE CATEGORIES BELOW?**

Women                      Black                      Disabled                      LGBT                      Age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details

**D1h. DOES THE UNION PROVIDE ANY OTHER BENEFITS/SERVICES SPECIFICALLY AIMED AT THE CATEGORIES BELOW?**

Women                  Black                  Disabled                  LGBT                  Age

Yes  No       Yes  No       Yes  No       Yes  No       Yes  No

If 'yes', please give brief details

  

**D2. MONITORING OF SERVICE PROVISION**

**D2a. DOES THE UNION MONITOR ITS GENERAL SERVICE PROVISION TO SEE WHETHER IT DELIVERS EQUALITY OF ACCESS (EXCLUDING TRADE UNION TRAINING, SEE QUESTION D4 BELOW)? IF 'YES', PLEASE GIVE BRIEF DETAILS OF WHAT THE MONITORING SHOWS IN THE BOX BELOW.**

Women                  Black                  Disabled                  LGBT                  Age

Yes  No       Yes  No       Yes  No       Yes  No       Yes  No

**D2b. WHAT ACTION, IF ANY, HAS BEEN TAKEN IN THE LIGHT OF THIS MONITORING?**

  

**D3. TAKING DISCRIMINATION CASES TO TRIBUNAL**

**D3a. DOES THE UNION MONITOR THE NUMBER OF DISCRIMINATION CASES THAT ARE TAKEN TO TRIBUNALS? PLEASE GIVE BRIEF DETAILS IN THE BOX OF WHAT THE MONITORING SHOWS**

Women                  Black                  Disabled                  Sexual orientation                  Religion/belief                  Gender reassignment

Yes  No       Yes  No       Yes  No       Yes  No       Yes  No       Yes  No

**D3b. DOES THE UNION PROVIDE EDUCATION OR TRAINING FOR ITS PAID OFFICIALS IN TAKING DISCRIMINATION CASES FOR EACH OF THE CATEGORIES OF MEMBERS?**

Yes, on a regular basis       Yes, as and when       No

**D3c. DOES THE UNION PROVIDE TRAINING FOR ITS LAY REPRESENTATIVES IN TAKING DISCRIMINATION CASES?**

Yes, on a regular basis       Yes, as and when       No

  

**D4. PARTICIPATION IN TRADE UNION TRAINING**

**D4a. DOES THE UNION UNDERTAKE EQUALITY MONITORING OF ATTENDANCE AT UNION OR UNION-SUPPORTED EDUCATION OR TRAINING COURSES IN RELATION TO THE CATEGORIES OF MEMBERS?**

Women                  Black                  Disabled                  LGBT                  Age

Yes  No       Yes  No       Yes  No       Yes  No       Yes  No

If 'yes', please give details of results where available

**D4b. DOES THE UNION TAKE ANY STEPS TO ENCOURAGE PARTICIPATION IN EDUCATION/TRAINING COURSES BY THE CATEGORIES OF MEMBERS OR ENSURE THEY ARE ACCESSIBLE TO THEM?**

Women                  Black                  Disabled                  LGBT                  Age

Yes  No       Yes  No       Yes  No       Yes  No       Yes  No

If 'yes', please give details of results where available

**D4c. DOES THE UNION PROVIDE TRAINING ON EQUALITY/DIVERSITY AWARENESS FOR LAY OFFICIALS/REPRESENTATIVES/MEMBERS?**

Yes       No

If 'yes', please give details

## E. Campaigns and communications

**E1. DOES THE UNION TAKE ANY MEASURES TO MAKE UNION CAMPAIGNS AND COMMUNICATIONS MATERIALS AVAILABLE/ACCESSIBLE TO PEOPLE WITH VISUAL/HEARING IMPAIRMENTS?**

Yes       No

If 'yes', please give details

**E2. DOES THE UNION PROVIDE ANY OF ITS CAMPAIGNS AND COMMUNICATIONS MATERIALS IN DIFFERENT LANGUAGES WHERE APPROPRIATE?**

Yes       No

If 'yes', please give details

**E3. DOES THE UNION TAKE ANY ACTION TO ENSURE THAT ITS CAMPAIGNS AND COMMUNICATIONS MATERIALS INDICATE A DIVERSE MEMBERSHIP/AUDIENCE AND THAT LANGUAGE IS ACCESSIBLE AND DOES NOT CAUSE OFFENCE TO PARTICULAR GROUPS?**

Yes       No

If 'yes', please give details

**E4. DOES THE UNION TAKE ANY STEPS TO ENABLE/ENCOURAGE BRANCHES TO PRODUCE THEIR MATERIALS IN ACCESSIBLE FORMATS AND/OR TO REPRESENT THE FULL DIVERSITY OF MEMBERSHIP?**

Yes       No

If 'yes', please give details

**E5. DOES THE UNION CONSIDER/MONITOR THE IMPACT ON THE DIVERSITY OF ITS MEMBERSHIP OF CAMPAIGNS IT IS PLANNING TO RUN?**

Yes       No

If 'yes', please give details

## F. Priorities

- F1. PLEASE USE THIS SPACE TO OUTLINE WHAT YOU CONSIDER TO HAVE BEEN SIGNIFICANT EQUALITY SUCCESSES OVER THE PAST FOUR YEARS

## G. Impact of TUC Equality Audit

- G1. HAS YOUR UNION CARRIED OUT ITS OWN AUDIT SINCE THE TUC COMMENCED CONDUCTING EQUALITY AUDITS IN 2003?

Yes       No

If 'yes', please give details

## H. Other issues

- H1. PLEASE USE THIS SPACE TO OUTLINE ANY OTHER DEVELOPMENTS IN YOUR UNION'S EQUALITY WORK OVER THE PAST FOUR YEARS YOU FEEL ARE NOT COVERED ELSEWHERE

## Appendix to questionnaire

### GENERAL COUNCIL STATEMENT TO CONGRESS 2001

The Stephen Lawrence Task Group and the General Council are concerned to ensure that recent progress within the trade union movement on tackling institutional racism and other forms of discrimination and actively promoting equalities issues is maintained and accelerated.

For this reason, it is important that part of the legacy of the Task Group should be lasting TUC constitutional change, giving a strong and specific statement within the TUC's rules of commitment to promoting equality and eliminating discrimination.

With these aims in mind, it is necessary to amend the TUC rules to require the promotion of equality and elimination of discrimination by the TUC and unions. This involves both a clear commitment as a requirement of affiliation and an express TUC objects clause. There should also be amendments throughout to update the terminology of the TUC constitution to include both male and female pronouns when referring to individuals.

In order to ensure that these rule changes have the desired effect, the Task Group and the General Council have also decided that they should be backed up with a detailed model equalities 'objects' clause for unions. This is to be non-binding in nature but would act as a good practice standard, bearing in mind variations in union size, resources and activities.

Furthermore, the Task Group and the General Council have concluded that the rule changes should be accompanied by a TUC equality audit process with unions that would inform a report, including an assessment of progress made, to Congress every two years. There would be an expectation that affiliated unions participate in this process, which would be designed in further consultation with affiliates, and in order to help maximise the dissemination and adoption of best practice throughout the trade union movement.

### **TUC RULE CHANGES ADOPTED IN 2001**

The proposed rule changes are as follows:

- A. In Rule 1: Insert new third paragraph (following paragraph beginning 'Any such organisation...')

*'It shall be a requirement of affiliation that an organisation has a clear commitment to promote equality for all and to eliminate all forms of harassment, prejudice and unfair discrimination, both within its own structures and through all its activities, including its own employment practices.'*

- B. In Rule 2(a): Insert new second subparagraph (following subparagraph beginning 'To do anything...').

*'To promote equality for all and to eliminate all forms of harassment, prejudice and unfair discrimination, both within its own structures and through all its activities, including its employment practices.'*

- C. The Rules shall be amended throughout so as to ensure that all references to individuals are references to 'she or he', 'her or his' and 'her or him' respectively. The following paragraphs of the Rules shall therefore be amended:

4(d), 5(b), 7(g), 10(a), 10(b), 10(c), 10(d), 11(c), 12(a), 12(e), 12(f), 14(b), 18(b), 19(b), 20(b), 24, 26(e), 26(f), 26(g)



## Appendix 3

### A reproduction of the optional abbreviated questionnaire for unions with fewer than 12,000 members

#### INTRODUCTION

At the 2001 TUC Congress unions agreed to change the TUC's rules so that all affiliates are committed to promoting equality (see Appendix to this questionnaire). This rule change imposed an obligation to report to Congress every two years on what they were doing to advance equality. This was to be done through a TUC audit – giving unions the chance to report progress and showcase best practice.

The first such audit was carried out in 2003 and was used to produce the TUC's *Equal Opportunities Audit 2003*. The second audit two years later restricted its scope to collective bargaining activities and results and was used to produce the *TUC Equality Audit 2005*.

The 2007 audit will measure progress against the benchmark set out in the first audit but will not seek information on collective bargaining which was dealt with in 2005. Also, in response to concern from some unions over the length of the 2003 questionnaire, it has been substantially shortened in some of the other areas. While this results in a reduction of the amount of information sought, we hope there will be enough information provided to assess unions' overall progress since 2003.

A report based on the audit will be presented to Congress 2007.

This questionnaire is an abbreviated version of the main audit questionnaire going out to unions. It is designed for smaller unions who feel that completing the main questionnaire would be beyond their resources. You may still not be able to answer every question or give all the information requested, but please provide as much as you can. There is also space for you to provide additional comments and any information you feel is relevant, as well as a section at the end where your union's success in the equalities area can be described.

Some of the questions ask whether there has been an activity in the last four years. This means since the last full TUC Equality Audit was carried out in 2003. Such questions are aimed at monitoring the *change* that has occurred among unions in that period.

We recognise that, for unions that have amalgamated recently, this is a more complex process and we hope that you answer as best you can.

A number of questions ask about union rules. It may be useful and easier in these cases for you to send in a marked up copy of your union's latest rule book.

Finally, the General Council stresses the importance of a return from every TUC affiliate, in order to comply with TUC rules. Responses should be returned to Clare Ruhemann at the Labour Research Department as soon as possible but at the latest by Wednesday 3 January 2007.

#### A. Rules

A1. HAS THE UNION ADOPTED THE TUC RECOMMENDED MODEL EQUAL OPPORTUNITY/EMPLOYMENT CLAUSE<sup>1</sup>?

Yes  No

Please use the box to comment on any developments in this area

**A2. DOES YOUR UNION HAVE ANY EXISTING NATIONAL RULES ON EQUALITY?**

Yes  No

Please give brief details or comment on any developments in this area

**A3. DOES YOUR UNION HAVE A RULE RELATED TO MEMBERSHIP OF, OR SYMPATHY TOWARDS, FAR-RIGHT OR RACIST ORGANISATIONS?**

Yes  No

If 'yes', please give brief details

1. The TUC model equal opportunity/employment clause states:

*'The objects of union shall include:*

*(a) The promotion of equality for all including through:*

*(i) collective bargaining, publicity material and campaigning, representation, union organisation and structures, education and training, organising and recruitment, the provision of all other services and benefits and all other activities;*

*(ii) the union's own employment practices*

*(b) To oppose directly all forms of harassment, prejudice and unfair discrimination whether on the grounds of sex, race, ethnic or national origin, religion, colour, class, caring responsibilities, marital status, sexuality, disability, age, or other status or personal characteristic.'*

## B. Membership and structure

**B1. DOES THE UNION HAVE STATISTICAL RECORDS OF THE NUMBERS FROM EACH OF THE CATEGORIES OF MEMBERS AT EACH LEVEL? IF 'YES', PLEASE GIVE FIGURES FOR EACH.**

	Total members at this level	Women	Black members	Disabled members	LGBT <sup>2</sup> members	Young <sup>3</sup> members
Membership	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No
Stewards or workplace reps	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No
Learning reps	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No
Health and safety reps	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No
Branch officials or officers	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No
Equality reps in branches/workplaces	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No
Delegates at most recent union conference	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No
2006 TUC delegation	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No
National executive members	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> No

2. Many questions in this questionnaire refer to the category 'LGBT', reflecting current union structures, but it is understood that gender identity is distinct from sexual orientation. If in any of the questions there is any separate monitoring or statistics for LGB and trans people in your union, the TUC would like to be provided with that information. LGBT includes transsexual and transgender people and it is hoped that unions will comment on and provide examples or documentation in relation to gender reassignment, gender identity or gender role transition where appropriate.

3. Please set out your union's definition of young members if this is not age 26 and under:

**B2. HAS THE UNION TAKEN ANY SPECIFIC ACTION TO RECRUIT NEW MEMBERS FROM ANY OF THE CATEGORIES BELOW OVER THE LAST FOUR YEARS? PLEASE GIVE BRIEF DETAILS AND RESULTS WHERE POSSIBLE**

Women  Yes  No

Disabled workers  Yes  No

Young workers  Yes  No

Any other categories, e.g. specific faith  Yes  No

Black workers  Yes  No

LGBT workers  Yes  No

Migrant workers  Yes  No

**B3. HAS THE UNION TAKEN ANY ACTION OVER THE PAST FOUR YEARS TO INCREASE THE NUMBERS OF SHOP STEWARDS AND BRANCH OFFICIALS/OFFICERS WHO COME FROM EACH OF THESE CATEGORIES OF MEMBERS? IF 'YES', PLEASE GIVE BRIEF DETAILS AND RESULTS WHERE POSSIBLE.**

Women  Yes  No

Disabled workers  Yes  No

Young workers  Yes  No

Any other categories, e.g. specific faith  Yes  No

Black workers  Yes  No

LGBT workers  Yes  No

Migrant workers  Yes  No

**B4. EQUALITY OFFICIALS AND REPS**

**B4a. DOES THE UNION EMPLOY, AT NATIONAL LEVEL, SOMEONE WHOSE MAIN RESPONSIBILITY IS FOR ANY OR ALL OF THE CATEGORIES OF MEMBERS BELOW? IF 'YES', PLEASE GIVE THE TOTAL NUMBER OF OFFICERS/OFFICIALS AT THIS LEVEL.**

Overall equality	Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

**B4b. DO THESE POST HOLDERS ALSO CARRY OTHER NON-EQUALITIES RESPONSIBILITIES?**

Overall equality	Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>	<input type="checkbox"/> Yes <input style="width: 40px;" type="text"/>
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

If 'no' to B4a, how is this work covered nationally?

**B4C. IS IT A UNION RULE/PRACTICE TO ELECT/APPOINT SOMEONE WHO HAS CLEAR RESPONSIBILITY FOR EACH CATEGORY OF MEMBERS (OR "OVERALL EQUALITY") AT A BRANCH/WORKPLACE LEVEL?**

Overall equality	Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please give any details on developments in this area

**B5. PLEASE SET OUT ANY UNION BODIES/COMMITTEES DEALING SPECIFICALLY WITH EQUALITIES ISSUES OR FOR WOMEN OR BLACK, DISABLED, LGBT OR YOUNG MEMBERS.**

**B6. DOES THE UNION HAVE RESERVED/GUARANTEED SEATS (WITH FULL VOTING RIGHTS) FOR EACH CATEGORY OF MEMBERS FOR THE FOLLOWING BODIES? IF 'YES', HOW MANY FOR EACH BODY?**

	Women	Black members	Disabled members	LGBT members	Young members
National executive	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Delegation to union conference	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Delegation to TUC conference	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please use box below to make any comments about the use/impact of reserved seats within your union or any other developments in relation to proportionate representation of the categories of members on the above bodies in the last four years.

**B7. DOES YOUR UNION GENERALLY SEND A DELEGATION TO ANY OF THE FOLLOWING TUC STATUTORY CONFERENCES? IF 'YES', PLEASE GIVE BRIEF DETAILS IN BOX BELOW.**

Women's	Black Workers	Disability	LGBT	Youth
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**B8. DOES THE UNION HOLD A REGULAR CONFERENCE/SEMINAR FOR THESE CATEGORIES OF MEMBERS?**

Women	Black members	Disabled members	LGBT members	Young members
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**B9. ARE THERE ANY OTHER POINTS YOU WANT TO MAKE ABOUT HOW EQUALITY STRUCTURES IN YOUR UNION HAVE CHANGED IN THE LAST FOUR YEARS?**

## C. Union as an employer

**C1. DOES THE UNION, AS AN EMPLOYER, HAVE AN EQUAL OPPORTUNITIES OR NON-DISCRIMINATION POLICY RELATING TO THESE CATEGORIES OF EMPLOYEES? (PLEASE ATTACH A COPY IN EACH CASE)**

Women      Black      Disabled      LGBT<sup>4</sup>      Age      General  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes' to 1a, what action (if any) is taken to ensure that all staff and all those acting on behalf of the union, whether paid or unpaid, are aware of this policy?

*4. Many questions in this questionnaire refer to the category 'LGBT', reflecting current union structures, but it is understood that gender identity is distinct from sexual orientation. If in any of the questions there is any separate monitoring or statistics for LGB and trans people in your union, the TUC would like to be provided with that information.*

**C2. HAVE STAFF PAY AND CONDITIONS BEEN REVIEWED TO ENSURE THEY DO NOT DISCRIMINATE AGAINST THE CATEGORIES OF STAFF BELOW?**

Women      Black      Disabled      LGBT      Age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details, including any positive action taken

**C3. DOES THE UNION USE POSITIVE ACTION IN ITS RECRUITMENT PRACTICES TO ENCOURAGE MORE APPLICATIONS FOR POSTS FROM THE CATEGORIES OF STAFF?**

Women      Black      Disabled      LGBT      Age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details

**C4. IS FLEXIBLE WORKING AVAILABLE TO ALL UNION EMPLOYEES?**

Yes     No

Please give brief details

**C5. DOES THE UNION HAVE STATISTICAL RECORDS OF THE NUMBERS OF STAFF FROM EACH OF THE CATEGORIES?**

Women      Black      Disabled      LGBT      By age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

**C6. WHERE RECORDS ARE KEPT, PLEASE GIVE FIGURES FOR THE FOLLOWING GROUPS OF STAFF:**

	Total	Women	Black	Disabled
All staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Paid officials and negotiators*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*Please list job titles included in box below

## D. Union services and training

- D1. DOES THE UNION PROVIDE ANY BENEFITS/SERVICES SPECIFICALLY AIMED AT THE CATEGORIES BELOW? EXAMPLES MIGHT INCLUDE LEGAL BENEFITS/SERVICES, FINANCIAL BENEFITS, REGULAR PUBLICATIONS, WEBSITE AREAS/SERVICES, TELEPHONE HELPLINES, TRADE UNION TRAINING, OTHER LEARNING OPPORTUNITIES.**

Women                  Black                  Disabled                  LGBT                  By age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details

- D2. DOES THE UNION MONITOR THE NUMBER OF DISCRIMINATION CASES THAT ARE TAKEN TO TRIBUNALS?**

Women                  Black                  Disabled                  Sexual orientation                  Religion/belief                  Gender reassignment  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give brief details of what the monitoring shows

- D3. DOES THE UNION TAKE ANY STEPS TO ENCOURAGE PARTICIPATION IN EDUCATION/TRAINING COURSES BY THE CATEGORIES OF MEMBERS BELOW, OR ENSURE COURSES ARE ACCESSIBLE TO THEM?**

Women                  Black                  Disabled                  LGBT                  By age  
 Yes  No     Yes  No     Yes  No     Yes  No     Yes  No

If 'yes', please give further details

## E. Campaigns and communications

- E1. DOES THE UNION TAKE ANY MEASURES TO MAKE UNION CAMPAIGNS AND COMMUNICATIONS MATERIALS AVAILABLE/ACCESSIBLE TO PEOPLE WITH VISUAL/HEARING IMPAIRMENTS?**

Yes                   No

If 'yes', please give details

- E2. DOES THE UNION PROVIDE ANY OF ITS CAMPAIGNS AND COMMUNICATIONS MATERIALS IN DIFFERENT LANGUAGES WHERE APPROPRIATE?**

Yes                   No

If 'yes', please give details

- E3. DOES THE UNION CONSIDER/MONITOR THE IMPACT ON THE DIVERSITY OF ITS MEMBERSHIP OF CAMPAIGNS IT IS PLANNING TO RUN?**

Yes                   No

If 'yes', please give details

## F. Priorities

- F1. PLEASE USE THIS SPACE TO OUTLINE WHAT YOU CONSIDER TO HAVE BEEN SIGNIFICANT EQUALITY SUCCESSES OVER THE PAST FOUR YEARS?

## G. Impact of TUC Equality Audit

- G1. HAS YOUR UNION CARRIED OUT ITS OWN AUDIT SINCE THE TUC COMMENCED CONDUCTING EQUALITY AUDITS IN 2003?

Yes       No

If 'yes', please give details

## H. Other issues

- H1. PLEASE USE THIS SPACE TO OUTLINE ANY OTHER DEVELOPMENTS IN YOUR UNION'S EQUALITY WORK OVER THE PAST FOUR YEARS YOU FEEL ARE NOT COVERED ELSEWHERE.

## Appendix to this optional abbreviated questionnaire

### GENERAL COUNCIL STATEMENT TO CONGRESS 2001

The Stephen Lawrence Task Group and the General Council are concerned to ensure that recent progress within the trade union movement on tackling institutional racism and other forms of discrimination and actively promoting equalities issues is maintained and accelerated.

For this reason, it is important that part of the legacy of the Task Group should be lasting TUC constitutional change, giving a strong and specific statement within the TUC's rules of commitment to promoting equality and eliminating discrimination.

With these aims in mind, it is necessary to amend the TUC rules to require the promotion of equality and elimination of discrimination by the TUC and unions. This involves both a clear commitment as a requirement of affiliation and an express TUC objects clause. There should also be amendments throughout to update the terminology of the TUC constitution to include both male and female pronouns when referring to individuals.

In order to ensure that these rule changes have the desired effect, the Task Group and the General Council have also decided that they should be backed up with a detailed model equalities 'objects' clause for unions. This is to be non-binding in nature but would act as a good practice standard, bearing in mind variations in union size, resources and activities.

Furthermore, the Task Group and the General Council have concluded that the rule changes should be accompanied by a TUC equality audit process with unions that would inform a report, including an assessment of progress made, to Congress every two years. There would be an expectation that affiliated unions participate in this process, which would be designed in further consultation with affiliates, and in order to help maximise the dissemination and adoption of best practice throughout the trade union movement.

### **TUC RULE CHANGES ADOPTED IN 2001**

The proposed rule changes are as follows:

- A. In Rule 1: Insert new third paragraph (following paragraph beginning 'Any such organisation...')

*'It shall be a requirement of affiliation that an organisation has a clear commitment to promote equality for all and to eliminate all forms of harassment, prejudice and unfair discrimination, both within its own structures and through all its activities, including its own employment practices.'*

- B. In Rule 2(a): Insert new second subparagraph (following subparagraph beginning 'To do anything...').

*'To promote equality for all and to eliminate all forms of harassment, prejudice and unfair discrimination, both within its own structures and through all its activities, including its employment practices.'*

- C. The Rules shall be amended throughout so as to ensure that all references to individuals are references to 'she or he', 'her or his' and 'her or him' respectively. The following paragraphs of the Rules shall therefore be amended:

4(d), 5(b), 7(g), 10(a), 10(b), 10(c), 10(d), 11(c), 12(a), 12(e), 12(f), 14(b), 18(b), 19(b), 20(b), 24, 26(e), 26(f), 26(g)