

TUC Equality Audit 2005

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RELIGION AND BELIEF

age

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career progression*

MONITORING OF THE WORKFORCE

FOREWORD BY BRENDAN BARBER

Equality is at the heart of the trade union agenda. Unions are making a difference to the working lives of millions of people – whether through negotiating a better work–life balance, helping disabled people deal with the discrimination they face at work, meeting the needs of an increasingly diverse workforce, or challenging the activities of the far right.

The biennial TUC equality audits came out of an important TUC rule change in 2001, which committed the TUC and unions to promote equality in all aspects of our work. The first TUC equality audit in 2003 provided a benchmark of the equality dimension of all union activities – union priorities for equality, rules, structure, membership, collective bargaining, services to members, publicity, campaigns and unions as employers. The next TUC equality audit, due in 2007, will compare our progress with the benchmark set in 2003.

This second audit focuses on collective bargaining, an issue TUC affiliates highlighted in the first audit. The results show that unions are making a real difference to the lives of all working people. It is evidence that collective agreements deliver equality at work. It is why I believe that the Government should introduce new workplace statutory union equality representatives to promote equality and more collective agreements like the ones in this 2005 equality audit.

Over two-thirds of the TUC's 67 national affiliates responded to the 2005 survey, accounting for 98% of all members of TUC-affiliated unions. This is an excellent response rate – and I hope that in the 2007 equality audit all unions, whatever their size, will be able to contribute information. The data collected in this equality audit will be included in a new TUC Bargaining for Equality database, available from the TUC website later in the year.

Equality has long been a central focus of the TUC's work. Besides our more public activities, it is now well established that the equality dimension of work across the TUC is incorporated into internal planning processes. This has become more systematic in 2005, where the equality aspect of the work of all TUC departments is being written into an equality 'action plan'.

The TUC believes that all employers should have a legal duty to promote equality and that, in advance of any such legislation, they should do it voluntarily. The TUC itself is no exception.



A handwritten signature in blue ink that reads "Brendan Barber". The signature is written in a cursive, flowing style.

Brendan Barber

TUC GENERAL SECRETARY

This section outlines the main areas of enquiry and summarises the key findings of the audit. (See Appendix 2 for the questionnaire itself and Appendix 3 for a list of respondents and non-respondents to the 2005 audit.) The findings, along with examples of successful union initiatives with an equalities dimension, are described in detail in Section 2 under the headings of flexible working and work–life balance; parents and carers; women’s pay; black, minority ethnic (BME) and migrant workers; lesbian, gay, bisexual and transgender (LGBT) workers; disability; religion and belief; age; health and safety; pensions; union learning and education; harassment and bullying; recruitment, training and career progression; and monitoring of the workforce.

Section 3 – Focus on women in trade unions – presents a special report on the position of women in the trade union movement prepared for the TUC as part of the EU-funded Parity Between Women and Men in Trade Unions project (PWMTU). An overview of collective bargaining in the UK, which was presented to the European project partners in 2004 to assist comparisons with other partner countries, is taken from a report by the Labour Research Department (See Appendix 1).

The TUC also undertook an evaluation of the 2003 audit, the findings of which were fed back into the way the 2005 survey was conducted. The findings of the evaluation are reproduced in Appendix 4.

The framework for equalities bargaining

Collective bargaining is decentralised in many unions but two-thirds of unions do attempt to set national priorities for bargaining on equalities issues – a slightly lower figure than for bargaining as a whole. In the vast majority of cases these priorities are set by conferences or executive committees, but two-thirds of unions also take account of the recommendations of equality bodies.

Unions identify the following equalities issues as their key recent bargaining priorities:

- equal pay for women
- work–life balance and flexible working
- parental rights, including maternity and paternity pay and leave
- race discrimination and equality issues

These are likely to be the key priorities of the next two years, with pensions equality and disability discrimination also becoming more important.

Key targets and achievements

The questionnaire asked unions about the areas where they had equalities policies and/or material and where they had achieved negotiating successes. Unsurprisingly, the number that have achieved bargaining success in all equalities areas is lower than the number with equality policies. There are also indications that it is easier to negotiate on some topics, such as flexible working and work–life balance, than on others, such as women’s pay.

Policies, guidelines and briefing materials

The questionnaire found that 88% of unions have produced written policies and guidelines on some aspect of [flexible working and work–life balance](#). The issues taken up most frequently are job-sharing, the long-hours culture, flexitime and reduced hours. Fewer unions produced documents for negotiating on annualised hours, compressed hours and term-time working.

Almost as many – 83% – have produced material on [parents and carers](#). More have taken up the issues of maternity and paternity pay than maternity and paternity leave. But adoption

leave, parental leave and dependency leave, which are next on the list, have all been negotiated by more than half the unions.

Three-quarters of unions have material on [women’s pay](#), with equal pay for work of equal value and equal pay audits the main topics on which bargaining guidance has been provided. Fewer have dealt with part-timers’ pay or negotiated pay structures.

More unions – 81% – have guidelines and policies on material on issues of concern to [black, minority ethnic and migrant workers](#). The issues taken up most widely are dealing with racism and the far-right in the workplace, and equal access to jobs, training and promotion. Reorganising leave, the provision of language and other training as well as the recognition of foreign qualifications are covered less often. However, some unions are now looking specifically at the needs of recently arrived migrants.

Material on [lesbian, gay, bisexual and transgender workers](#) is provided by 71% of unions. Almost half have documents or policy on transgender workers and slightly fewer have produced material on equal access to benefits and leave for same-sex partners.

Almost three-quarters of unions – 73% – have policy and/or material on [disability](#), although specific issues, such as advice on specific impairments or disability audits are found more rarely. The area where most material has been provided is on redeployment and retraining, where 38% of unions have something.

Just over half of unions – 56% – have documents on [religion and belief](#), and around a quarter have specific material on religious practices.

Guidelines or policies on [age](#) have been produced by two-thirds of unions (69%), although policies directed towards older workers such as retirement age and redundancy procedures are twice as common as those that usually concern younger workers such as age-related benefits and adult rates for young workers.

A large number of unions – 81% – have produced guidance documents on [health and](#)

safety topics linked to equalities bargaining, although the highest score is recorded by stress, which has an impact beyond equality concerns. Half the unions have produced material on domestic violence.

The vast majority of unions – 85% – have policies and/or material on bargaining on **pensions**, and two-thirds cover the key equal opportunities component, access for all.

Issues linked to **union learning and education** are covered in materials from 71% of unions, with specific material on access for women, black, minority ethnic and migrant workers, and part-timers, all provided by around 40% of unions. Fewer – around a third – deal with access for disabled and younger or older workers.

More than three-quarters of unions – 77% – had material on **harassment and bullying**, with around half specifically referring to ethnic origin, disability, sexual orientation and gender. Other issues – age, religion, nationality and HIV status – were covered less frequently.

Almost six out of 10 unions – 58% – have produced policy or other documents on **recruitment training and career progression**, and a similar number – 56% – have material on monitoring the workforce.

From guidelines to negotiation

The most frequently used means of **communicating** policy on equalities issues to negotiators is through circulating guidance material, either on paper or through union websites, followed for local negotiators by direct written communications. For national officers, officer briefings are also important.

Equality training is most frequently given to lay negotiators and least frequently provided for local full-time officials.

Only a minority of unions have **reps with specific responsibility** for any sort of equality issues, and even fewer list these reps in their rule books.

In most unions there is no **monitoring** of the results of equalities bargaining at local level,

whether it is carried out by full-time officials or lay reps, although national officials report back to conferences and committees.

Negotiating successes

Two-thirds of unions – 67% – report some negotiating successes in the area of **flexible working and work-life balance**. Progress is most commonly reported in the area of job-sharing and flexitime, with only around one-third saying that they had successfully negotiated reduced hours schemes. It is clear, however, that, where unions are able to negotiate new arrangements, these arrangements often include a range of different flexible working elements.

The same proportion of unions – 67% – has negotiated improvements in the treatment of **parents and carers**. More than half have been able to push maternity and paternity pay above the statutory levels, and half have made progress in the area of adoption leave. However, fewer have made progress in other areas such as childcare support.

Just over half the unions – 54% – report negotiating success in the area of **women's pay**, with equal pay audits being negotiated most frequently. Moving to new pay structures seems to be more difficult. Only a quarter of unions report progress on negotiated pay structures.

Negotiated progress on the position of **black, minority ethnic and migrant workers** is reported by half the unions, and in some cases these are wide-ranging agreements. Successful negotiations on equal access are referred to most frequently, but around one-third have made progress on dealing with racism and the far right at the workplace.

In total, just under half of the unions – 46% – reported negotiating improvements in rights for **lesbian, gay, bisexual and transgender workers**. The most common negotiating success, reported by just over a quarter, was agreeing leave entitlement for same-sex partners equivalent or similar to that of partners of a different sex. But other benefits for same-sex partners and arrangements for transgender workers were not far behind.

Just over half the unions – 52% – report that they have negotiated improvements for their [disabled](#) members, with the largest number, around one-quarter, reporting progress on disability leave.

In total a third of unions – 33% – report negotiating success in the area of [religion and belief](#), with just under a quarter being more specific and saying that they have made progress on the issue of religious practices.

Just over a third of unions – 35% – report that they have been able to negotiate improvements in the area of [age](#), on issues linked to older workers.

Half the unions are able to report bargaining successes in the area of [health and safety](#) and equality. The issue most commonly taken up with success is stress, but a quarter have negotiated arrangements covering domestic violence.

Almost six out of 10 unions – 58% – reported that they had negotiated improvements in [pensions](#) linked to equalities issues and half that they had negotiated improved equality of access in some of their agreements.

One in four unions reported negotiating successes in the area of [union learning and education](#). Women, black, minority ethnic and migrant workers as well as disabled and part-time workers benefited equally from this.

Half of the unions report that they have negotiated arrangements in the area of [harassment and bullying](#) with an impact on equality, with ethnic origin being the issue most often mentioned specifically.

Just over a third of the unions – 35% – are able to report negotiating successes in the area of [recruitment, training and career progression](#). This is slightly lower than the proportion – 40% – who report similar progress in the area of [monitoring](#).

The 2005 equality audit

This report presents the findings of the second biennial TUC equality audit which came about as a result of a resolution passed by the 2001 Congress agreeing that it should receive a report every two years on what unions are doing to advance equality. The 2005 audit focuses on collective bargaining and, as in 2003, the core data is a survey of national affiliates, carried out through a questionnaire and request for documentation.

The 10-page questionnaire was much shorter than that for the 2003 audit, and was limited to questions regarding collective bargaining. The affiliates were also asked to supply related documentation including policies, guidelines and briefing materials issued by unions to their negotiators and examples of agreements currently in force.

Because collective bargaining increasingly takes place at enterprise or workplace level, particularly in the private sector, the questionnaire was supplemented by information on developments at local level. This came from the Labour Research Department's Payline database of collective agreements and surveys.

The TUC Equal Opportunities Audit, 2003

The 2003 audit provided a benchmark of the equality dimension of all union activities. It covered union priorities for equality, rules, structure, membership, collective bargaining, services to members, publicity, campaigns and unions as employers. It considered equality in relation to gender, race, disability, sexual orientation and age.

The audit was conducted through a 46-page questionnaire which asked more than 100 questions. Thirty-three of the then 69 TUC affiliates responded.

An evaluation of the project found that, although the response was highly representative in terms of union membership – the 33 audit unions represented 92.1% of TUC-affiliated membership – larger unions, who perhaps had more resources to complete a large questionnaire, dominated the response (see Appendix 4).

NOTE: One union, NASUWT, attached with its response to the 2005 Equality Audit a review of its progress on priorities identified by the 2003 audit. It comprises a 33-point checklist under the headings of Leadership, Policy and strategy, People, Resources, Processes, Staff needs, Members' needs, Impact and results, and progress is noted next to each one. This could be a useful model for other unions to adapt for the monitoring of their own priorities.

The response

The response to the national union survey element of the 2005 Equality Audit represented a considerable improvement on the position two years ago. In total 46 of the TUC's 67 affiliated unions replied – around two-thirds of the total, and although larger unions were again more likely to respond than smaller ones, the proportion of the TUC's membership covered by the survey was much higher at 97.4%.

The effort put into ensuring that smaller unions were able to complete the questionnaire seems to have paid off. In total 15 out of 26 of the unions with between 1,000 and 10,000 members returned the questionnaire, although only one of the seven affiliated unions with fewer than 1,000 members did.

Three completed questionnaires were received from Amicus, reflecting the fact that UNIFI and the GPMU only merged with Amicus toward the end of 2004. As a result, all of the following statistics are based on 48 responses.

The TUC and equality

Equality has long been a central focus of the TUC's work, and work on equality, overseen by

specialist committees and conferences, is reported every year in the General Council's report to Congress. But there are other TUC equality initiatives that are not so public. For example, it is now well established that the equality dimension of work across the TUC is incorporated into internal planning processes. This has become more systematic in 2005, where the equality aspect of the work of different departments is being included in an equality 'action plan' that the TUC is drawing up to put into effect a new 'equality scheme' based on the statutory duty that public bodies have to promote race equality. The TUC believes that all employers should have a legal duty to promote equality and that, in advance of any such legislation, they should do it voluntarily. The TUC itself is no exception.

The equality scheme and action plan are being overseen by a joint management–staff unions' JNC working group. The group has carried out an equal pay audit and has considered the outcome and action required. It has also conducted an updated equality monitoring exercise among staff. The intention is for the group to continue to work together (alongside the usual negotiating channels) to ensure that the TUC observes the highest equality standards as an employer and in all internal practices.

THE FRAMEWORK FOR EQUALITIES BARGAINING

Setting the priorities

Agenda setting for collective bargaining on equalities issues seems to be slightly less centralised than for collective bargaining generally. Only 33 out of 48 of the responses (69%) stated that they tried strongly (15) or very strongly (18) to set the equalities bargaining agenda at national level.

For collective bargaining generally, 15 said they tried strongly and 20 very strongly to set the agenda nationally (see below). Three unions reported that they made no effort to set the agenda nationally and two indicated that they made little effort to do so.

As with overall collective bargaining, the main way of identifying priorities on equalities bargaining is through conference or executive committee decisions: 42 out of the 48 unions (91%) said that their priorities were set “on the basis of national/sectoral or industrial conference or executive committee decisions”.

However, recommendations from equality bodies in the union are also important, with 30 unions (66%) reporting this as a method, ahead of discussions between officials – 22 unions (48%).

Other mechanisms were also used. The BSU reported that the union was influenced by the results of workplace equality audits and NATFHE referred to research, surveys and branch consultation. External factors also play a role. Accord referred to changes in legislation and the GMB to linking with TUC campaigns.

An overview of collective bargaining

To place collective bargaining on equality in a broader framework, the questionnaire also asked about collective bargaining in general. The responses confirm that bargaining is now highly decentralised. The survey found that 18 of the responses (38%) indicated that the union dealt with more than 200 bargaining units and that 10 (21%) dealt with more than 1,000. At the other

end of the spectrum there were eight unions (17%) who dealt with a single bargaining unit.

Not surprisingly, among the unions dealing with larger numbers of bargaining units, negotiations were often conducted by local or regional officials or local lay representatives. Of the 10 responses of more than 1,000 bargaining units, 6 respondents indicated that they were at regional and local rather than at national level; these included Amicus (although not the former UNIFI and GPMU sections), the T&G and the GMB. UNISON reported that collective bargaining responsibilities were divided evenly between national officials, local and regional officials, and local reps.

Despite this, unions nationally attempt to influence collective bargaining across the union to a substantial extent. Almost three-quarters (35 out of 48) state that they try to set an agenda either strongly (15) or very strongly (20). Only three state that they make no attempt at all to do so and two of these are unions that only deal with a single employer and therefore presumably have no need to co-ordinate bargaining.

Asked how overall bargaining priorities were arrived at, the vast majority of unions – 85% (41 out of 48) – said that, in part at least, they were based on conference or executive committee decisions. However, discussions between officials also played a role in the case of more than half (58%) of the unions. Unions indicated that other ways were also used, generally to get a greater input from the members. For example, the NUJ used group chapel (workplace) meetings and pay seminars; AFA referred to a questionnaire sent to members; and the NASUWT to member consultation and research.

The response from the T&G gave a good indication of the range of influences brought to bear:

“Conference and executive committee members set the framework for collective bargaining but the primary means are through discussions with and conferences of shop stewards. We also conduct surveys of membership, hold meetings with lay members, etc. The final decision is with the lay membership in the bargaining area covered. Where the industry is covered by multi-union collective agreements or a wage

negotiating body we also set priorities through liaison with other unions.”

Priorities in equalities bargaining

As well as asking how priorities in bargaining for equality were set, the questionnaire asked what they were and what they were likely to be in the future. The responses were diverse, and often linked several equality goals in a single response. Grouped together, the top equality bargaining priorities over the past two years, ranked by the number of unions putting them forward, were:

- measures to achieve equal pay, particularly for women
- work–life balance and flexible working
- parental rights, including maternity and paternity leave and pay
- race discrimination and equality issues

Looking to the future, the responses indicated that the same priorities were likely to continue to be important over the next two years, with pensions equality and disability discrimination issues assuming increasing significance. UNISON, for example, sees non-discriminatory pensions as one of its future top-three priorities, whereas it has not been in the past. And ALGUS plans to make disability issues one of its top three priorities for the next two years.

A number of unions reported that they could not forecast their main priorities for the next two years, either because of mergers (e.g. UNIFI and AMO), or because priorities had not yet been determined. The AUT, for example, has a clearly defined procedure for setting priorities on an annual basis, with both the women’s and the equal opportunities committees drawing up specific priorities. The equal opportunities committee of the AUT chooses “three overarching priorities,” one for each of the groups represented – black and minority ethnic members, disabled members and lesbian, gay, bisexual and transgender members – from a list of priorities determined at the annual meeting.

The negotiators

The diverse nature of negotiations across the unions makes it impossible to identify a specific

group of negotiators and look at the extent to which they reflect the breakdown of union membership in terms of gender, ethnicity, disability and so on. Instead the survey asked separately about the make-up of national and regional/local officials and lay reps.

Most unions had only limited details on this. As a result it is only possible to say something about the make-up of these groups in terms of gender. Even here, only 21 unions provided details on the gender breakdown of members, lay representatives and full-time officials.

The union with the consistently highest proportion of women among the ranks of lay reps, local/regional officials and national officials is the CSP. Women make up 90% of its members, 87% of its local reps, 83% of its local officials and 80% of its national officials.

In both the CWU and Connect the number of women in membership is lower, at only 20%, but they are relatively well represented among both the lay representatives (37% for the CWU, 20% for Connect) and the national officials (20% for the CWU, 45% for Connect).

However, without knowing the role of the individuals involved, it is impossible to say how far this impacts on negotiations.

KEY TARGETS AND ACHIEVEMENTS

The rest of this section looks in detail at the policies and achievements of unions in each of the main areas of equalities bargaining examined in the survey. The table below summarises the findings by showing the percentage of unions that have policies and/or material on particular issues in one column and the extent to which they report bargaining success in the other.

What unions are asking for and what they get

To a large extent, the issues on which the unions have policies and documents match the four

priorities they identify elsewhere in their responses: equal pay; work–life balance and flexible working; parental rights, including maternity and paternity leave and pay; and race discrimination.

More than three-quarters of all unions have produced material on these issues. Health and safety, harassment and bullying, and pensions also score highly but these are issues with an impact that goes beyond equality concerns.

The contrast between what unions are asking for and what they have achieved is also instructive. It is not surprising that, for all topics, the percentage of unions that have achieved bargaining success is lower than the percentage with equality policies and guidelines. After all, employers also need to agree for progress to be made.

But the way the gap varies between topics suggests that it is easier to negotiate on some than others. For example, employers may be more willing to concede on flexible working/ work–life balance than on women’s pay.

POLICIES, GUIDELINES AND BRIEFING MATERIALS

The audit looks in detail, across a range of equalities topics, at the extent to which unions have issued policies, guidelines or briefing materials to negotiators or included demands on these issues in their claims.

Flexible working and work–life balance

One of unions’ top equality bargaining priorities over the past two years has been improving workers’ work–life balance. Out of the 48 responses to the questionnaire, 42 (88%) reported that they had produced guidelines or other materials on this issue or included it in their claims.

Looking at the specific elements of negotiation on flexible working and work–life balance, the issue on which most material and policies had been produced was job sharing, addressed by 27 unions (56%).

One of the most comprehensive was Prospect’s *Negotiators’ Guide to Working Time*, which

Issue	Policies and/or material	Bargaining successes
Flexible working/work–life balance	88%	67%
Childcare and dependants	83%	67%
Women’s pay	75%	46%
BME workers	81%	50%
LGBT workers	71%	46%
Disability	73%	52%
Religion and belief	56%	33%
Age	69%	35%
Health and safety and equality	81%	50%
Pensions	85%	58%
Union learning and education	71%	40%
Harassment and bullying	77%	50%
Recruitment and training	58%	35%
Monitoring	56%	40%

All figures based on 48 responses

Topic	Percentage with policy and/or material
Any flexible working/work-life balance	88%
Job sharing	56%
Long-hours culture	48%
Flexitime	46%
Reduced hours	44%
Annualised hours	33%
Compressed hours	23%
Term-time working	13%

covers a range of alternative working patterns and has a detailed negotiator's checklist for job sharing. This includes both ensuring that management is committed to jobs being open to job sharing, and safeguards for job sharers such as equal access to training and arrangements for covering absences.

The long-hours culture was another area where a large number of unions, 23 out of 48 (48%), had policy or material. PCS has produced extensive material on work-life balance, including some from its innovative project with the Inland Revenue known as OurTime. A factsheet on this states that branches should consider whether flexible working could be introduced as part of "a cultural change on long-hours working".

Almost as many unions – 22 out of 48 (26%) – had materials and/or policies on flexitime. UNISON has details on its website of how negotiations on flexitime are increasingly "moving away from (a) rigid corporate approach to localised schemes, developed with the participation of staff and unions, and appropriate to each department or service".

In the area of reduced hours, 21 unions (44%) report having policies or producing materials. Union efforts here have been helped to a certain extent by the introduction, in 2003, of the right of certain workers to request flexible working arrangements and have their requests taken seriously by their employer.

However, the right is limited to parents of children aged under 6 (or under 18 for disabled children).

Some unions have urged their reps/negotiators to aim for more comprehensive deals. For example, the CSP tells stewards to aim to:

- negotiate an agreement that includes flexible working for all dependents as well as children;
- include older children as well, preferably all school-age children;
- include some provisions for children who are fostered or adopted;
- reduce the period between applications for a pattern of flexible working from the 12 months set out in the regulations (a target could be 6 months);
- have the scheme open to all 'workers', not just 'employees'; and
- have the scheme available from day one (for the legal right an applicant must have worked for the employer for 26 weeks).

Fewer unions have produced material on other flexible working issues with 16 (33%) reporting having material/policies on annualised hours, 13 (27%) with material/policies on term-time working and 11 (23%) having material or policies on compressed hours.

Parents and carers

Topic	Percentage with policy and/or material
Any parents and carers	83%
Maternity pay above statutory	71%
Paternity pay above statutory	65%
Maternity leave beyond statutory	58%
Paternity leave beyond statutory	58%
Adoption leave	54%
Parental leave/carers' leave	52%
Dependency leave	50%
Childcare support	44%

Improving arrangements for those with childcare responsibilities has long been a negotiating goal. Of the 48 responses to the questionnaire, 40 (83%) said that they had policies and/or material on the issues or had included it in claims.

In some cases a single document covers almost all the key points. For example, the T&G's guide

to its negotiators on family rights provides a comprehensive list of key negotiating aims, including:

- all women workers to be entitled to maternity leave and pay of up to one year (or more) from day one;
- increase the amount of maternity pay towards 100% of pay;
- increase the number of weeks' leave covered by maternity pay;
- all women taking their maternity leave entitlement to have the right to return to the same job with the same hours if they wish;
- rights to flexible working on return to work if desired;
- ten days' fully paid paternity/maternity support leave, regardless of gender or sexual orientation;
- flexibility for adoptive parents to use their pay and leave entitlement to cover pre-adoption meetings etc.;
- rights to parental leave from day one, and to be allowed within eight years of a child's birth;
- aim to build up to full pay for parental leave; and
- a minimum of 10 days' paid family/dependency leave, with wide scope and definition, including caring for elderly dependents.

In other cases different aspects of bargaining on childcare and dependants are covered by different documents and policies.

Pay above the statutory minimum, both for maternity and paternity, are the topics on which the largest number of unions have policies and/or material – 34 unions (71%) do so on maternity and 31 (65%) do so on paternity.

USDAW, for example, has launched the Supporting Parents and Carers campaign covering this. And UCATT, which points out that the construction industry does not generally have a good record on equality issues, recently made improved maternity and paternity arrangements part of a claim that, unfortunately, was rejected by the employers.

There is less on maternity and paternity *leave* on the other hand, with only 28 unions (58%) saying

that they have policy or material on this. One that has is the CSP. As well as urging its negotiators to ensure that paternity leave is available at full pay, from day one of service, and to those adopting children and all recognised partners, it also calls for greater flexibility over when and how it can be taken.

Adoption leave has been taken up through policies or guidelines by 26 unions (54%) including the CSP, which provides its negotiators with a checklist to achieve more than the statutory minimum, as follows:

- Negotiate leave and pay equivalent to maternity provision for children under school age.
- Include paid time off for pre-adoption meetings.
- Agree that parents adopting school-age children can have flexibility over working hours.
- Ensure leave is available to either parent, including same-sex partners.

Almost the same number of unions – 25 (52%) – have material or policies on parental leave/career breaks. USDAW, as well as having a detailed maternity and parental rights pack, has produced a guide on negotiating parental leave. It aims to get employers to agree a range of improvements to the statutory arrangements, which are unpaid. In particular it looks to improve the flexibility of the scheme, increase the number of individuals eligible for it, and look for some payment. As it points out: “without payment, most of our members will be unable to take parental leave.”

Paid leave is also the key union demand on dependants' and carers' leave, where the law allows “reasonable” time off to deal with emergencies involving a dependant but provides no right to pay. Overall half of the unions – 24 – have produced policies or material on this issue. USDAW again has produced a guide on negotiating time off for dependants. As it points out: “in the absence of paid leave there is . . . a key role for negotiators.”

Childcare support is the area where the fewest unions have material or policies, although almost half – 21 (44%) – do. Prospect has produced a guide for negotiators on childcare vouchers and

salary sacrifice schemes pointing out both the advantages and the pitfalls.

Women's pay

Topic	Percentage with policy and/or material
Any women's pay	75%
Equal pay for work of equal value	56%
Equal pay audits	48%
Part-timers' pay	42%
Negotiated structures	38%

With a continuing gap between men's and women's pay, the issue of pay equality is a key trade union concern. In total, three-quarters of the unions – 36 out of 48 – have policies or material on women's pay. In total 27 unions (56%) have produced material and/or policies on equal pay for work of equal value.

One sector that has been particularly active on this front is Higher Education, where the AUT found a huge level of pay discrimination. Its 2004 report, *The Unequal Academy*, found that female full-time academics earned on average just 85.1% of the salary of their male counterparts. The union is now set to launch "one of its biggest attacks upon the consistent and scandalous discrimination toward women within the Higher Education sector".

One way of establishing whether there is a problem in achieving pay equality is to run an equal pay audit. Almost half of the unions – 23 (48%) – have materials and/or policies on this. They include the T&G, which has run an equal pay campaign called Pay Up since 2001, getting targeted companies to agree to conduct equal pay audits. This has had the effect of changing grading structures in some companies and achieving cash results for some women.

Prospect has similarly produced a negotiators' guide to equal pay, which takes negotiators through a range of steps towards pay equality including both pay reviews (audits) and pay structures. Negotiated pay structures are an issue taken up by 18 unions (38%).

How part-timers are paid is also crucial for overall pay equality, and 20 unions (42%) have material and/or policies on this. They include USDAW, a third of whose members work part time. It has produced a bargaining guide on part-timers which includes, for example, the demand that part-timers should have access to overtime if working outside the standard day rather than after working the equivalent full-time hours.

Black, minority ethnic and migrant workers

Topic	Percentage with policy and/or material
Any BME and migrant workers	81%
Dealing with racism and the far right	56%
Equal access	50%
Reorganising leave	33%
Language or other training	21%
Foreign qualifications	17%

The vast majority of unions – 39 (81%) – report that they have produced policies and/or materials on black, minority ethnic (BME) and migrant workers. Often these are documents that cover a wide range of issues linked to race. The T&G and Prospect, for example, both have negotiators' guides on race and race equality.

The *Race Equality: Negotiator's Guide* produced by Prospect deals with issues representatives can take up with management to ensure equality in the areas of pay and conditions, recruitment, selection and promotion, training and development, and positive action programmes. It also suggests that negotiators consider a wider bargaining agenda in relation to leave, dress, qualifications, religious needs and diet.

In terms of specific areas taken up in policies and/or materials, the issue most frequently referred to is dealing with racism and the far right in the workplace. More than half of the unions – 27 (56%) – have materials or policy on this.

PCS, for example, has produced a branch briefing on unions and the far right. Setting out PCS policy and dealing with the infiltration of unions

by the far right, the briefing also refers to the negotiations going on in a number of government departments on changing their terms of employment to allow them to dismiss anyone found to be a member of a racist organisation. Another example of a union with material on this issue is the T&G with its publication *Facing the Threat: T&G Against Racism and Fascism*.

Half the unions – 24 – have documents on providing equal access to jobs, training and promotion for BME workers. One example is the NASUWT's booklet *Black Teachers and Employment*, which states: "it is time to give greater priority to the negotiation of equal opportunities" and gives advice to its representatives on how to do so.

Material on reorganising leave is provided by 16 unions (33%). The USDAW booklet for its representatives, *Extended Leave*, contains a negotiating checklist and examples of good practice. Other issues are taken up less frequently. Ten unions (21%) have policies and/or material on language or other training and eight (17%) on foreign qualifications.

Lesbian, gay, bisexual and transgender workers

Topic	Percentage with policy and/or material
Any LGBT worker	71%
Transgender workers	46%
Benefits for same-sex partners	42%
Leave for same-sex partners	31%

The Employment Equality (Sexual Orientation) Regulations 2003 and the Gender Recognition Act 2004 caused a number of unions to issue guidance on the legislation to their members and negotiators on lesbian, gay, bisexual and transgender (LGBT) issues at work.

Overall 34 unions (71%) have policies and/or material on LGBT workers. UNISON for example has a detailed guide, *Negotiating Equality for Lesbian, Gay and Bisexual Workers*. This sets out the key negotiating areas:

- language

- equal opportunities policies
- publicity, implementation and monitoring
- harassment
- recruitment and selection
- family-friendly and work-life balance
- pensions and other benefits
- training and information

In terms of specific issues, almost half of the unions – 22 (46%) – have material on transgender workers. This includes the T&G, which has a *Guide to Transgender Issues*; UNISON, which has a *Transgender Workers' Rights* factsheet; and the AUT whose guidance *Employing Transsexual People in Higher Education* is extremely detailed and comprehensive. Almost as many unions – 20 (42%) – have documents on access to benefits for same-sex partners. And 15 (31%) have policy and/or documents on leave for same-sex partners, generally in relation to their position as parents or carers.

Disability

Topic	Percentage with policy and/or material
Any disability	73%
Redeployment and retraining	38%
Advice on specific impairments	33%
Disability audits	33%
Disability leave	31%
Training for managers	27%
Mental health/learning needs	21%
The Two Ticks scheme	17%

Many unions have issued guidance to reps and negotiators on disability issues, particularly in relation to the disability legislation that came into effect in October 2004. In total almost three-quarters of the unions – 35 (73%) – have policies and/or material on disability.

One of those that has done the most is the T&G, which had already run a major union campaign to get disability issues taken up with employers in 2003, European Year of Disabled People, before the current legislation came into force. The campaign aimed to move on from its previous level of activity, which was mostly restricted to

representing members facing disability discrimination, to actively promoting disability equality.

The T&G's approach was to get stewards working with disabled workers in workplaces to conduct disability audits. These examined how accessible the workplaces were to disabled workers in terms of access, recruitment and retention and procedures for dealing with harassment and disability leave. Overall 16 unions (33%) have material on disability audits.

Other specific issues covered in policies and documents by a substantial number of unions include: redeployment and retraining – 18 unions (38%); advice on specific impairments – 16 unions (33%); disability leave – 15 unions (31%); and training for managers – 13 unions (27%). Ten unions (21%) had material on mental health and learning needs and eight (17%) on the Two Ticks scheme.

The UNISON document *Negotiating to End Disability Discrimination* is an example of the extensive range of issues. It calls on union representatives to check that employers' policies include:

- a positive statement of aim;
- allocation of responsibility for implementation;
- training on the disability policy;
- a requirement on all employees to comply with and cooperate with the policy;
- positive recruitment and selection procedures;
- training of managers and supervisors;
- procedures for retraining staff who become disabled;
- an explicit commitment to implementation from the most senior managers; and
- agreement that the organisation will adopt the disability policy in favour of those disabled employees who fall outside the statutory definition of a disabled person.

Religion and belief

The Employment Equality (Religion or Belief) Regulations 2003 have led to greater union activity in this area. Just over half of the unions – 27 (56%) – report that they have policies and/or

Topic	Percentage with policy and/or material
Any religion and belief	56%
Religious practices	27%

material on religion and belief. And 13 (27%) say they have policies and/or material on religious practices.

The CSP has gone further than many, issuing practical advice on what model employers should have in place and negotiating points for stewards that take the issue beyond the minimum required by law. It summarises what organisations need to consider in the light of the regulations as workplace policies, recruitment processes, meal breaks, dress and jewellery codes, training venues and organisational culture and training.

The CSP says model employers should:

- have someone responsible for diversity, equality or inclusion;
- buy-in from top management;
- offer prayer rooms;
- in canteens, have kosher and halal meat;
- establish network groups/faith groups;
- run diversity workshops for managers;
- have well publicised complaints and disciplinary procedures and helplines; and
- produce policies in accordance with the new rights.

It says stewards should be consulted in reviewing and revising current policies within the workplace and should be seeking agreements which go beyond the legal minimum, saying:

- if no reference to religion or belief exists in your current policy, then these should be included;
- the organisation's recruitment process should be transparent and state that it welcomes applicants from all religious beliefs or non-belief;
- the new legislation specifically outlaws harassment, and it is important to ensure that your organisation's policy includes religion or belief as grounds for harassment;
- stewards reviewing work-life balance policies should take into consideration followers of non-Christian religions;

- policies covering religious observance should deal with areas such as dress code, dietary needs and prayer facilities.

Age

Topic	Percentage with policy and/or material
Any age	69%
Retirement age	52%
Redundancy procedures	50%
Age/service-related benefits	27%
Adult rate for younger workers	19%

Age discrimination law is not yet in operation, but unions report they have been developing policies and materials in recent years. In total 33 unions (69%) report that they have policies and/or materials related to age discrimination.

NATFHE, for example, has issued a policy document called *Challenging Age Discrimination*, which includes a detailed model policy on age equality under a number of headings, including:

- “Our commitment” (policy statement)
- recruitment and selection
- appointment
- career development
- retention
- dismissal
- harassment
- ensuring equality between workers of different ages
- part-time working
- monitoring and positive action

In terms of specific issues, those most commonly taken up are retirement age, where 25 unions (52%) state that they have a policy and/or materials, and redundancy procedures, where the equivalent figure is 24 (50%). These are both likely to be of greatest concern to older workers.

Policies or material aimed primarily at younger workers are found less frequently. Only just over a quarter of unions – 13 (27%) – have produced documents on age and service-related benefits and only 9 (19%) on obtaining adult rates for younger workers. This is despite the fact that many unions have been campaigning for all

workers from age 16 upwards to receive the full adult minimum wage. The GMB, for example, has been active in this area.

Health and safety

Topic	Percentage with policy and/or material
Any health and safety and equality	81%
Stress	69%
Domestic violence	50%
RSI and MSD	44%
Fertility treatment	33%
Menopause	23%
Cancer screening	23%
Toxic shock	17%

A relatively large number of unions – 39 (81%) – had policies and/or material on health and safety issues linked to equalities bargaining.

More than two-thirds – 33 (69%) – had material on stress, an issue with an impact well beyond equalities bargaining.

Half of the unions – 24 – recognise domestic violence as a trade union and workplace issue, and have urged their reps and officials to take it up with employers. For example, Prospect’s advice to reps suggests asking employers to make leaflets on the topic readily available and publish helpline numbers and information on their intranet sites. It also lists five other measures reps could raise with employers on the topic. The union also asks its branches to identify a female representative as a contact point for members.

The issue next most commonly referred to – by 21 unions (44%) – is RSI and muscular skeletal disorders (MSD). Like stress, this has a very wide impact but, as UNISON’s *Guide to Women’s Health and Safety* points out: “Women in general and older women in particular are at greater risk than men of developing RSI because they often do the types of jobs which involve repetitive tasks for long shifts or with no breaks.”

One third of the unions – 16 – have policies and/or material on fertility treatment. The NUT,

for example, has issued guidance that states:
 “The NUT believes . . . that paid leave of absence should be given for medical appointments for initial infertility investigations and for other medical appointments during a treatment cycle and should not be counted against the teacher’s sick leave entitlement.”

Just under a quarter of unions – 11 (23%) – have addressed the issue of women and the menopause. The T&G, for example, advises safety reps and shop stewards to use health and safety law to develop a menopause policy.

The same number – 11 (23%) – has taken up cancer screening. And eight have bargaining policies and/or material on toxic shock syndrome. For example, both the CWU and the T&G have material on toxic shock syndrome.

Pensions

Topic	Percentage with policy and/or material
Any pensions	85%
Access to all	65%

The vast majority of unions – 41 (85%) – have policies and/or material on bargaining on pensions, and 31 (65%) cover the key equal opportunities component – access for all.

Union learning and education

Topic	Percentage with policy and/or material
Any union learning and education	81%
Access for women	69%
Access for BME and migrant workers	50%
Access for part-time workers	44%
Access for disabled workers	33%
Access for younger/older workers	23%

Unions have been very active in developing lifelong learning initiatives, and there is evidence that this is an area of union activity that women are particularly willing to get involved with.

UNISON, for example, reports that 62% of union learning representatives and advisers are women, and 8% are black members.

In total 34 unions (71%) have policies and/or material on union learning and education. These are often particularly aimed at ensuring access for disadvantaged groups. For example, 19 unions (40%) report they have policies and/or material aimed at ensuring access to learning and education for women, the same number as for BME employees.

Figures for other groups are lower but still relatively high, with 18 unions (38%) having material referring to part-timers, 16 (33%) to disabled workers and 15 (31%) to younger or older workers.

Teacher Union Learning Representatives, a guide produced by all the classroom teacher unions (ATL, NASUWT and NUT) in the south east, refers specifically to the role of union learning reps in tackling inequality. It states:

“Teacher ULRs can also facilitate inclusion and equal access for particular groups of teachers who may experience discrimination and disadvantage in their professional development and employment opportunities. These include women, black and ethnic minority groups, lesbian, gay, bisexual and transgender (LGBT) teachers, disabled teachers and other groups, such as newly qualified teachers.”

Some unions have moved beyond policies to develop lifelong learning programmes aimed at assisting union members with their careers, as well as with their union activity. And some of these are specifically designed to help under-represented groups.

NASUWT, for example, runs courses on working assertively that teach assertiveness skills in the context of both school and union. Some of these are run separately for women. There are also courses on dealing with bullying by adults and on stress management.

PCS provides accredited personal development training courses for women (Women Into Management) and for black members (Achieve) for

members wishing to progress their careers into management level positions. These courses were developed in response to the decline in employer-provided personal development training.

Harassment and bullying

Topic	Percentage with policy and/or material
Any harassment and bullying	77%
Specific reference to ethnic origin	50%
Specific reference to disability	50%
Specific reference to sexual orientation	48%
Specific reference to gender	46%
Specific reference to age	35%
Specific reference to religion and belief	35%
Specific reference to nationality	33%
Specific reference to HIV status	29%

A workplace espousing equality and diversity is one that does not accept harassment or bullying of individuals on grounds of gender, race, sexual orientation, age or religion and belief.

Most employers have had policies to prevent or deal with harassment for some time, but more recently unions have been pressing for these to be updated to deal with bullying and also changes in the law, particularly on sexual orientation and religion and belief.

In total 37 unions (77%) report that they have policies and/or material on harassment and bullying, with around half making specific reference to some of the main potentially disadvantaged groups. Policies and/or material on harassment based on ethnic origin and disability are found most frequently, with half the unions – 24 – stating that they have documents on these issues.

The NASUWT, for example, as well as a general guide entitled *Stop Personal Harassment*, which covers a wide range of issues, has produced a specific research report on racial harassment of teachers. This calls on employers to consult with unions “to develop and implement strategies to tackle racial harassment of staff”.

Just under half the unions – 23 (48%) – have policies and/or material on sexual orientation. The NASUWT has a fold-out card “Homophobic bullying? It’s a crime any way you look at it.”

Almost as many unions – 22 (46%) – have policies and/or material on harassment based on gender. USDAW, for example, has both a leaflet for members and a booklet for union representatives on sexual harassment, which point out that, while sexual harassment is “overwhelmingly a problem experienced by women . . . young men and gay men can be particularly vulnerable”. The booklet includes a sample clause for the local union rep to negotiate with employers.

Policies and/or material on other issues are found less frequently: 17 unions (35%) have documents referring to harassment based on age, the same number to harassment based on religion and belief; 16 (33%) to harassment based on nationality; and 14 to harassment based on HIV status.

Recruitment, training and career progression

Topic	Percentage with policy and/or material
Any recruitment, training and career progression	58%
Specific reference to ethnic origin	40%
Specific reference to gender	40%
Specific reference to disability	35%
Specific reference to age	33%
Specific reference to sexual orientation	31%
Specific reference to religion and belief	25%

Almost six out of 10 unions – 28 (58%) – have produced policy or other documents on recruitment, training and career progression. The most commonly found references are to gender and ethnic origin, with equal numbers of unions – 19 (40%) – stating that they have policy and/or material on these.

Gender and ethnic origin were followed closely by disability – 17 unions (35%), age – 16 unions

(33%); and sexual orientation – 15 unions (31%). Fewer unions – 12 (25%) – have material on recruitment, training and career progression relating to religion and belief.

Monitoring of the workforce

Topic	Percentage with policy and/or material
Any monitoring	56%
Specific reference to ethnic origin	46%
Specific reference to gender	40%
Specific reference to disability	31%
Specific reference to sexual orientation	25%
Specific reference to age	21%
Specific reference to religion and belief	13%

While monitoring the sex, ethnicity and so on of employees in different grades is widely agreed to be crucial to an effective equal opportunities policy, there are sensitivities in some areas. In particular, it is widely considered that monitoring on the basis of sexual orientation is too sensitive at present. The TUC has already warned that employers should only embark on such an exercise under certain strict conditions, which it sets out in a detailed guide. Prospect, among others, has distributed this to its reps and negotiators.

In total 27 unions (56%) have produced policies and/or material on monitoring. Of these a high number – 22 (46%) – have produced material on monitoring according to ethnic origin, perhaps a reflection of the need to undertake this monitoring with care. This compares with 19 unions (40%) that have produced policies and/or material on monitoring by gender and 15 (31%) on monitoring according to disability.

A quarter of unions – 12 – have policies or material on monitoring according to sexual orientation; 10 (21%) on age and only 6 (13%) on religion and belief.

FROM GUIDELINES TO NEGOTIATION

This part of the report looks at how unions try to get the policies they have adopted and the material they have produced taken up in practice by negotiators. Specifically it looks at:

- the way policies are communicated;
- the training unions provide for their negotiators;
- the extent to which unions have specific equalities reps; and
- the way progress in bargaining on equal opportunities issues is monitored.

Communicating policies

The previous sections give some indication of the mechanisms used to communicate a union's national policy on equalities bargaining to the negotiators who are to implement it. However, the questionnaire also specifically asked how policies were communicated to each of the three levels involved in negotiations: national full-time officials, local full-time officials and lay negotiators.

The figures show considerable differences in the mechanisms used depending on the group involved. They also suggest that communications, of all types, with unions' local officials occur less frequently, although it is also the case that some smaller or more centralised unions do not have this layer of officials.

The general circulation of material, either on paper or through union websites, is the most frequently used way of communicating with all three groups of negotiators, with 41 unions (85%) saying they use it to communicate with lay negotiators, 37 (77%) saying they use it to communicate with national officials, and 27 (55%) saying they use it to communicate with local officials.

This was followed (except for communications with national officials) by direct written communications, such as circulars and e-mail circulars: 37 unions (77%) communicated with their lay negotiators in this way. For national

officials, officer meetings were used more frequently as a way of communicating equality policies, with three-quarters of the unions (36) saying that they used them.

Briefing sessions, conferences and education/training were all used to almost the same extent by unions, although there was a difference in their target audiences. While almost three-quarters of the unions used conferences, briefing sessions and education/training to get the message across to lay negotiators, only around half used these tools to get the message across to their full-time officials.

Training

The questionnaire asked specifically about training on equalities bargaining provided to the three main levels of negotiators in the previous two years. These more detailed figures confirm the results set out above – that training is most frequently provided to lay negotiators and least frequently provided to local full-time officials.

In terms of topics, the training most frequently provided is on general equalities issues. Almost half of all unions – 23 (48%) – provided this for lay negotiators; 20 (42%) provided for national officials; and 13 (27%) for local officials.

The most common specific topics covered in training for lay negotiators are harassment and bullying policies and union learning and training – both provided by 22 unions (46%). These are followed by health and safety and equality, and pensions – both 21 (44%).

All of these topics are not simply equality concerns. The purely equality issue on which training is most frequently provided is disability – 19 unions (40%) say they provide this for their lay negotiators, followed by flexibility/work-life balance and women's pay – both provided by 18 (38%).

For national officials, after general equalities training, women's pay and pensions top the lists, with 17 unions (35%) providing such training,

Training issue	Who benefits?		
	National paid officers	Local/regional paid officers	Lay negotiators
General inequalities	42%	27%	48%
Flexible working/work-life balance	25%	23%	38%
Childcare and dependents	13%	13%	23%
Women's pay	35%	27%	38%
BME and migrant workers	19%	21%	35%
Gay and lesbian partners	13%	13%	25%
Women's pensions	19%	17%	29%
Disability	31%	27%	40%
Religion and belief	23%	23%	25%
Age	23%	15%	21%
Health and safety and equality	25%	15%	44%
Pensions	35%	23%	44%
Sexuality	25%	19%	27%
Union learning and education	29%	21%	46%
Harassment and bullying policies	33%	25%	46%
Recruitment, training and career progression	25%	19%	23%
Monitoring	15%	13%	13%
Other	2%	6%	6%

Mainstreaming equality bargaining

Two unions referred to efforts to mainstream equality bargaining. The CWU has published a guide for its negotiators on this, which says it should be done by “equality proofing” – incorporating an equality perspective in all aspects of policy development, in particular collective agreements.

PCS has sought to mainstream equality into its bargaining, campaigning and organising agendas in the last 12 months as a result of government proposals to cut more than 100,000 civil service jobs and relocate thousands of jobs out of London. The union’s primary equality focus has been to highlight the adverse impact that such proposals are likely to have on women, black, disabled and LGBT members. Specific guidance on this area has been produced for negotiators. Along with the FDA, it has achieved agreement within the civil service that employers should undertake impact assessments and respect diversity issues in addressing staff reductions and relocation policies and relocate

followed by harassment and bullying, provided by 16 unions (33%).

For local officials, the picture is the same, with women’s pay and pensions following general equalities issues as the areas in which training is most often provided – 13 unions (27%). Training on bullying and harassment comes next – 12 unions (25%).

The training provided by the T&G seems broadly to reflect this pattern. All T&G national paid officials have undertaken ‘dignity at work’ training in the last two years, which covers harassment, bullying and general equalities areas. Regionally, courses for officers have been run that cover all these areas. The national training programme for officers has recently been reviewed and a new training programme will be implemented in 2005.

Additionally the T&G Organising Campaign training undertaken by all officers highlights the importance of addressing equalities issues, both on the bargaining agenda and through getting stewards who are fully representative of the workforce.

Other unions whose responses indicated that they had put a substantial effort into training on equalities issues include Prospect, which reported that it had trained 500 of its lay reps, NATFHE, which holds two regular annual briefings for regional and national officials, and USDAW, all of whose officers receive a three-day training course on race, sex and disability discrimination.

TUC courses on equalities are widely used.

Overall 13 unions (27%) report that either officers or lay representatives and in some cases both take part in TUC training. A number of unions also use General Federation of Trade Unions resources.

Equality reps

Only a minority of unions have reps with specific responsibility for any sort of equalities issues and even fewer provide for such reps in their rule books. The most commonly found equality reps are those with a general remit for equality. Although 22 unions (48%) said that they existed, most gave no information on the numbers involved and in some cases it was clear that what was meant was a single individual at national level.

Only 10 had large numbers of equality reps. These were the AUT, Connect, the FBU, Napo, NATFHE, NGSU, the NUJ, Prospect, the T&G and UNISON. General equality reps were also most likely to be provided for in union rule books. Almost a quarter of unions – 11 (23%) – said their rules made provisions for reps of this sort.

Asked about provision for reps with a specific equality remit, the proportions were broadly similar for the different equality groups, around one quarter to a fifth of unions stating there were reps in each case. Eleven unions (23%) had them for women; 11 (23%) had them for BME members; 10 (21%) had them for disabled members; and 9 (19%) had them for LGBT

members. However, there was a considerable difference in the extent to which these reps were included in union rule books. Women's reps were included in the rules of seven unions (15%) but LGBT reps in only two (4%). Four unions (8%) had youth reps in their rule books and five unions (10%) said that they existed in practice.

The union with the largest number of all these reps is the UK's largest union, UNISON. It has 718 overall equality reps; 368 women's reps; 163 race reps; 146 disability reps; 155 LGBT reps; and 288 youth reps.

Monitoring achievements

In most unions there is no monitoring of the results of equalities bargaining at local level, whether it is carried out by full-time officials or lay reps (see the table below). This is not because equalities issues are particularly neglected. Rather it is because of a general lack of information on the results of bargaining at this level. The response from the NUT makes this clear: "Although the union does undertake collective bargaining at a local level, with LEAs and schools, the union currently has no national system for collecting and collating outcomes of these negotiations."

The results of bargaining at national level on equalities issues are more closely monitored. Almost two-thirds of the unions – 31 (65%) – state that they are included in formal report backs to union conferences or committees, and almost half – 23 (48%) – state that they are reported back to equality bodies, either formally or informally. (The figures add up to more than

100% as unions were asked to indicate all of the methods they use.)

The mechanism least widely used by unions for deals signed both by national officials and local reps is the use of surveys, with less than 30% saying they carried out surveys on progress.

NEGOTIATING SUCCESSES

This part of the report looks in detail, across a range of equalities topics, at the extent to which unions have reported negotiating successes. However, in looking at the figures it is important to realise that in many cases they will be an under-estimate. As set out in the previous section, many unions do not monitor local negotiations and therefore may be unaware of what has been achieved.

Flexible working and work-life balance

In total two-thirds of the unions – 32 – were able to report that they had achieved some success in negotiating on flexible working/work-life balance issues. And, in one area at least, union pressure in this direction has been helped by recent legislation that gives those returning to work after having children the right to request reduced working hours.

A survey of workplace union negotiators carried out in 2005 for this equality audit found some had participated in developing comprehensive policies on flexible working with their employers. While this was a minority – in most cases the

Types of monitoring	Level of negotiation		
	Negotiated by national officials	Negotiated by local/regional paid officers	Negotiated by lay negotiators
Formal report back to conference or committee	65%	27%	38%
Formal report back to equality bodies	48%	17%	31%
Surveys	27%	19%	29%
Informal report back to equalities officers/committees	48%	23%	33%
Informal discussions	44%	21%	38%
Other	8%	6%	8%

Topic	Percentage with negotiating success
Any flexible working/work-life balance	67%
Job sharing	44%
Flexitime	42%
Annualised hours	35%
Reduced hours	31%
Long-hours culture	29%
Term-time working	19%
Compressed hours	19%

issue either had not been discussed or it was assumed that the minimum requirements of the law applied – there were a significant number of policies or agreements where progress had been made. These either:

- extended eligibility beyond employees with young or disabled children; or
- presented flexible working options in a particularly positive and welcoming way.

At Northern Lincolnshire and Goole Hospitals NHS Trust, for example, the flexible working policy agreed between management and health service unions “acknowledges that individuals at all stages of their working lives work best when they are able to achieve an appropriate balance between work and all other aspects of their lives”. It goes on to say that “managers should give reasonable consideration to any request from employees to work flexibly in line with service requirements.”

At Organon Laboratories (Amicus), applications to work flexibly can be made by any staff, not just those covered in the legislation, while at Lever Fabergé (USDW), part of Unilever, all permanent employees can apply to work flexibly and for any reason, including “to suit their personal energy levels”.

The best policies on flexibility allow employees to use the whole range of options available (see the case study on the Newcastle Building Society on p.27 for example), but often only parts of the package can be negotiated. Job sharing is where most success has been achieved, with 21 unions (44%) negotiating agreements on this, including the T&G which has negotiated a job-sharing agreement at Air Canada.

Another area where unions frequently report success is in flexitime. Twenty unions (42%) report that they have struck agreements in this area. Often flexitime is an option not open to senior staff, who are expected to work as required, without taking account of the total number of hours worked. However, UNIFI (now part of Amicus) reached an important agreement with the Northern Rock Building Society to extend flexitime arrangements to include managers. This was also specially aimed at attacking the long-hours culture and ensuring that most (if not all) hours are paid in some way and not lost.

A significant number of unions also feel that they have made progress in terms of equalities bargaining in the area of annualised hours – 17 (35%) report that they have successfully negotiated agreements in this area.

Union demands to allow employees to reduce their hours have been boosted by recent legislation giving women returning to work after having a baby the right to ask for a shorter working week. Against this background, 15 unions (31%) report successful negotiations on reduced hours.

There are a number of good arrangements in place in Higher Education institutions. For example, Loughborough University has gone beyond the statutory minimum and awarded the right to apply to work flexibly to all eligible employees with children under the age of 14, though it notes that it is still discretionary and where approved “constitutes a permanent change in their contracted hours”.

Bristol University’s flexible working policy applies to all staff regardless of length of service, grade or personal circumstances, while that at Oxford University is also not restricted to those with small children, and staff may apply for a permanent or temporary change to their working arrangements.

Prospect’s agreement with the Biotechnology and Biological Sciences Research Council offers a number of flexible working schemes, and they are open to a wider range of applicants than the minimum legal requirements. The clause on part-time working and job sharing, for example, states:

“Employees may seek part-time work for a number of reasons, including:

- childcare responsibilities or caring for sick or elderly relatives;
- health problems or disabilities;
- easing down to retirement;
- Further Education or training; and
- pursuing other activities or interests.”

Other areas in which unions have been able to negotiate greater flexibility for employees include term-time working and compressed hours. In both cases nine unions (19%) reported successes.

Employees will find it more difficult to take advantage of these various forms of flexibility if there is a long-hours culture. This can easily develop when there is no clear limit on the duties that employees are expected to undertake, simply an expectation that responsibilities have to be fulfilled.

In total 14 unions (29%) felt that they had negotiated agreements that helped tackle the

long-hours culture. One of these was NASUWT, which cites a national agreement “Raising Standards and Tackling Workload” with the Department for Education and Skills and local authorities as a major achievement in terms of equalities bargaining as it gives a contractual entitlement to a reasonable work–life balance. (Other unions in schools have also signed up to this agreement; however, for other reasons in the agreement, the NUT did not sign up, and the NAHT has recently decided to pull out.)

The main elements of the agreement are that, by 1 September 2005, teachers’ contracts will be changed to ensure:

- no teacher can be required routinely to undertake any administrative/clerical tasks;
- provision must be made for teachers to enjoy a reasonable work–life balance;
- teachers with leadership and management responsibilities must be given time within school sessions to support the discharge of those responsibilities;
- a limit on the amount of cover for absence a

Newcastle Building Society

Newcastle Building Society’s flexible working policy, drawn up after discussions with Amicus (UNIFI), says its purpose is “to enable staff to balance their work and home commitments”. It continues:

“This not only benefits those staff with the responsibility of caring for children and other dependants but can offer anyone the opportunity to spend more time on activities outside of work, thus creating a ‘healthy work–life balance’.”

The policy covers all staff, although senior staff may have their applications declined unless they meet the legislative requirements.

The options set out include varying five-day working hours (for instance, switching to a four-day week or working five days out of seven with days off arranged to meet staff requirements for caring responsibilities), moving to part-time working, shift working, term-time working and homeworking. Flexitime is already in operation, as are some of the other options listed above, but the policy envisages extending their use still further. The policy also includes provision for short-term flexibility in such instances as when a child first starts school, an elderly relative goes into a nursing home or hospital, or a family member gives birth.

The home-working policy states that due to costs it may not be possible to agree every application. The policy sets out the requirements for homeworking, including the health and safety provisions. While the initial cost of setting someone up to work from home is borne by the Newcastle Building Society, in the event of moving house the individual has to bear the cost themselves, unless the move is caused by domestic circumstances such as caring for a sick, disabled or elderly relative or dependant, moving to a larger home due to the birth of a child, or if they have been a homeworker for more than two years.

- teacher can be required to undertake;
- a guarantee of a minimum of 10% of time within the timetabled teaching day for planning, preparation and assessment;
- the removal of the requirement for teachers to invigilate examinations; and
- the introduction of dedicated headship time.

Parents and carers

The issue of parents and carers is another area where unions have been able to make progress through negotiation. Two-thirds of the unions – 32 – said that they had bargaining successes in this area.

The specific areas with the largest number of unions reporting success are maternity and paternity pay above the statutory minimum rates. In both areas 27 unions (56%) reported breakthroughs. This is significantly more than those reporting negotiated improvements to the length of leave available – 18 (38%) for maternity leave and 17 (35%) for paternity leave.

Topic	Percentage with negotiating successes
Any parents and carers	67%
Maternity pay above statutory	56%
Paternity pay above statutory	56%
Adoption leave	50%
Parental leave/carers breaks	44%
Maternity leave beyond statutory	38%
Dependency/carers' leave	38%
Paternity leave beyond statutory	35%
Childcare support	29%

On maternity pay the T&G has reached some excellent deals in the car industry. Ford, Visteon and Landrover give 52 weeks' maternity leave at full basic pay; Peugeot gives 52 weeks at 90% of average earnings for 40 weeks plus 12 weeks at £200; and Jaguar gives 52 weeks – 6 weeks at the greater of 90% of earnings or 100% base pay followed by 46 weeks at 100% basic and entitlement to holiday pay.

USDAW's significantly improved maternity pay agreement at Unichem was the first bargaining

success of the union's Supporting Parents and Carers campaign. The maternity pay there went up from 6 weeks on full pay and 20 weeks on half pay to 13 weeks on full and 13 on two-thirds.

On paternity pay in the NHS important progress has been made in the General Whitley Council agreement. It now provides entitlement to two weeks' paternity leave at full pay, although only for those with 12 months' NHS service. Unpaid leave is available to those with less service subject to local agreement.

The CWU has negotiated 2 weeks on full pay plus 10 days' unpaid paternity leave at BT. Other examples where negotiators have achieved more than the statutory minimum include: Penguin Dorling Kindersley, where the agreement signed by the NUJ and Amicus provides 20 days' paternity leave; and the London Borough of Hammersmith and Fulham and Roadchef, both with 15 days.

Unions have been almost as successful in the area of adoption leave as in maternity and paternity pay. Half of the unions – 24 – say they have negotiated improvements in this area. The CSP points to a number of NHS Trusts where the unions have achieved enhancements to adoption leave including:

- North East Lincolnshire NHS Trust, where employees with a year's service get 3 weeks on full pay and 6 weeks on half pay, and it can be taken flexibly;
- South Tyneside Healthcare Trust, where those with a year's service get 8 weeks on full pay and 10 weeks on half pay. The employee may also remain absent on unpaid leave for a further 34 weeks; and
- South Worcestershire Primary Care Trust, where employees with a year's service get 8 weeks at full pay and a further 10 weeks on half pay. Further unpaid leave is also available – 34 weeks for children below school age and 13 weeks for those of school age.

The CWU has achieved agreement at BT that adoptive parents will be eligible for the equivalent of maternity leave and pay, irrespective of the age of the child. Other examples include Arriva, the Shires and Essex,

The Civil Service Childcare Toolkit

The civil service unions have recently joined with the Cabinet Office and the Daycare Trust to produce a major document, *The Civil Service Childcare Toolkit*, containing guidance, practical advice and best practice case studies on childcare provision for managers and staff.

As the document has been agreed by one of the largest employers in the UK (the Civil Service has just over half a million employees) the document has widespread significance and may have influence beyond the Civil Service.

The toolkit argues the business case for childcare and flexible working on grounds of efficiency and effectiveness, and presents the reasons why it benefits employers, employees and the public as service users. It also explains the tax and National Insurance exemptions available.

It sets out in practical detail the options available to employers, including salary sacrifice schemes, childcare vouchers and cash support; childcare and holiday play schemes provided by the employer or in partnership with other providers; and provision of information and networks to help parents make their own arrangements.

In each case there is step-by-step practical guidance, links to other sources of information, checklists and, in some instances, real case studies.

where adoptive parents have the right to 6 weeks at 90% of pay and 12 weeks at 50%, and HBOS where the agreement with Accord provides for 100% pay for the first 10 weeks and Statutory Adoption Pay for the next 16 weeks.

Fewer unions – 21 (44%) – report negotiating successes in the area of parental leave/career breaks but Prospect and other Civil Service unions have a career break agreement with the Biotechnology and Biological Sciences Research Council. This allows employees to take a break of up to five years to meet domestic responsibilities such as caring for young children or elderly relatives. The employee is guaranteed a job on their return after the break, but there is no commitment to keeping the same post available. The agreement states that the employer will establish a means for the employee to maintain contact with the workplace and developments in their field of work.

In the area of dependency leave 18 unions (38%) report that they have negotiated improvements on the statutory right to unpaid time off. USDAW, for example, has achieved five days' paid dependency/carers' leave a year at Littlewoods and paid time off for children's medical appointments at Unichem. The CWU has agreed up to three days' paid leave at Royal Mail.

Finally, in the area of support with childcare, 14 unions (29%) report progress. The Civil Service unions have been particularly active on gaining employer help with childcare costs or actual facilities supported by employers. PCS lists 26 government departments/agencies providing nurseries and 25 providing holiday play schemes, either in-house or through partnerships. Others provide financial support for employees' own childcare arrangements through vouchers or allowances.

The FDA has negotiated a childcare voucher scheme at the Office of the Deputy Prime Minister and a salary sacrifice scheme at the Department for Transport.

Women's pay

Although women's pay still lags far behind men's, only just over half the unions – 26 (54%) – reported that they had been able to negotiate improvements. The area where progress has most frequently been made is in carrying through equal pay audits, with 19 unions (40%) saying that they had been able to do this.

The experience of the AUT indicates how difficult it is to move from general commitments to real

Topic	Percentage with negotiating successes
Any women's pay	54%
Equal pay audits	40%
Equal pay for work of equal value	35%
Part-timers' pay	29%
Negotiated structures	25%

change. In 2002 the Joint Negotiating Committee for Higher Education Staff (JNCHES), comprising university employers plus all campus unions, issued guidance to universities on conducting equal pay reviews. At the time the AUT saw it as "a major step forward which had the potential to achieve a step change in pay discrimination". However, it reports that, in the following three years, only a minority of institutions undertook equal pay reviews.

Then, in July 2003, the unions and employers agreed a new pay and grading structure, the Framework Agreement, which had at its heart the need for Higher Education institutions to foster equal opportunities and ensure delivery of equal pay for work of equal value. In particular, it emphasised the need for them to undertake periodic pay audits.

Still very few have done so, so the AUT has launched a major equal pay campaign, beginning with a drive to implement equal pay audits. Its first targets are the 12 institutions that were part of the JNCHES working group that agreed and produced the equal pay review guidance. It will then mount local campaigns to achieve audits, initially in institutions where the pay gap equals or exceeds the Higher Education average of 15%.

But progress has been made. The AUT has reached agreement with Loughborough University on an equal pay policy in which the employer has agreed to:

- discuss and agree the equal pay policy with trade unions and professional associations;
- provide training and guidance for managers and supervisory staff involved in decisions about pay and benefits;
- undertake a rolling equal pay audit to examine its existing and future pay practices for all its employees; and
- carry out regular monitoring of the impact of its pay practices.

Undertaking a pay audit is, in many ways, the first stage in the process. Afterwards it is necessary to ensure that there is equal pay for

Agenda for Change

UNISON has been involved in several major agreements around pay restructuring with significant equality impact in recent years, most recently the Agenda for Change in the NHS.

The core of Agenda for Change is a new pay and grading structure for all NHS staff, apart from doctors and dentists, comprising two pay 'spines' with several pay points within each pay band. Pay bands are being allocated after an extensive job evaluation procedure. Individuals will normally progress up one pay point each year until they reach the top pay point for that pay band.

One of the key aims of the system is to ensure NHS staff are paid in a way that is fair and transparent and delivers equal pay for work of equal value. To ensure this, there was a nationally agreed NHS job evaluation system ensuring that, where jobs were evaluated at the same level, the post holders would receive the same rate of pay. UNISON and other NHS unions have been involved in agreeing the scheme, although some unions did not support the agreement because of its impact on the particular groups of staff they represented. They are also involved in the ongoing work of the National Job Evaluation Working Party which is dealing with as yet undecided national job profiles.

Agenda for Change incorporates a new NHS Knowledge and Skills Framework aimed at giving all NHS staff equal opportunities to develop their career.

work of equal value, which may involve the introduction of new pay structures. In total 17 unions (35%) said that they had made progress towards equal pay for work of equal value through negotiations and 12 (25%) reported that they had agreed new pay structures.

The T&G has had a number of successes resulting from its Pay UP! campaign. They include Seagoe Tech, which is introducing a new grading structure to address difficulties highlighted by an audit on women's progression through grades; Stagecoach Rugby, which has agreed to equalise pay rates for all drivers; Orchard House, where 49 posts were upgraded after an audit; KingsCourt (formerly Perkins Frozen Foods), which agreed to raise the pay for the lowest paid women by 30%; and BMW, where a pay gap was identified and put right.

An equal pay audit at Wyevale Garden Centres resulted in a T&G member receiving £2,000 in back pay and one at Nelstrop flour mill led to a 50p an hour increase for 12 women, backdated for 2 years.

The FBU has also achieved an improvement in pay equality in the last two years. Fire brigades employers agreed in 2003 to a joint evaluation of the relative weights of the jobs of firefighters (overwhelmingly male) and emergency fire control operators (mostly women). This resulted in an increase in the pay relationship between the two from 92% to 95%.

The pay of part-time workers is often particularly low and 14 (29%) unions say that they have made progress in this area through negotiations.

Black, minority ethnic and migrant workers

Half of the unions responding – 24 out of 48 – report that they have negotiated some improvements in the position of BME and migrant workers and in some cases these are wide-ranging agreements. The sector is also in the process of implementing the Race Relations (Amendment) Act 2000, which requires institutions to undertake extensive consultation in the development of race equality policies and in their publication, implementation and subsequent evaluation.

Topic	Percentage with negotiating successes
Any BME and migrant worker	67%
Equal access	56%
Dealing with racism and the far right	56%
Reorganising leave	50%
Language or other training	44%
Foreign qualifications	38%

The Higher Education unions, for example, have come to a national agreement with the Universities and Colleges Employers Association (UCEA) on a race equality strategy, which they feel could have significant impact if taken up by individual institutions. The joint action resulted in a major document, entitled *Race Equality: Communication and Consultation Toolkit for Higher Education Institutions*, which includes a raft of recommendations for ensuring that race equality policies are properly conceived, implemented and understood at all levels within institutions.

This document is not a binding collective agreement; it is guidance negotiated and agreed at national level (in the JNCHES) and then commended to institutions by all unions and the UCEA. However, the AUT says one of its top three priorities over the next year is to apply pressure on institutions to implement the recommendations.

Agreements to ensure equal access to promotion, training and career progression for BME workers is the area where progress is most frequently reported. In total 17 unions (35%) say they have been successful in this area.

Civil Service unions have been particularly active on this front. Cabinet Office statistics in 2003 showed that people from ethnic minorities were seriously under-represented at senior levels of the Civil Service, with 5 out of 20 government departments having no senior ethnic minority staff at all. The Government adopted a target of 3.2% of senior civil servants being from ethnic minorities by 2005.

The Cabinet Office and the FDA and other Civil Service unions agreed a joint charter, *A Charter*

for Action to Redress Under-Representation, “to focus on the objectives and actions needed to ensure further progress towards racial equality in the Civil Service”. It urges department and agency heads to sign up as well.

The charter has five main points:

- a firm commitment to racial equality from the top of the Civil Service
- encouraging ethnic minorities to apply for senior posts in the Civil Service
- guaranteeing that the working culture of the Civil Service is not discriminatory
- ensuring ethnic minority staff have opportunities to succeed
- demonstrating achievement

The Cabinet Office has also established a leadership development programme, Pathways 4, to identify and develop senior managers from ethnic minorities with potential to reach the most senior grades. It provides tools and experience to prepare them to compete for such posts in the future.

The PCS has agreed race equality schemes with the Health and Safety Commission, the Health and Safety Executive and the Department of Work and Pensions that aim to go beyond the literal requirements of the Race Relations (Amendment) Act 2000, which placed specific duties on public sector employers in relation to race equality.

Activity on improving the job and career opportunities of people from ethnic minorities has not been limited to the public sector, as the experience of BECTU in broadcasting shows (see below for a description of “Move on Up”).

Unions also report progress in dealing with racism and the far right in the workplace – 15 unions (31%) say they have reached agreements on this. Examples include the NUJ’s agreement with a regional newspaper in Lincoln on tackling racism and the banning of British National Party members from the Prison Service, involving the PCS and the POA.

The ability to reorganise leave to allow workers to be off for longer and visit family members overseas is important for some workers, and 13 unions (27%) report success on this. USDAW has a

Move on Up

BECTU has been running a groundbreaking programme, Move on Up, aimed at improving opportunities for ethnic minority broadcast professionals in terms of both staff jobs and freelance programme commissions. In 2001, BECTU’s Black Members’ Committee proposed the union should hold an event at which ethnic minority film and television professionals would have one-to-one meetings with key industry decision makers. The idea was that, in the long run, these contacts would lead to more employment and commissions for ethnic minorities.

After 17 months, the union had persuaded all but one of the main players in the terrestrial TV and film industry (Sky being the exception) to participate in the event, which was strongly supported early on by the BBC. The event took place on 10 November 2003 and at the event the union scheduled 530 one-to-one meetings between 230 ethnic minority professionals and nearly 100 key industry executives – people with the power to hire staff or freelances, fund films or commission television programmes.

Many of the professionals indicated that they did not believe they would have been able to secure a 20-minute meeting outside of Move on Up. BECTU says that real jobs and commissions have followed on from the event and adds that it has also enabled the union to understand far more precisely where the problem lies in achieving diversity.

In addition, BECTU says that the initiative “showed non-union members that trade unions can offer more than they imagined. The union has recruited new members from ethnic minorities as a result of Move on Up, which is sorely needed if the union is to reflect the UK’s multi-racial reality.”

number of agreements on extended leave in operation, including at:

- Grattan, where employees can bank 10 days a year for up to 2 years (20 days in total) to take extended leave to visit relatives living outside the UK once every five years;
- Midlands Co-operative Society, which allows employees to carry over 2 weeks' holiday from the previous year and use 3 weeks' leave from the current entitlement to build a total of 13 weeks' leave, once every five years; and
- Morrison's, where employers may be able to take up to four weeks' unpaid extended leave.

Agreements on language or other training and recognition of foreign qualifications may be important to migrant workers who have recently joined the UK labour market. Six unions (13%) report agreements on language training and five (10%) on the recognition of foreign qualifications.

Some unions have also started to turn their attention more generally to the issues facing migrant workers, in particular the fact that many of them are agency workers. A T&G survey of its officials identified the key issues as unequal or low pay, unfair deductions, long hours, poor terms and conditions, language difficulties, health and safety, harassment, job security and immigration status/work permit issues.

Some T&G officials had taken steps to deal with the problems, including attempts at negotiating:

- formal 'minimum standards agreements' (BMW and Hazelwood Foods and still negotiating with Anderson Construction);
- informal/unwritten agreements (Welsh Country Foods and ABP meats);
- recognition agreements (Atlantco agency, Moy Park and Sun Valley); and
- moving agency workers on to permanent contracts (Bernard Matthews and Lloyd Maunder).

Lesbian, gay, bisexual and transgender workers

As well being involved in developing general statements from employers, in particular policies protecting lesbian, gay, bisexual and transgender (LGBT) workers against harassment, unions have a negotiating role. In total just under half of the

Topic	Percentage with negotiating successes
Any LGBT worker	46%
Leave for same-sex partners	27%
Benefits for same-sex partners	25%
Transgender workers	21%

unions – 22 (46%) – reported negotiating improvements in the position of LGBT workers.

The most common negotiating success was agreeing leave entitlement for same-sex partners equivalent or similar to that of partners of a different sex. More than a quarter of the unions – 13 (27%) – said that they had been able to do this. Examples include Connect, which has been able to achieve parental rights for same-sex partners at BT.

Slightly fewer – 12 unions (25%) – had negotiated for same-sex partners to receive equivalent benefits.

Finally 10 unions (21%) stated that they had negotiated benefits for transgender workers. One was the FBU (see below). In Higher Education the employer-funded Equality Challenge Unit in discussion with unions published *A Guide to Employing Transsexual People in Higher Education* covering the law, best practice and bullying, harassment and discrimination, among other issues.

Transgender workers in the fire service

The FBU has negotiated ground-breaking policies for transsexual people in the workplace with the London Fire and Emergency Planning Authority and Strathclyde Fire Brigade.

Both agreements are based on the same model, covering absence from work, medical appointments, the impact on the individual, confidentiality, uniform and clothing, support of the individual, informing colleagues, changing gender identity at work, change of name, harassment, toilets, locker rooms and showers, terminology and contacts.

Disability

Topic	Percentage with negotiating successes
Any disability	52%
Disability leave	27%
Redeployment and retraining	25%
Advice on specific impairments	25%
Training for managers	19%
Disability audits	17%
The Two Ticks scheme	17%
Mental health and learning needs	13%

Just over half of the unions – 25 (52%) – report that they have negotiated improvements in the position of their disabled members.

The largest number – 13 unions (27%) – report progress on disability leave, a form of special leave with pay for staff with disabilities for rehabilitation, assessment or treatment. It is completely separate from sickness absence and is classed as a ‘reasonable adjustment’ for staff with disabilities.

The Home Office, for example, has a detailed policy specifically on disability leave. This notes that the amount of leave available will vary according to individual circumstances but that it should not usually exceed 3 months in a 12-month period.

Other areas in which similar levels of unions report negotiating advances are advice on specific impairments and redeployment and retraining. In both cases 12 unions (25%) say they have been successful. As well as at the Home Office, Civil Service unions have reached a number of good policies and agreements on disability issues elsewhere. One policy at the Biotechnology and Biological Sciences Research Council covers recruitment and selection, retention, training and career development, making reasonable adjustments, and providing special facilities where appropriate. The promotion rate of staff with disabilities is monitored.

The AUT has reached agreement with Loughborough University on a positive code of

practice which states that the university is “keen to ensure that, wherever possible, posts are accessible to people with disabilities”.

The university has been awarded the Two Tick disability symbol because it has made commitments to:

- guarantee disabled candidates who meet essential criteria an interview;
- ensure disabled employees have the opportunity each year to discuss how they can use and develop their skills;
- make every effort to retain employees who become disabled;
- ensure all employees develop an appropriate level of disability awareness; and
- review the commitments yearly.

In total eight unions (17%) report negotiating with employers on the Two Ticks scheme. The same number have agreed disability audits with employers, although not all have been as active in this area as the T&G, which, as part of its campaign on disability issues in 2003, achieved disability audits in 115 industrially diverse workplaces.

Negotiations on training for managers were reported by nine unions (19%). However, action specifically on mental health and learning needs was reported by only six unions (13%).

Assistive technology in the probation and prison services

In 2004 Napo members were in dispute with their employers over the issue of ensuring that IT developments in the National Probation Service and Prison Service should be assistive technology compliant. Agreement was reached only when the membership threatened industrial action on the issue.

Religion and belief

Topic	Percentage with negotiating successes
Any religion and belief	33%
Religious practices	23%

In total 16 unions (33%) report negotiating successes in the area of religion and belief with 11 (23%) being more specific and saying that they have made progress on the issue of religious practices. One example is NATFHE, which has agreed joint guidance with employers' associations in the Further Education sector (see below). Another is the FBU: following negotiations, the 2004 edition of the Grey Book of terms and conditions for local authority fire and rescue services includes a Fairness and Dignity at Work policy, which states

"Employees have the right to expect their religious faith to be respected by both their employer and fellow employees Fire and rescue authorities should recognise that an employee's faith may require the wearing of specific forms of headwear or facial hair and therefore provide appropriate personal

Joint Guidance in Further Education

NATFHE has just secured a joint agreement on guidance for religion or belief equality in employment in Further Education colleges with the two employers' associations for Further Education. It is not enforceable but is intended as a recommendation to colleges on how to meet their legal obligations.

It covers a range of practical measure to ensure equality including:

- creating an environment that reflects diversity;
- making religious abuse, etc. a serious disciplinary offence;
- banning propaganda against any particular religion;
- providing space for staff to meet others of their religion in break times;
- having no dress code;
- providing prayer space to ensure staff are treated equitably in relation to hours worked;
- treat sympathetically requests for unpaid extended leave for religious purposes; and
- providing appropriate food in canteens if there is sufficient demand.

protective equipment in such cases Authorities may also wish to ensure that appropriate facilities, such as prayer rooms, are made available."

Age

Topic	Percentage with negotiating successes
Any age	52%
Retirement age	27%
Redundancy procedures	25%
Age/service-related benefits	25%
Adult rate for younger workers	19%

Just over one-third of unions – 17 (35%) – report that they have been able to negotiate improvements in the area of age. They are reported more frequently on issues usually linked to older workers such as retirement age, where 11 (23%) report successes, and redundancy procedures – 10 (21%).

Six unions (13%) report that they have made progress in the area of age/service-related benefits. And four (8%) state that they have been able to abolish some youth rates of pay in pay structures. USDAW, for example, has achieved this at Morrison's, where full adult rates are paid to all young workers.

Health and safety

Topic	Percentage with negotiating successes
Any health and safety and equality	50%
Stress	40%
RSI and MSD	27%
Fertility treatment	27%
Domestic violence	25%
Cancer screening	15%
Menopause	10%
Toxic shock	8%

Half of the unions – 24 unions – are able to report bargaining successes in the area of health and safety and equality. The issue most commonly

taken up with success is stress, where 19 unions (40%) say they have negotiated agreements. An example is the policy on stress negotiated at UKEA/Sellafield.

More than a quarter of unions – 13 (27%) – have negotiated successfully on fertility treatment. ALGUS reports successful negotiations on this issue at the Alliance and Leicester Group and USDAW at Grattan. At Scottish Widows employees are allowed up to 10 days' leave a year without loss of salary to undergo fertility treatment.

The same number – 13 (27%) – report negotiated progress on RSI and MSDs linked to equality. The T&G, for example, refers to an agreement on RSI, not primarily in an office environment, but in the food factories of Kavanagh & Gray.

Domestic violence as an issue has been taken up successfully by 12 unions (25%). Significant progress has been made in the Civil Service (see below), but private sector employers such as

Vauxhall Motors/IBC and the Nationwide Group (where NGSU was the union involved) have also signed agreements on the issue.

Fewer unions have signed agreements on other issues: seven (15%) on cancer screening; five (10%) on the menopause; and four (8%) on toxic shock syndrome.

However, the example of the menopause indicates that progress can be made when unions raise a particular issue. The TUC has recommended that employers should:

- provide cold drinking water and easily adjustable temperature and humidity controls;
- encourage flexible working and reduce long hours;
- avoid penalising staff for taking frequent toilet breaks; and
- provide rest facilities and advice for female employees.

Domestic violence agreement at the Department for Education and Skills

The PCS has agreed a good policy on domestic violence with the Department for Education and Skills (DfES). It covers a description of what domestic violence can include and a long list of sources of help, as well as detailed lists of responsibilities of senior and line managers in responding to employees experiencing problems with domestic violence.

For example, the policy states that senior management will:

- nominate staff who are appropriately trained in assisting such employees;
- advise managers how to respond, including sensitive use of performance/attendance figures, granting leave, allowing flexible working, arranging salary advances, making staff aware of sources of financial assistance and, if required, opportunities for redeployment;
- provide, as part of management training, sessions that include the recognition of signs of domestic violence and appropriate responses, including the duty of care to pass on information where a child is thought to be at risk.

And it tells line managers to consider a number of practical measures if appropriate such as:

- allowing flexible working or special leave;
- diverting phone calls;
- access to making private phone calls;
- alerting security staff and nursery staff where appropriate;
- checking that staff have made arrangements to get to and from home safely;
- arranging temporary car parking close to the entrance to ensure safety;
- use of procedures that enable a member of staff to use an 'office' or assumed name at work;
- changes in hours and general work arrangements; and
- changes of location – this could include a voluntary permanent or temporary transfer to another location or remote/homeworking.

Providing access to natural light has also been identified as important.

Unions have raised these points with employers with the result that unions report that one local authority has taken measurements of their workplace lighting and British Waterways has moved a woman to allow her to work next to a window. At Argos, a system for workplace air circulation and temperature control has been installed after concerns were raised. Elsewhere female staff have been given different options of uniform selection after the issue was raised and, at one company, work clothing has been redesigned and is now made to measure.

Pensions

Topic	Percentage with negotiating successes
Any pensions	58%
Access to all	50%

Almost six out of 10 unions – 28 (58%) – reported that they had negotiated improvements in pensions linked to equalities issues and half – 24 – stated specifically that they had negotiated improved equality of access in some of their agreements.

Connect has negotiated access to pensions for same-sex partners with BT, and the T&G has negotiated pensions for new starters at the RAC. At the City and Guilds London Institute an agreement with Amicus provides for the abolition of the minimum age for joining the pension scheme.

Looking to the future, the FBU and fire service employers are now talking about means to achieve equality in pension arrangements for the uniformed firefighters (mostly male) and control room staff (mostly female). The union is pressing for control room staff to be admitted into the Firefighters Pension Scheme (although the employers are suggesting watering down that scheme to achieve equal treatment).

Union learning and education

Improved access to union learning and education can have an important equalities impact and 19

Topic	Percentage with negotiating successes
Any union learning and education	40%
Access for women	29%
Access for BME and migrant workers	29%
Access for disabled workers	27%
Access for part-time workers	25%
Access for younger/older workers	21%

unions (40%) reported that they had successes in this area.

The number of unions reporting improved access was the same for both women and BME workers at 14 (29%). Women benefited particularly from an agreement signed between UNIFI (now part of Amicus) and Lloyds/TSB covering its predominantly female Newcastle call centre, which was offshoring jobs. As well as guaranteeing that there would be no compulsory redundancies there was retraining for career change in the workplace and a £2,000 training band.

The main beneficiaries of a union learning project in a bus garage in London, organised by the T&G, were women and minority ethnic workers. The union reports that, despite difficulties with management, who were “resistant to allowing the union any access to this group of women”, it was able to set up courses for cleaners. English for speakers of other languages (ESOL) courses were provided for the cleaners, who were mostly women from Africa and Eastern Europe.

Unions also report that other groups have benefited from access to union learning and education, with 13 (27%) saying that it has benefited disabled workers; 12 (25%) report arrangements benefiting part-time workers, and 10 (21%) report arrangements benefiting younger or older workers.

Perhaps the most significant recent agreement in this area is the Agenda for Change knowledge and skills framework (KSF) for the NHS. This sets out a framework of knowledge and skills that have to be acquired and applied by all NHS

workers (apart from doctors and dentists). Eventually each member of staff will have a personal development plan, and there will be two 'gateway points' on each pay band to ensure that staff have had access to the training and development required to fulfil their job.

There would be a normal expectation of progression through both gateways and, says UNISON, "all staff would be given equal opportunity to demonstrate the required standard of knowledge and skills to progress through the gateways." It is also hoped that KSF will foster longer-term career development and promote both learning and development and equality and diversity. A UNISON summary of the framework says: "It would improve links between education, development and career progression to give all NHS staff equal opportunities to develop their career."

Harassment and bullying

Half of the unions – 24 – report that they have negotiated arrangements in this area with an impact on equality. And in most equalities areas the number of unions reporting progress is more or less the same. In total 18 unions (38%) report negotiating harassment and bullying arrangements making specific reference to ethnic origin; 17 (35%) have negotiated arrangements making specific reference to gender, with the same number referring specifically to disability; 16 (33%) refer specifically to sexual orientation; and 15 (31%) to religion and belief. Less frequent are specific references to nationality – 10 (21%);

Topic	Percentage with negotiating successes
Any harassment and bullying	50%
Specific reference to ethnic origin	38%
Specific reference to disability	35%
Specific reference to gender	35%
Specific reference to sexual orientation	33%
Specific reference to religion and belief	31%
Specific reference to nationality	21%
Specific reference to age	19%
Specific reference to HIV status	19%

and to age and HIV status – both with nine unions (19%).

The policy that YISA has agreed with the Yorkshire Building Society is typical of those dealing with a range of potential targets. It covers harassment, bullying and victimisation "by reason of their race, nationality, sex, sexual orientation, religion, disability, age or for any other reason".

ALGUS has agreed a detailed harassment and bullying policy with Alliance and Leicester which makes very clear what harassment and bullying are, and covers harassment on grounds of sex, race, disability, religion or political opinions as well as bullying. An informal procedure and guidelines are set out, but if this is not appropriate or satisfactory staff can proceed to a formal procedure which can result in dismissal.

Co-operative Bank: Dignity at Work

UNIFI (now part of Amicus) has agreed a Dignity at Work policy with the Co-op Bank. It states:

"The bank fully supports the right of all members of staff to work in an environment free from any form of harassment or intimidation which may constitute unacceptable behaviour on a personal level.

"To this end the bank fully promotes dignity, respect and equality in the workplace regardless of staff's sex, gender reassignment, marital status, sexual orientation, colour, race and nationality, national or ethnic origin, religion or creed, disability, responsibility for dependants, membership or non-membership of a trade union, political affiliation, employment grade or status, or willingness to challenge harassment leading to victimisation."

It is not just in the financial sector that unions have been able to negotiate wide-ranging harassment and bullying policies. The T&G has negotiated harassment policies at Stagecoach and at Riverstone Spinning among other workplaces. And at Scottish Natural Heritage, Prospect has been involved in drawing up guidance to staff dealing with harassment “based on race or colour . . . physical, sensory or mental disability . . . gender . . . sexual orientation (and) . . . religion”. The guidance points out that Scottish Natural Heritage “and the trade unions recognised by it are equally committed to preventing harassment in any of its forms and to dealing with it as effectively as possible when it does arise”.

NUMAST has been involved in developing a bullying and harassment policy for shipowners at European level, which it feels has helped to change attitudes nationally.

Recruitment, training and career progression

Just over one third of the unions – 17 (35%) – are able to report negotiating successes in the area of recruitment, training and career progression. Of these 13 (27%) referred to progress in the area of ethnic origin; 12 each (25%) in the areas of gender and disability; and 11 (23%) in the area of sexual orientation. Slightly fewer – nine each (19%) – referred to progress in the area of age and religion and belief.

The T&G is able to point to a number of successes in the area of recruitment, training and career progression, particularly in relation to women and black and minority ethnic workers. They include the Arriva SW bus company, where the union worked with the company to encourage the recruitment of women bus drivers. The use of advertisements on the back of buses showing a young black woman had a positive effect on the number of women applying for bus driver posts.

At Nestlé in Halifax the T&G was involved because a significant proportion of women were failing a test for technical aptitude for training for work on new machines. The union found that the company had not provided the women with

Topic	Percentage with negotiating successes
Any recruitment, training and career development	35%
Specific reference to ethnic origin	27%
Specific reference to gender	25%
Specific reference to disability	25%
Specific reference to sexual orientation	23%
Specific reference to age	19%
Specific reference to religion and belief	19%

suitable preparation for the aptitude test. When preliminary training was provided by other women at the pace of the worker concerned, the women passed the aptitude test and were able to work on the new machines.

Monitoring of the workforce

Topic	Percentage with negotiating successes
Any monitoring	40%
Specific reference to ethnic origin	31%
Specific reference to gender	29%
Specific reference to disability	23%
Specific reference to sexual orientation	13%
Specific reference to age	13%
Specific reference to religion and belief	10%

As Prospect points out in a guide to branches, “monitoring is key to the successful implementation of an organisation’s equal opportunities policy.” However, it can also be a sensitive area, particularly in relation to sexuality and ethnicity and, in some circumstances, in relation to disability and religion and belief.

In total 19 unions (40%) report that they have been able to negotiate arrangements on monitoring, and some cover the whole spectrum of issues. The AUT has agreed a series of recommendations on monitoring with employers in the Joint Negotiating Committee for Higher Education Staff (JNCHES). This states that monitoring is likely to be necessary “in respect of, race, sex, disability, religion or belief, age, marital status, sexual orientation”. It recommends that

institutions and their recognised trade unions “work together” in the process.

In terms of specific topics, the area with the highest number of unions – 15 (31%) – covers ethnic origin. The Civil Service unions have agreed a code of practice with management on confidentiality of ethnicity data recorded. The code states that the information obtained “will be treated with the highest degree of confidentiality; it will be used only for the purpose of monitoring the effectiveness of the Civil Service’s policy of equal opportunity and the management and personnel policies of government departments and agencies.” It also details the methods that can be used for collecting the information, classifications and the storing, access and use of data.

The number of unions reporting agreements covering monitoring by gender is slightly lower – 14 (29%), followed by disability, with 11 unions reporting negotiating successes. Agreements on monitoring by sexual orientation and age are less common, with six unions each (13%) reporting these and five unions (10%) reporting agreed arrangements on monitoring by religion and belief.

This special section focuses on the position of women in the labour market and in trade unions between 1998 and 2003 and highlights some of the work that trade unions and the TUC are doing to improve the representation of women at all levels of the trade union movement.

Part 1 summarises the position of women in the UK labour market for comparative purposes, and presents statistics on the position of women in trade unions and how this has changed between 1998 and 2003. It describes the position of women at all levels of trade union structures from general secretary to local representatives. See also Appendix 1 for a summary of collective bargaining in the UK to assist comparisons with other European countries.

Part 2 highlights some of the key strategies that unions have adopted over the last few years to improve the participation of women in union structures, for example by creating reserved seats for women on national executive committees or by specifying minimum proportions of women for certain executive bodies.

The TUC conducted the 2005 Equality Audit with the assistance of the LRD, which was commissioned to analyse the results of the questionnaire and evaluate the process of the 2003 equality audit. This section, “Focus on

women in trade unions”, was prepared, also by the LRD, as the TUC contribution to the EU-funded project of European trade unions, Parity Between Men and Women in Trade Union Organisations. The project partners were: the UGT (Spain); DGB (Germany); FMV (Netherlands). The PMWTU project website can be found at www.ugt.es/mujer/proyecto europeo/proyecto europeo.html. Appendix 1, “Collective bargaining in the UK” was originally included as an appendix to the European project report and was reproduced from the 2004 LRD publication Work Organisation.

1. UK STATISTICAL SUMMARY

This part of the report provides background information on the position of women in the labour market and in trade unions from 1998 to 2003 in the UK. These years correspond with figures available for the position of women in union structures, and also should be comparable with information provided by other European partners in the PMWTU project.

The figures on the position of women in the UK labour market are all taken from the Labour Force Survey (a quarterly sample survey of private households undertaken by the National Statistics Office). It provides a general overview of the position of women in the labour market, giving employment rates, the proportions of women and men working part time, and a breakdown by occupation to compare the differences between women’s and men’s jobs. The occupational groupings do not correspond to union organisation in the UK, but provide a general indication of where women work.

The section on union membership among women provides figures for union density (the proportion of employees who are in trade unions) for both women and men. This is not broken down by industry as, again, this does not correspond to union organisation, so would not provide information on how far unions have recruited women in particular sectors. Details of women’s membership of TUC-affiliated trade unions and their participation in trade union structures at regional and national level is also presented.

Women in the labour market

EMPLOYMENT RATES

Women accounted for 44% of those in employment in 2003, and Table 1 below shows that there has been no change since 1998 (although there has been a growth since 1990, when women were 42.5% of those in employment). Significant numbers of women work part time, and again this proportion has not changed since 1998. There has been a small increase in the number of men working part time to 9%, up from 8%.

Table 1 Women and men in the UK labour force								
	Number in employment				Proportion of full-time and part-time employment			
	All	Men	Women	% women	Women full-time %	Women part-time %	Men full-time %	Men part-time %
1998	26.9m	14.75m	11.61m	44%	57%	43%	92%	8%
2003	27.95m	15.58m	12.36m	44%	57%	43%	91%	9%

SOURCE: Labour Force Survey

The proportion of women of working age (16–59 years) in employment is now 70%, a small growth since 1998 when 68% of women were in employment. The rate of economic activity for women (which includes those in employment and those looking for work) has grown from 72% in 1998 to 73% in 2003.

The employment rate for men of working age (16–64 years) is 80%, an increase from 78% in 1998. But the rate of economic activity for men has remained at 84%.

SEGREGATION BY OCCUPATION

Women in the UK labour force are highly concentrated in particular occupations, with almost a quarter of all women working in administrative and secretarial jobs. Table 2 shows the proportion of women and men in each occupational grouping and highlights the low numbers of women who work in skilled trades and as process, plant and machine operatives.

The columns in Table 2 that give figures for women as a proportion of all in employment for

each occupation also show that the concentration of women in certain occupations has changed little in recent years, and, if anything, has become more pronounced, with higher proportions of women in administrative and secretarial work and fewer in skilled trades. There has been a slight worsening of the position of women in management occupations and in associate professional and technical occupations.

Union membership among women

UNION DENSITY

In 2002 for the first time the proportion of women who were trade unionists was the same as the proportion of men at 29%. This reflects a trend where union density (the proportion of employees who are members of trade unions) has been declining at a slower rate among women than men. In 1991 42% of all male employees were trade union members, compared with 32% of female employees. Table 3 below shows that the fall in union density for women to 29% in 2003 was smaller than that for men (also 29%).

Table 2 Women and men by occupation						
	Women % in each occupation		Men % in each occupation		Women as a proportion of all in employment	
	1998	2002	1998	2002	1998	2002
Managers and senior officials	12%	10%	19%	18%	32%	31%
Professional occupations	9%	11%	11%	12%	40%	40%
Associate professional and technical occupations	11%	14%	9%	14%	50%	40%
Administrative and secretarial occupations	25%	23%	7%	5%	74%	78%
Skilled trades occupations	2%	2%	20%	20%	9%	8%
Personal service occupations	16%	13%	6%	2%	67%	85%
Sales and customer service occupations	11%	12%	5%	4%	63%	68%
Process, plant and machine operatives	4%	3%	14%	13%	19%	15%
Elementary occupations	8%	12%	7%	12%	47%	45%

SOURCE: Labour Force Survey

Table 3 Union density 1998–2003				
	Women	Men	All	Total union members (million)
1998	28%	31%	29.6%	7.16m
1999	28%	31%	29.5%	7.27m
2000	29%	30%	29.4%	7.35m
2001	28%	30%	28.8%	7.33m
2002	29%	29%	29.0%	7.34m
2003	29%	29%	29.1%	7.42m

SOURCE: Labour Force Survey

The latest figures from the Labour Force Survey, for autumn 2003, show that women working full-time are also more likely to be in a trade union than full-time men: union density for full-time women is 34% compared with 31% for full-time men. The same is also true for part-time women, 23% of whom are in a union compared with 12% of part-time male employees.

TUC MEMBERSHIP

The vast majority of UK union members are in trade unions affiliated to the TUC and the unions provide membership figures to the TUC each year. The following table shows the proportion of women among TUC-affiliated unions since 1998 (where figures have been provided to the TUC).

Table 4 Women's membership of TUC-affiliated unions			
	Number of affiliated unions	Total membership	% female
1998	76	6.75m	38%
1999	78	6.74m	39%
2000	76	6.81m	39%
2001	69	6.72m	41%
2002	69	6.69m	41%
2003	71	6.69m	39%

SOURCE: TUC

Women's participation in trade union structures

This part contains comparative information from biennial surveys of women's position in unions carried out by *Labour Research*, the magazine published by the LRD. The data shown here has been selected by *Labour Research* as a significant

indicator of women's participation in decision-making structures within trade unions. Apart from the information on general secretaries, which covers all TUC-affiliated unions, and on workplace reps the tables show data from the 10 largest UK unions, representing more than three-quarters of the membership of TUC-affiliated unions.

WOMEN GENERAL SECRETARIES

Women have usually only become leaders of the smallest TUC-affiliated trade unions, although in the past couple of years two larger UK unions have elected a woman to lead them. These are the Association of Teachers and Lecturers (the thirteenth largest of the TUC's affiliates) and the Association of University Teachers (the twentieth largest TUC union). It is over 10 years since there was a female general secretary of any of the UK's largest unions (Brenda Dean was leader of the SOGAT print workers union until 1991).

Table 5 shows the number of female general secretaries identified in *Labour Research* magazine's biennial surveys of women's position in unions.

Table 5 Women general secretaries		
	% female	Number
1998	8%	6 (out of 73)
2000	9%	7 (out of 78)
2002	13%	9 (out of 69)
2004	17%	12 (out of 71)

SOURCE: *Labour Research* magazine

WOMEN IN THE 10 LARGEST UNIONS

Table 6 gives an overview of the 10 largest unions, who they organise and the proportion of women in membership.

	Description	Total membership	% female
UNISON	Public services, including local government, health and energy	1,289,000	72%
AMICUS	Manufacturing, technical and professional staff (formed from merger of AEEU and MSF in 2001)	1,061,199	na (due to merger)
T&G	General union, including transport, agriculture and manufacturing	835,351	20%
GMB	General union, including food, textiles, retail and public services	703,970	40%
USDAW	Shopworkers and retail distribution	321,151	59%
PCS	Government employees and IT and service companies	285,582	60%
CWU	Post and telecommunications	266,067	21%
NUT	Teachers	232,280	76%
NASUWT	Teachers	211,779	69%
GPMU	Printing and papermaking	170,279	17%

	1997–1998		1999–2000		2001–2002		2002–2003		% point change in NEC, 1998–2003
	% membership	% NEC	% membership	% NEC	% membership	% NEC	% membership	% NEC	
UNISON	78%	65%	72%	62%	72%	64%	72%	64%	-1%
AMICUS (AEEU)	6%	0%	10%	10%	10%	11%	na	19%*	+19%
AMICUS (MSF)	31%	32%	33%	33%	32%	33%	na	19%*	-13%
T&G	20%	13%	20%	32%	21%	33%	20%	33%	+20%
GMB	36%	41%	37%	41%	38%	38%	40%	36%	-5%
USDAW	59%	53%	60%	53%	60%	59%	59%	59%	+6%
CWU	19%	20%	21%	18%	21%	22%	21%	26%	+6%
PCS	na**	na	58%	44%	60%	46%	60%	37%	-7%***
NUT	75%	43%	75%	41%	76%	50%	76%	40%	-7%***
GPMU	17%	22%	17%	17%	na	na	17%	22%	0%
NASUWT	na	na	na	na	64%	8%	69%	13%	+5%****

NOTES: na not available

* figure for merged Amicus union (AEEU and MSF)

** union created from merger in 1998

*** change 2000–2003

**** change 2002–2003

SOURCE: *Labour Research magazine*

WOMEN ON NATIONAL EXECUTIVE COMMITTEES

The number of women represented on a union's main decision-making body, the national executive committee, has been an important issue for those campaigning for equality. Representation has in some cases been improved by the introduction of reserved seats – for example, this accounts for the improvement seen in the T&G, as Table 7 shows. The first column for each year shows the percentage of women in membership to see how close each union is to proportionality.

WOMEN AS CONGRESS DELEGATES

The number of women representing their unions at the union movement's most important motion-based conference – the annual Congress of the TUC – is another indicator of how far women are involved in union decision-making processes. Table 8 shows that improvements have been made in some areas, but in other cases female representation has declined.

Table 8 Women as a percentage delegations to Congress

	1997–1998		1999–2000		2001–2002		2002–2003		% point change in TUC delegations, 1998–2003
	% membership	% delegates	% membership	% delegates	% membership	% delegates	% membership	% delegates	
UNISON	78%	61%	72%	58%	72%	61%	72%	61%	0%
AMICUS (AEEU)	6%	16%	10%	19%	10%	26%	na	29%*	+13%
AMICUS (MSF)	31%	45%	33%	39%	32%	31%	na	29%*	-16%*
T&G	20%	25%	20%	30%	21%	24%	20%	29%	+4%
GMB	36%	33%	37%	35%	38%	39%	40%	36%	+3%
USDAW	59%	59%	60%	39%	60%	40%	59%	50%	-9%
CWU	19%	25%	21%	31%	21%	30%	21%	29%	+4%
PCS	na**	na	58%	48%	60%	58%	60%	40%	-8%**
NUT	75%	43%	75%	39%	76%	41%	76%	33%	-10%
GPMU	17%	15%	17%	17%	na	13%	17%	15%	0%
NASUWT	na	na	na	na	64%	17%	69%	24%	+7%***

NOTES: na not available

* figure for merged Amicus union (AEEU and MSF)

** change 2000–2003

*** change 2003–2003

SOURCE: Labour Research magazine**Table 9 Women as a percentage of national full-time officers**

	1997–1998		1999–2000		2001–2002		2002–2003		% point change in national full-time officers, 1998–2003
	% membership	% nat. f-t officers	% membership	% nat. f-t officers	% membership	% nat. f-t officers	% membership	% nat. f-t officers	
UNISON	78%	38%	72%	21%	72%	48%	72%	48%	+10%
AMICUS (AEEU)	6%	0%	10%	0%	10%	7%	na	0%	0%
AMICUS (MSF)	31%	30%	33%	38%	32%	20%	na	na	-10%**
T&G	20%	4%	20%	0%	21%	6%	20%	5%	+1%
GMB	36%	8%	37%	17%	38%	17%	40%	14%	+6%
USDAW	59%	25%	60%	57%	60%	63%	59%	71%	+46%
CWU	19%	10%	21%	14%	21%	21%	21%	17%	+7%
PCS	na	na	58%	38%	60%	36%	60%	37%	-1%***
NUT	75%	14%	75%	20%	76%	0%	76%	11%	-3%
GPMU	17%	13%	17%	13%	na	na	17%	25%	+12%
NASUWT	na	na	na	na	64%	40%	69%	50%	+10%****

NOTES: na not available

* figure for merged Amicus union (AEEU and MSF)

** change 1998–2002

*** change 2000–2003

**** change 2002–2003

SOURCE: Labour Research magazine**WOMEN NATIONAL OFFICERS**

Table 9 shows that in most unions there have been some improvements in the representation of women as full-time officers. This is significant, as officers at this level will be involved in collective bargaining in some unions and therefore it is important that women are present.

WOMEN REGIONAL OFFICERS

In all unions there has been an increase in the proportion of regional officers who are women (the CWU has no regional full-time officers). This is an important change, as officers at this level may be involved in collective bargaining in some unions and sectors, and therefore it is important that women are present.

Table 10 Women as a percentage of regional full-time officers									
	1997–1998		1999–2000		2001–2002		2002–2003		% point change in regional full-time officers, 1998–2003
	% membership	% reg. f-t officers	% membership	% reg. f-t officers	% membership	% reg. f-t officers	% membership	% reg. f-t officers	
UNISON	78%	24%	72%	30%	72%	36%	72%	36%	+12%
AMICUS (AEEU)	6%	2%	10%	4%	10%	4%	na	4%	+2%
AMICUS (MSF)	31%	16%	33%	21%	32%	20%	na	na	+4%**
T&G	20%	8%	20%	8%	21%	na	20%	10%	+2%
GMB	36%	13%	37%	20%*	38%	20%	40%	14%	+1%
USDAW	59%	24%	60%	25%	60%	25%	59%	31%	+7%
CWU	19%	na	21%	na	21%	na	21%	na	na
PCS	na	na	58%	19%	60%	24%	60%	37%	+18%***
NUT	75%	11%	75%	17%	76%	20%	76%	23%	+12%
GPMU	17%	5%	17%	4%	na	na	17%	10%	+5%
NASUWT	na	na	na	na	64%	36%	69%	38%	+2%****

NOTES: na not applicable or not available
* estimate

** change 1998–2002

*** change 2000–2003

**** change 2002–2003

SOURCE: *Labour Research* magazine

Table 11 Women as a proportion of branch officials, 2003				
	Membership sector	Total membership*	Women as a % of membership	Women as a % of branch membership
ACM	Managers in colleges	3,579	49%	37%
ASLEF	Rail drivers and supervisors	17,809	3%	1%
GPMU	Printing and papermaking	166,124	17%	9%
NASUWT	Teachers	281,765	69%	24%
NATFHE	Further and Higher Education lecturers	66,071	49%	36%
NGSU	Staff of the Nationwide Building Society	11,579	75%	44%
UNISON	Public services, including local government, health and energy	1,272,470	72%	47%
USDAW	Shopworkers and retail distribution	319,054	60%	41%

NOTE: * These figures may differ from those in Table 6 as they were provided at a different time of the year

SOURCE: TUC equality audit, 2003

WOMEN BRANCH OFFICIALS AND WORKPLACE REPS

The *Labour Research* survey does not analyse data on proportions of branch officials and workplace representatives who are women, but the TUC equality audit asked unions whether they kept statistical records, broken down by gender, for the numbers of branch officials and workplace representatives (also known as shop stewards). The figures are for 2003.

Only 31% of the unions that responded to the TUC equality audit said that they had records of the number of women branch officials, and of these only eight were able to provide the actual

figures. These are shown in Table 11, along with the proportion of women in each of the unions. It will be noted that these are not necessarily the same unions that appear in the *Labour Research* survey, although there is some overlap.

It can be seen from the figures that women are not represented as branch officials in proportion. Only 28% of unions in the 2003 TUC equality audit said that they kept records of the number of women workplace representatives or shop stewards, and of these only seven were able to provide the actual figures. These are shown in Table 12, along with the proportion of women in each of the unions.

Table 12 Women as a percentage of workplace representatives, 2003				
	Membership sector	Total membership*	Women as a % of membership	Women as a % of branch officials
ALGUS	Staff of the Alliance and Leicester bank	2,759	75%	57%
ASLEF	Rail drivers and supervisors	17,809	3%	1%
NASUWT	Teachers	281,765	69%	55%
NGSU	Staff of the Nationwide Building Society	11,579	75%	68%
UNIFI	Banking and finance	145,036	60%	53%
UNISON	Public services, including local government, health and energy	1,272,470	72%	49%
USDAW	Shopworkers and retail distribution	319,054	60%	53%

NOTE: * These figures may differ from those in Table 6 as they were provided at a different time of the year

SOURCE: TUC equality audit, 2003

2. THE DEVELOPMENT OF POLICIES FOR WOMEN IN TRADE UNIONS

The previous data describes the current position of women in trade union structures, and progress made in the last five years. This section highlights some of the measures that UK trade unions and the TUC have taken to improve the representation of women at all levels. Unions have undertaken many other activities on behalf of their women members not covered here, but the TUC equality audit 2003 provides a good overview of the types of equality strategies and measures adopted by UK trade unions.

Reserved seats and measures to ensure proportionality

In 1979 the TUC launched a charter called *Equality for Women Within Trade Unions* which suggested, among other things, that unions should ensure that women are represented on the decision-making bodies, through additional seats or co-option. At the time the aim was limited to getting some female representation at all, whereas the demand now tends to be for 'proportionality' – representation on union decision-making bodies in proportion to the membership.

Among the 10 largest unions affiliated to the TUC, only a handful have reserved seats for women on their national executive committee (the highest decision-making body of the union):

public services union UNISON, manufacturing and technical union Amicus, the GMB general union, and print union the GPMU (which is soon to merge with Amicus). Among the smaller unions, the Fire Brigades Union, only 4% of whose 52,500 members are women, has established a reserved women's seat on its executive.

Finance union UNIFI, 60% of whose members are women, agreed in 2000 that all committees should be at least 50% female, although this was not extended to the national executive. UNISON, whose predecessor NUPE was the first major union to introduce proportionality in the 1980s, has an electoral system to ensure at least two-thirds of national executive committee and key national bodies are women. Together with other policies and structures aimed at fair representation for women, this has resulted in high levels of women in decision-making positions and on negotiating bodies.

The T&G general union, with a 20% female membership, introduced a minimum proportionality rule in 1998, and its impact has been dramatic. The rule means that all the union's constitutional committees must have women members at least in proportion to the women in that constituency. This includes regional committees and district, trade group and sector committees. It also includes the union's main biennial delegate conference.

In 1997, immediately before the change took effect, the number of women on its 8 regional committees was a mere 20 out of 233 (9%). This

had almost tripled to 59 out of 250 (24%) by 2002. Meanwhile, the national trade group committees saw the number of women rise from around 1 in 11 members to almost 1 in 5.

Manufacturing and technical union Amicus, currently the UK's second largest union, has four reserved seats for women, which means that women's representation on the executive committee is greater than the proportion of women in membership. (Amicus was merging with the GPMU print union and banking union UNIFI so its composition and structures was undergoing change.)

Women's committees and women's conferences

Over 50% of the unions that responded to the TUC's 2003 equality audit have national bodies either specifically for women members or general equality committees that cover women's rights. Just over a quarter (28%) have women's or equality committees at a regional or sub-national level. Some committees have developed from informal women's networks into bodies with a formal position within the union structure. Many have annual or biennial women's conferences, which may also send motions or delegates to the union's national conference.

Half of the unions responding to the 2003 audit hold regular annual conferences or seminars for women members. The T&G, for example, held its first national women's conference in 1995, and then again in 1998, 2002 and 2005. The union also established a Women, Race and Equalities Sector conference in 2002, which discussed common equality issues and held separate events for black and minority ethnic members, disabled members, young members and lesbian, gay, bisexual and transgender members. The union intends to continue holding separate women's conferences.

The TUC

More than 80 years ago the TUC first decided to reserve two seats on its General Council specifically for women. Significant progress has been made since then and women now occupy two of the three most senior positions in the

TUC. In 2003 Frances O'Grady was appointed deputy general secretary – the first time a woman reached the number two position in the TUC – and at the same time Kay Carberry was appointed assistant general secretary, also the first time for a woman in this post. More information on the TUC's work in relation to women's equality, within its own structures, as an employer and on behalf of its affiliates, is contained in Section 12 of the TUC's *Equal Opportunities Audit, 2003*.

The TUC commitment to equality

In 2001 delegates to the TUC's annual Congress agreed that all unions must have "a clear commitment to promote equality for all". The TUC constitution was changed to make a commitment to equality a condition of TUC affiliation. The rule change said that each union would commit itself to eliminating discrimination "within its own structures and through all its activities, including its own employment practices".

The idea, which came out of the work of the TUC's Stephen Lawrence Task Group on tackling institutional racism, is aimed at all forms of inequality and discrimination. The TUC agreed that all unions should adopt the following model clause into their rules, which would act as a "good practice standard":

"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) to oppose actively 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."

It was also agreed that to support these aims, the TUC would carry out a comprehensive equality auditing process of its affiliated unions. These audits are to be carried out every two years, with a report made to Congress. The first was presented in 2003.

At the time, the equality officer of Britain's largest union, UNISON, Gloria Mills, described passing this constitutional change as a "groundbreaking achievement". She said: "For the first time in 133 years of trade union history . . . there's an acknowledgment of discrimination and inequality" in the movement. "This rule change provides the basis for bringing women's issues from the periphery to the heart of union culture."

APPENDICES

Appendix 1 Collective bargaining in the UK

The following overview of UK collective bargaining was presented to the project partners of the EU Parity Between Women and Men in Trade Unions (PWMTU) project at the UK seminar in June 2004 to assist comparisons with other partner countries.

The framework

The pay and conditions of most employees in the UK is not negotiated. Figures from the Labour Force Survey show that in 2003 only 36% of employees were covered by collective bargaining.

When bargaining occurs, it is mainly at the company or individual workplace. There is still industry-level bargaining in some industries, such as parts of the textile and furniture industries, but during the 1980s there was a clear move to bargaining at local level and a number of employer federations broke up or ceased to be involved in collective bargaining. In most cases companies set their own terms and conditions, either for the whole company or specific plants.

Industry-wide agreements are more common in the public sector, although the Civil Service, for example, pays different rates in different government ministries. In addition some workers in the public sector, such as teachers, are covered by pay review bodies which make recommendations on pay that are then implemented by the government as the employer.

In any case, where industry-level agreements exist they are not considered to be legally binding on the parties who sign them. Employers are not bound by an agreement signed by an employers' federation even if they are members of it.

It is also quite common for there to be different agreements for different grades of worker, most commonly manual and non-manual. This is the case both for industry agreements and for those at company level.

Legislation passed in 1999 provides a mechanism to require employers to recognise and negotiate with unions

as long as specific conditions are met. While this has resulted in a number of voluntary recognition agreements, there have been few legally binding decisions that unions should be recognised for bargaining and so have a legal right to bargain over pay, hours and holidays. Generally it is the balance of forces between union and employer at the workplace that determines whether bargaining takes place.

At national level the TUC has not been involved in negotiations about pay since the end of the government's incomes policy in the 1970s. However, under the Labour Government elected in 1997 it has had discussions with the main employers' federation, the CBI, on union recognition, and has reached an agreement on the implementation of the European Information and Consultation Directive.

Who negotiates and when

Bargaining is conducted by trade unions and employers. The union side may be made up of full-time officials, workplace representatives or a mix of both. Local union representatives are now much more likely to be involved in collective bargaining. The employer's side can be the individual employer or, if at industry level, the employers' federation.

There will generally be several unions represented on the union side, which normally will have agreed their position together in advance. There are some single-union agreements (usually because the employer has chosen to negotiate with only one union) but they remain the exception.

Collective agreements do not have to run for a specific period although the general pattern is that they run for 12 months with anniversary dates spread throughout the year. Usually union representatives will seek an agreement to deal with pay issues every year but may negotiate over other improvements, for example, holidays, sick pay and so on, less frequently. There are also some two-year and occasionally three-year settlements.

The subject of the negotiations

Some negotiations cover all aspects of pay and conditions, but others are limited to only a few areas, principally pay, with the employer refusing to negotiate about other terms of employment. A growing number of agreements, particularly for non-manual workers, also give employers considerable flexibility by linking increases for individual employees to a subjective assessment of their performance.

The UK has a national minimum wage which is set by the Government on the advice of the Low Pay Commission, made up of representatives of the unions and employers, as well as independent academics.

SOURCE: *Worker Representation in Europe*, May 2004, Labour Research Department

Appendix 2 TUC Equality Audit 2005: Collective Bargaining and Equality

INTRODUCTION

We are sending you this questionnaire to enable us to carry out the TUC 2005 Equality Audit on gender, race, disability, sexual orientation, age, religion and belief, as required by a Congress decision in 2001, which followed the recommendations of the TUC Stephen Lawrence Task Group.

The Equality Audit this time focuses on collective bargaining, identified by most affiliates in the 2003 Equality Audit as a key area where equality needs to be improved.

We hope that this will mean that the questionnaire will be less onerous to complete than in 2003, when the Audit needed to set benchmarks across the whole range of union activity. We have also tried to take on board the comments of many unions after the last audit and keep the questionnaire as simple as possible.

The questionnaire seeks information covering three areas:

- General **background** information relating to the union on both equality and collective bargaining structures. The aim of this section is to put the results of the survey into context. **[A]**
- Information on the **process** of introducing an equality dimension into collective bargaining. The aim of this section is to examine the steps unions have taken to include equality issues in collective bargaining. **[B]**
- Information on the **results** of collective bargaining in terms of their equality impact. The aim of this section is to establish what has been achieved and to highlight good practice. **[C]**

The questionnaire may seem long, but most of the questions require simply ticking a box. In any case, if there are some questions you cannot answer, please leave them and answer those questions you can. We are anxious to have some contribution from **all unions**, even if this means you only partly complete the questionnaire. **We would much rather have an incomplete questionnaire to no questionnaire at all.**

Some of the questions may need more space to answer than is provided in the form. If you need to add extra sheets to complete your answers to the questionnaire please do so. Similarly if you want to tell us about specific topics related to equality and bargaining not covered by the questionnaire, please feel free to add the information.

The questionnaire is also available electronically from cruhemann@lrd.org.uk.

Please return the completed questionnaire as soon as possible, and by 11 March 2005 at the latest, to: Clare Ruhemann, Labour Research Department, 78 Blackfriars Road, London SE1 8HF

For unions with less than 10,000 members: We recognise you may have particular difficulties with parts of the questionnaire, especially Questions 11 and 16. If you already have a document, perhaps a committee report, which answers many of the questions posed please send it in and we will use it as the basis for your response.

DETAILS ON UNION AND INDIVIDUAL COMPLETING QUESTIONNAIRE

Name of union	<input type="text"/>
Name of individual completing questionnaire	<input type="text"/>
Position of individual completing questionnaire	<input type="text"/>

continued...

	Total	Women	Black, minority ethnic and migrant	Disabled	Aged under 26
Membership					
Lay officials and stewards/local union reps					
National paid officials					
Local/regional paid officials					

B | INFORMATION ON THE PROCESS OF INTRODUCING AN EQUALITY DIMENSION INTO COLLECTIVE BARGAINING

This section examines the steps unions have taken to include equality issues in collective bargaining.

7. How far does the union at national level try to set an agenda for collective bargaining on EQUALITY ISSUES to be implemented throughout the union? (Please tick ONE box only.)

Not at all
1
☐

2
☐

3
☐

4
☐

Very strongly
5
☐

8. How does the union identify its key priorities in bargaining on EQUALITY ISSUES? (Please tick ALL that apply.)

- ☐ On the basis of national/sectoral or industrial conference or executive committee decisions
- ☐ On the basis of recommendations from equality bodies in the union (conferences or committees)
- ☐ Through discussions between officials
- Other ways (please specify)

9. What have been your THREE key priorities in bargaining on equality issues in the PAST TWO YEARS? (This could include specific campaigns.)

10. What will be your THREE key priorities in bargaining on equality issues over the NEXT TWO YEARS? (This could include specific campaigns.)

11. Does the union have POLICIES/GUIDELINES/BRIEFING MATERIALS for paid officials or lay negotiators on any of the following equality issues?

For each main heading (e.g. **Flexible working/work-life balance**) there is a summary box (**in bold**), with detailed topics (e.g. Flexitime) set out underneath. If you just have general policies/guidelines/ briefing materials for that area, please tick the **summary box**. If you have policies/guidelines/briefing materials on the specific topics, please tick **BOTH** the summary box **and** the specific topic boxes.

We realise that **unions dealing with only a small number of employers** may not produce briefing materials but simply include specific items in their claims. Where this is the case, please tick the boxes where the material has been included in claims and write "C" next to the box.

(If possible, please include a copy of the latest policy/guidelines/briefing materials, or, where appropriate, the latest claim.)

continued...

- 11a. ☐ **Flexible working/work-life balance**
- | | |
|--|---|
| <input type="checkbox"/> Flexitime | <input type="checkbox"/> Job sharing |
| <input type="checkbox"/> Annualised hours | <input type="checkbox"/> Reduced hours |
| <input type="checkbox"/> Term-time working | <input type="checkbox"/> Long-hours culture |
| <input type="checkbox"/> Compressed hours | |
- 11b. ☐ **Childcare and dependents**
- | | |
|--|---|
| <input type="checkbox"/> Maternity pay above statutory minimum | <input type="checkbox"/> Maternity leave beyond statutory minimum |
| <input type="checkbox"/> Paternity (maternity support) pay above statutory minimum | <input type="checkbox"/> Paternity (maternity support) leave beyond statutory minimum |
| <input type="checkbox"/> Parental leave/career breaks | <input type="checkbox"/> Childcare support |
| <input type="checkbox"/> Adoption leave | <input type="checkbox"/> Dependency leave/carers' leave |
- 11c. ☐ **Women's pay**
- | | |
|--|--|
| <input type="checkbox"/> Equal pay audits | <input type="checkbox"/> Equal pay for work of equal value |
| <input type="checkbox"/> Negotiated pay structures which are fairer to women | <input type="checkbox"/> Part-timers' pay, e.g. access to pay premia |
- 11d. ☐ **Black, minority ethnic and migrant workers**
- ☐ Dealing with racism and the far right in the workplace
 - ☐ Agreed mechanisms for ensuring that black, minority ethnic and migrant workers have equal access to employment training, promotion, pay and other workplace benefits
 - ☐ Language or other training for black, minority ethnic and migrant workers
 - ☐ Allowing leave to be organised in such a way as to permit some workers to return to distant countries of origin
 - ☐ Recognition of foreign qualifications
 - ☐ Equal pay audits
- 11e. ☐ **Equal treatment for lesbian, gay, bisexual and transgender workers**
- ☐ Dependency or child-related leave for same sex partners
 - ☐ Benefits, e.g. pension, free travel or medical benefits, for same-sex partners
 - ☐ Workplace issues for trans workers including gender reassignment
- 11f. ☐ **Disability**
- | | |
|--|--|
| <input type="checkbox"/> Advice on specific impairments | <input type="checkbox"/> Disability leave |
| <input type="checkbox"/> Redeployment and retraining for those who develop impairments | <input type="checkbox"/> Training on disability for managers and other staff |
| <input type="checkbox"/> Mental health/learning needs (dyslexia etc.) | <input type="checkbox"/> Encouraging employers to adopt the 'Two Ticks' scheme |
| <input type="checkbox"/> Disability audits | |
- 11g. ☐ **Religion and belief**
- ☐ Agreements which take account of religious practices or concerns, covering issues such as the organisation of working time, food provided in canteen and uniform or dress
- 11h. ☐ **Age**
- | | |
|--|--|
| <input type="checkbox"/> Extending adult rate to younger workers | <input type="checkbox"/> Retirement age |
| <input type="checkbox"/> Age/service-related benefits | <input type="checkbox"/> Redundancy procedures |

continued...

11i. ☐ **Health and safety policies and equality**

- | | |
|--|--|
| <input type="checkbox"/> Stress | <input type="checkbox"/> Domestic violence |
| <input type="checkbox"/> Menopause | <input type="checkbox"/> Fertility treatment |
| <input type="checkbox"/> Toxic shock | <input type="checkbox"/> Cancer screening |
| <input type="checkbox"/> RSI and muscular-skeletal disorders | |

11j. ☐ **Pensions**

- ☐ Access to occupational pensions for all employees

11k. ☐ **Union learning and education giving access to workplace/union learning to**

- | | |
|---|--|
| <input type="checkbox"/> Women | <input type="checkbox"/> Disabled/disability |
| <input type="checkbox"/> Part-time workers | <input type="checkbox"/> Young/older workers |
| <input type="checkbox"/> Black, minority ethnic & migrant workers | <input type="checkbox"/> Other |

11l. ☐ **Harassment and bullying policies which explicitly refer to**

- | | |
|--|--|
| <input type="checkbox"/> Gender | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Ethnic origin | <input type="checkbox"/> Age |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Religion and belief |
| <input type="checkbox"/> Nationality | <input type="checkbox"/> HIV status |

11m. ☐ **Recruitment, training and career progression policies which explicitly refer to**

- | | |
|--|--|
| <input type="checkbox"/> Gender | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Ethnic origin | <input type="checkbox"/> Age |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Religion and belief |

11n. ☐ **Monitoring which refers explicitly to**

- | | |
|--|--|
| <input type="checkbox"/> Gender | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Ethnic origin | <input type="checkbox"/> Age |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Religion and belief |

We realise there may be other equalities issues, linked with collective bargaining, not listed here. Please let us know of anything else your union has raised, and include extra sheets if necessary.

12. **How are these policies/guidelines/briefing notes communicated to negotiators?** (Please answer for each of the groups of negotiators as appropriate and tick ALL boxes that are relevant).

	National paid officials	Local/regional paid officials	Lay negotiators
At union officer meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Through briefing sessions/conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Through education and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Through written communications (including emails) sent to negotiators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Through materials circulated generally in the union or available from website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not directly communicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other (please give details)

It would be very useful to have copies of publications or campaign materials to illustrate the final report. Please send them in if you can.

--	--	--

continued...

13. How has the union monitored the achievement of its collective bargaining aims on equality issues?
(Please tick ALL boxes that are relevant)

	Deals negotiated by national paid officials	Deals negotiated by local/regional officials	Deals negotiated by lay negotiators
Formal report back to national/sectoral or industrial conferences or executive committees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal report back to equality officers/ committees/conferences etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surveys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informal report back to equality officers/ committees etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informal discussions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please give details)	<input type="text"/>	<input type="text"/>	<input type="text"/>

14. Has the union provided training for negotiators on equality bargaining issues in the past two years?
(Please tick ALL boxes that are relevant).

	National paid officials	Local/regional paid officials	Lay negotiators
General equalities bargaining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexible working/work-life balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Childcare and dependants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women's pay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black, minority ethnic and migrant workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equal treatment for lesbian and gay partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women's pensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion and belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health and safety policies and equality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Union learning and education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Harassment and bullying policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment, training and career progression policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please give details)	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have answered yes to any of the above, please give details such as content of courses, numbers trained, date of courses, length of courses and target group.

Training for national paid officials:

Training for local/regional paid officials:

Training for lay officials and stewards/local union reps:

continued...

15. Does the union have reps specifically responsible for equalities issues?

	No	Encouraged	In rule book	Exist	Numbers (please estimate if necessary)
Overall equality rep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Women's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
LGBT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

C | INFORMATION ON THE RESULTS OF COLLECTIVE BARGAINING IN TERMS OF THEIR EQUALITY IMPACT

The aim of this section is to establish what has been achieved and to highlight good practice through examples taken from specific agreements.

The questions are the same as in the previous section, but this time the aim is to establish the **agreed outcome** of bargaining rather than the **union input**.

The examples of collective agreements received will be supplemented by material collected directly from workplace negotiators by the LRD. Information on agreements from both sources will be included on a new TUC equality database and the LRD Payline database.

16. Has the union been able to achieve improvements in any of the following areas through the bargaining process which are currently in force? (If yes, please attach some examples of agreements currently in force, which indicate both best practice and standard practice.)

16a. ☐ Flexible working/work-life balance

- | | |
|--|---|
| <input type="checkbox"/> Flexitime | <input type="checkbox"/> Job sharing |
| <input type="checkbox"/> Annualised hours | <input type="checkbox"/> Reduced hours |
| <input type="checkbox"/> Term-time working | <input type="checkbox"/> Long-hours culture |
| <input type="checkbox"/> Compressed hours | |

16b. ☐ Childcare and dependents

- | | |
|--|---|
| <input type="checkbox"/> Maternity pay above statutory minimum | <input type="checkbox"/> Maternity leave beyond statutory minimum |
| <input type="checkbox"/> Paternity (maternity support) pay above statutory minimum | <input type="checkbox"/> Paternity (maternity support) leave beyond statutory minimum |
| <input type="checkbox"/> Parental leave/career breaks | <input type="checkbox"/> Childcare support |
| <input type="checkbox"/> Adoption leave | <input type="checkbox"/> Dependency leave/carers' leave |

16c. ☐ Women's pay

- | | |
|--|--|
| <input type="checkbox"/> Equal pay audits | <input type="checkbox"/> Equal pay for work of equal value |
| <input type="checkbox"/> Negotiated pay structures which are fairer to women | <input type="checkbox"/> Part-timers' pay, e.g. access to pay premia |

16d. ☐ Black, minority ethnic and migrant workers

- ☐ Dealing with racism and the far right in the workplace
- ☐ Agreed mechanisms for ensuring that black, minority ethnic and migrant workers have equal access to employment training, promotion, pay and other workplace benefits
- ☐ Language or other training for black, minority ethnic and migrant workers
- ☐ Allowing leave to be organised in such a way as to permit some workers to return to distant countries of origin

continued...

☐ Recognition of foreign qualifications

☐ Equal pay audits

16e. ☐ **Equal treatment for lesbian, gay, bisexual and transgender workers**

☐ Dependency or child-related leave for same sex partners

☐ Benefits, e.g. pension, free travel or medical benefits, for same-sex partners

☐ Workplace issues for trans workers including gender reassignment

16f. ☐ **Disability**

☐ Advice on specific impairments

☐ Disability leave

☐ Redeployment and retraining for those who develop impairments

☐ Training on disability for managers and other staff

☐ Mental health/learning needs (dyslexia etc.)

☐ Encouraging employers to adopt the 'Two Ticks' scheme

☐ Disability audits

16g. ☐ **Religion and belief**

☐ Agreements which take account of religious practices or concerns, covering issues such as the organisation of working time, food provided in canteen and uniform or dress

16h. ☐ **Age**

☐ Extending adult rate to younger workers

☐ Retirement age

☐ Age/service-related benefits

☐ Redundancy procedures

16i. ☐ **Health and safety policies and equality**

☐ Stress

☐ Domestic violence

☐ Menopause

☐ Fertility treatment

☐ Toxic shock

☐ Cancer screening

☐ RSI and muscular-skeletal disorders

16j. ☐ **Pensions**

☐ Access to occupational pensions for all employees

16k. ☐ **Union learning and education giving access to workplace/union learning to**

☐ Women

☐ Disabled/disability

☐ Part-time workers

☐ Young/older workers

☐ Black, minority ethnic & migrant workers

☐ Other

16l. ☐ **Harassment and bullying policies which explicitly refer to**

☐ Gender

☐ Sexual orientation

☐ Ethnic origin

☐ Age

☐ Disability

☐ Religion and belief

☐ Nationality

☐ HIV status

16m. ☐ **Recruitment, training and career progression policies which explicitly refer to**

☐ Gender

☐ Sexual orientation

☐ Ethnic origin

☐ Age

☐ Disability

☐ Religion and belief

continued...

16n. ☐ Monitoring which refers explicitly to

☐ Gender

☐ Ethnic origin

☐ Disability

☐ Sexual orientation

☐ Age

☐ Religion and belief

We realise that there may be other equalities issues, not listed here, where you have been able to negotiate improvements. Please let us know of anything else your union has negotiated and include extra sheets if necessary.

17. What are the three agreements of which you are most proud in terms of their equalities impact? (Please give details of the agreements and indicate briefly why you are particularly positive about them.)

Thank you for completing this questionnaire. Please return it to the address given on page 1 as soon as possible, and by 11 March 2005 at the latest.

Please don't forget to enclose copies of relevant union guidelines, publications and campaign materials as well as collective agreements. If there are any additional documents you would like to include, please do not hesitate to send them to us or contact Clare Ruhemann direct on 020 7902 9823.

Appendix 3 Respondents and non-respondents to the 2005 audit

The following unions replied to the survey:

Name of Union	Membership
Accord	24,941
ACM	3,405
AFA	632
ALGUS	2,817
Amicus (GPMU)	1,179,850
Amicus (pre-2004 transfer of engagements)	
Amicus (UNIFI)	
AMO	7,357
ANGU	8,874
ATL	108,730
AUT	46,954
BACM-TEAM	3,580
BDA	5,076
BECTU	26,192
BFAWU	25,823
BSU	2,303
Community	70,059
Connect	19,648
CSP	34,857
CWU	258,696
EIS*	54,269
FBU	51,737
FDA	11,390
GMB	600,106
MU	31,283
NAEIAIC	3,538
Napo	7,729

Name of Union	Membership
NASUWT	223,486
NATFHE	66,880
NGSU	11,940
NUDAGO	1,802
NUJ	27,164
NUMAST	19,258
NUT	239,796
PCS	295,063
POA (UK)	34,119
Prospect	105,044
RMT	67,476
SCP	8,482
SKISA	1,276
T&G	820,118
TSSA	31,034
UBAC	2,690
UCATT	110,886
UNISON	1,301,000
URTU	16,246
USDAW	331,703
WGGB	2,142
YISA	1,436
Total	6,308,887 [98.2%]

* Unfortunately arrived too late to be included in the analysis

The following unions did not reply to the survey:

Name of Union	Membership
AEP	2,834
ASLEF	15,001
BALPA	7,778
BIOS	1,086
CATU	9,973
CDNA	3,984
CSMTS	88
CYWU	4,800
DGSU	476
DSA	550
Equity	35,610

Name of Union	Membership
GULO	265
HCSA	2,922
NACO	2,477
NACODS	610
NUM	3,042
PFA	2,485
SoR	16,755
SWSWU	11
UCAC	4,060
Total	114,807 [1.8%]

Membership is based on 2004 figures covering the period on which the audit reports. Current membership figures will be reported to the 2005 Congress.

Appendix 4 Evaluating the 2003 TUC Equal Opportunities Audit

The 2003 TUC Equal Opportunities Audit was selected as the example of good practice to highlight for the Parity Between Women and Men in Trade Unions (PWMTU) project. The results of the audit provide a very useful benchmark for the work of UK unions on equality issues covering women, black and ethnic minority members, disabled and lesbian, gay, bisexual and transgender members, as well as activity on age discrimination. It illustrates many examples of successful initiatives by unions, as well as areas where more action needs to be taken.

The TUC has a commitment to carry out an equality audit every two years and it was felt that it would be useful to evaluate the process of the first audit before starting the second one. This was undertaken by the Labour Research Department (LRD) for the PWMTU project. The results of the evaluation process were also presented to a UK seminar, where several UK unions discussed the audit and wider issues relating to women's participation in unions with the project partners.

From the response to the first audit it was clear that some unions, particularly smaller ones, had found it a difficult process. And a significant number of the smaller unions had not participated. Therefore this evaluation provided a good opportunity both to highlight the work of the audit to our European partners in the PWMTU project and to make improvements for the future.

The 2003 audit asked all TUC affiliates to complete a detailed questionnaire containing questions about the union's rules, structures, composition of its membership, collective bargaining priorities and activities, services and education, as well as its role as an employer. The 46-page questionnaire asked more than 100 questions covering equality in relation to gender, race, disability, sexual orientation and age. Unions were given around six months to consider what policies they had in place, collect the necessary information and return it to the TUC.

Of the then 69 TUC affiliates, 33 unions (the 'audit respondents') completed the questionnaire, one sent a

letter, and one sent a response that was not received. The response was highly representative – the 33 audit respondents represented 92.1% of TUC-affiliated membership – but it was dominated by the larger unions. If the list of TUC affiliates was to be split in half by size, the top half would all have more than 12,000 members and the bottom half would all have fewer than 12,000 members. While 26 of the 33 audit respondents were from the top half of the list only seven were from the bottom half.

In summary, the process of auditing union structures and equality work had been a valuable one for most unions. Many said that it had helped to integrate the union's equality and negotiating agendas and a majority felt it had brought to light gaps in union policy and action on equality which they planned to rectify. Many more also thought it had shown up gaps in information held by the union which they also planned to rectify. The conclusions also make some recommendations for improving the process, such as simplifying the questionnaire used and providing more support to unions in completing it. It is hoped that these may also be useful for the EU project partners in their own work.

A methodology for evaluation

For the evaluation, two short questionnaires were drawn up. One was for those who had responded the first time round, and asked about how they had found the process of completing the long audit questionnaire. The other one was for those who hadn't, and asked what barriers there had been to them participating in the audit. Both respondents and non-respondents were asked for their views on the published audit report.

Two-thirds of audit respondents also replied to the evaluation survey, compared with just over a third of non-respondents (only the non-respondents were chased after the initial evaluation questionnaire was sent out).

RESPONDENTS TO THE AUDIT

Completing the questionnaire

Twenty-two of the 33 unions who had responded to the audit questionnaire (55%) also took part in the evaluation. (The unions that responded to the original audit are shown in Table 1 at the end of this section, and those responding to the evaluation survey only are shown in Table 2.)

Of these, nine said the union had allocated specific time to complete the audit questionnaire, although the amount of time spent varied widely, from two hours to several working days. One of the largest unions (T&G) said: “Nationally two national officers and one researcher spent several days on it. We also distributed sections throughout the union and received responses from 30 plus officers and reps, who all put time into it.”

Most of the unions found the questionnaire reasonably, but not completely, easy to understand. Eleven said it was “very easy” or “mostly pretty easy” to understand what information the questionnaire required, and eight said “some easy, some not”, with only one saying “often a bit difficult”.

There were similar, but slightly less enthusiastic, responses to the question “How easy was it to complete the questionnaire in a way that reflected your union’s position and work on this issue?” Seven said “very easy” or “mostly pretty easy”, 11 said “some easy and some not”, and two said “often a bit difficult”.

Integrating the equality and negotiating agendas

Respondents tended to agree that the process of completing the audit questionnaire had been helpful in integrating the union’s equality and negotiating agendas. Eleven (50%) answered “yes” to this question and, although ten said it had not had much effect, in some cases this was because the union felt that such integration was already the practice.

One large union (USDAW) admitted that it had treated the process “the last time round” as a “form-filling exercise – we did not use it as an opportunity to reflect on our own priorities/current”. But comments from both large and small on this question generally indicated a very positive approach to the process.

The T&G said it “highlighted the need to introduce a more systematic approach to equality auditing for our bargaining and collective agreements/good practice”, while UNISON said it had “provided a holistic and comprehensive overview of equality issues/policies and practices; identified gaps in policy and practice”.

One union (AMO) said it had “used the questionnaire to aid a workshop session at NEC considering how work could be integrated and progressed”, and another (NGSU) said the questionnaire had given the union “time to think about what we were doing, why we were doing it, and what we could do better”.

Bringing to light gaps in information, action and policy

The majority of the evaluation respondents (15) agreed that the process of completing the audit questionnaire brought to light gaps in the union’s available information on this topic which they would like to rectify. In the vast majority of cases these were gaps in monitoring for equality and the ability to analyse sufficiently the membership database.

For example, USDAW said: “We were unable to give accurate data on membership involvement as we don’t currently monitor membership, though we are currently reviewing this.” This was representative of the responses of a number of small and large unions.

In some cases the gap was very specific, e.g. “monitoring info on disability” (POA) and ethnic and disability monitoring (GPMU), while in two unions the gap was in the monitoring of the union’s staff (T&G and Prospect). Some were addressing this as a result of the audit, including one (TSSA) which said: “we identified gaps in our membership database which are being addressed”; another (NATFHE) which said “we revised our equality monitoring process”; and a small union (WGGB) which said: “We have not previously done any equality monitoring. We have now drafted a questionnaire which will be sent to all members later in 2004.”

Twelve of the 22 unions said the process of completing the questionnaire had brought to light gaps in the union’s action/policy on equalities that they wanted to rectify and some of whom had already done so: “Action is being taken to improve collective bargaining and legal representation” (UNISON); “[Discovered the] need for more pro-activity in relation to equality networks and identifying support which can be given” (AMO); “We have set up regular meetings with our legal department to assist the evaluation. We found it helpful to evaluate progress planned and will act/are acting on this” (T&G); and “Primarily monitoring and some aspects of consultation, i.e. targeted consultation re. collective bargaining agenda. Also internal union, i.e. employee monitoring” (GPMU).

One had noted a specific gap in lesbian, gay, bisexual and transgender monitoring (NUJ) and others decided to take forward their work on race equality. One took action in relation to the monitoring of staff (Prospect).

However, one union (GPMU), while responding very positively to the survey, said it deliberately excluded LGBT monitoring in the union as “it is still a sensitive issue” and to do so “would probably undermine our work in this area”.

All the audit respondents said that the audit process had been a useful exercise. Eleven agreed that it had been “a time-consuming but useful exercise for our union in benchmarking our equality work and identifying points for action”. Another six agreed it was useful but said it should “be less ambitious in the amount of information sought”, and four more said the exercise “should be broken down into smaller chunks done at different times”.

The audit report

All but 2 of the 22 evaluation respondents who had answered the initial survey also said they had received the full report of the audit, *Equal Opportunities Audit 2003* published in September 2003. All had read some or all of it, and most (17) said the report had also been read by others in their organisation.

Most had found at least some of the report useful, though answers varied. Three said the report was “very useful”, six said “much of it quite useful” and eight said “some bits quite useful”, but one said “mostly not very useful” and another said “hardly any of it useful”. This last respondent (PCS), though feeling the audit process was a useful exercise, was very disappointed with the resulting report, saying it “did not provide benchmarks or comparisons or recommendations”, and was “more of a glossy ‘aren’t we doing well’”.

Nevertheless the majority of audit respondents felt the report managed to reflect the overall achievements and shortcomings of the trade union movement on diversity, with only one disagreeing.

Only six unions said the report itself had resulted in any action or plans for action on diversity issues, although in some cases this was clearly because the action required had been identified at the stage of completing the audit questionnaire. But six unions did say plans had been developed out of the report, including a ‘decision to review monitoring’, the development of an equality action plan to be regularly reviewed by the NEC, a survey of LGBT members, additional support groups for members and the adoption of an organisational policy.

One large union (UNISON) made decisions to develop the union’s database, include the union’s equality programmes and objectives in “core organisational strategic objectives across the organisation’s functions, projects and action plans”, and develop “measurable outcomes”.

Suggestions for improvements

Perhaps unsurprisingly, the group of unions who had completed the 46-page questionnaire were quite committed to the process they had taken part in. There were a few specific proposals on how the process could be improved (see Table 4) and some gentle pleas for some editing of the questionnaire, but no major changes were suggested.

One of the medium-size unions (GPMU) even said: “We do not think the survey should be dramatically shortened next time – too soon to reduce its coverage – important to keep unions focused on all their equality activities.”

However, one of the small unions (AMO) did make the important point that “the questionnaire is really geared to big unions where there are specific staff or departments. It was quite difficult for small unions and a lot was not relevant, which may have put them off completing it. Having said that, we found it a valuable exercise but it would help if there was a shorter, more relevant exercise for smaller unions.”

NON-RESPONDENTS TO THE AUDIT

Of the 36 unions who did not respond to the original audit, just over a third (15) responded to the short evaluation questionnaire. We will call them ‘evaluation-only respondents’. Their replies contained some useful pointers as to why slightly more than half of the affiliates failed to complete the audit questionnaire. They perhaps represent a tier of unions who would be committed to an audit of this sort but perhaps not on this scale, while some of those not responding to either questionnaire may be more hostile to an audit at all.

One of the evaluation-only respondents, for example (FDA), said that the only reason it had not completed the audit questionnaire was that the equality officer had left suddenly, that there was no-one in the post at the time and that they would complete it next time.

Barriers to completing the questionnaire

The evaluation-only respondents were asked which factors prevented them from responding to the audit questionnaire. The most common response (cited by 9 of the 15) was that “the union agrees with the need for such an audit but doesn’t have the staff time available for such a lengthy exercise.” The second most common problem (ticked by seven) was that “much of the information requested is not available in our organisation.”

Only five said that “we do not feel that the issues the questionnaire addressed are relevant to our union,” and just one said “the union does not feel there is a need for an audit of this magnitude.” That last union (NAEIAC) added that the 46-page questionnaire “seems very bureaucratic and far too lengthy. We should concentrate on (a few) key areas and report on them.”

Asked whether they were planning any internal action as a result of being unable to complete the audit questionnaire, the unions did not give very encouraging answers. Eight said no, and another three were non-committal. However, four said they had made certain changes which made it more likely that they would respond next time (in one case only “if there is some recognition of the different sizes of union”).

The report

All but two evaluation-only respondents said they had received the full report of the audit. However, in contrast to the audit respondents, most of whom had read it, only five of these unions said they had read the full report, although six had read some of it. Of this group of 11, eight said they had found much of it or some of it “quite useful”, and three said it was “mostly not very useful”. Only five said the report had been read by others in their union.

These respondents were less sure than the audit respondents that the report reflected accurately the movement’s overall achievements and shortcomings on equality. Seven said that most or some of it did and one said it was “often not very accurate”.

Suggestions for improvements

There were a few, but not many, proposals for improving the audit process, largely along the lines of reducing the amount of information sought from small unions. Two (BSU and NAEIAC) suggested using the results of the first survey to “focus on the key areas”, so streamlining the questionnaire. Another two (NACO and Accord) suggested a separate questionnaire for small unions. Another suggestion (ANGU) was to give unions notice of when the form was going to be sent out.

CONCLUSIONS

Clearly there are two very distinct groups of affiliates – those who responded to the audit (audit respondents) and those who did not. The list of audit respondents was dominated by the larger unions and those with over 12,000 members, though not completely: it included seven unions (NGSU, Napo, AMO, ACM, ALGUS, AFP and WGGB) with under 12,000.

The evaluation survey showed that these unions showed a high level of commitment to the audit process. First, a high proportion (two-thirds) replied to the evaluation questionnaire without being chased up, and this evaluation showed that they had in some cases spent

many person hours completing the audit questionnaire (see Table 3).

They felt that the audit process had been valuable. More than half said it had specifically helped to integrate the union’s equality and negotiating agendas. A majority felt it had brought to light gaps in union policy and action on the topic which they planned to rectify, and even more thought it had shown up gaps in information which they planned to plug.

The audit respondents also tended to find the published report useful, although very few said it had in itself sparked plans for change. There was an understanding even among these highly committed unions, however, that some unions (particularly smaller ones or those with no equality officer) would find it much harder to complete.

The other main group is the 36 who did not respond to the initial audit. This list was dominated by smaller unions, although there were also several larger unions (and one very large union only sent a brief letter in response to the original audit – no questionnaire). This group can be divided again into those who have shown some commitment to the audit idea and those who, on the face of it, have not. Those who responded to the evaluation survey (“evaluation-only respondents”) were

Table 1 Affiliates who responded to the original audit

Union	Membership (2004)	Responded to evaluation
UNISON	1,289,000	✓
Amicus (separate responses for MSF and AEEU)	1,061,199	✓
Transport and General Workers’ Union (T&G)	835,351	✓
GMB	703,970	
Union of Shop, Distributive and Allied Workers (USDAW)	321,151	✓
Public and Commercial Services Unions (PCS)	285,582	✓
Communication Workers Union (CWU)	266,067	
National Union of Teachers (NUT)	232,280	
National Association of Schoolmasters Union of Women Teachers (NASUWT)	211,779	
Graphical, Paper and Media Union	170,279	✓
Unifi	147,607	✓
Prospect	105,480	✓
NATFHE – The University and College Lecturers’ Union	66,319	✓
National Union of Rail, Maritime and Transport Workers (RMT)	63,084	
Fire Brigades’ Union (FBU)	52,510	
Association of University Teachers (AUT)	46,223	
ISTC—The Community Union (audit questionnaire completed but never received)	44,434	✓
Chartered Society of Physiotherapy (CSP)	34,857	
Transport Salaried Staffs’ Association	32,345	✓
Musicians’ Union (MU)	31,312	
Prison Officers’ Association (POA)	30,401	✓
Bakers, Food and Allied Workers Union (BFAWU)	28,186	✓
National Union of Journalists (NUJ)	23,342	✓

continued...

Table 1 *continued*

Union	Membership (2004)	Responded to evaluation
Connect	19,363	✓
Associated Society of Locomotive Engineers and Fireman (ASLEF)	16,172	
Society of Radiographers (SoR)	15,971	✓
National Union of Knitwear, Footwear and Apparel Trades (NUKFAT)	12,471	✓
Nationwide Group Staff Union (NGSU)	11,633	✓
Napo – The trade union and professional association for family court and probation staff	7,258	
Association of Magisterial Officers (AMO)	6,813	✓
Association for College Management (ACM)	3,481	✓
Alliance and Leicester Group Union of Staff (ALGUS)	2,838	✓
Association of Educational Psychologists (AEP)	2,741	
Writers Guild of Great Britain (WGGB)	2,041	✓

In addition, material was received from Amicus-AEEU and FDA.

Table 2 Affiliates responding to evaluation survey only

Union	Membership (2004)
Broadcasting, Entertainment, Cinematograph and Theatre Union (BECTU)	25,064
Accord	23,772
United Road Transport Union (URTU)	17,462
FDA – The union of choice for senior managers and professionals in public service	10,883
The Abbey National Group Union (ANGU)	8,924
British Airline Pilots Association (BALPA)	7,985
Society of Chiropodists and Podiatrists (SCP)	7,592
Undeb Cenedlaethol Athrawon Cymru (UCAC)	4,099
British Association of Colliery Management – Technical, Energy and Administrative Management (BACM-TEAM)	3,785
National Association of Educational Inspectors, Advisors and Consultants (NAEIAC)	3,401
Hospital Consultants' and Specialists' Association (HCSA)	2,805
National Association of Co-operative Officials (NACO)	2,363
Britannia Staff Union (BSU)	2,352
British Orthoptic Society (BOS)	1,001
Diageo Staff Association (DSA)	602

not generally hostile to an audit but found the way it was carried out did not work for them.

The two most common barriers to their participation were insufficient staff time and information being unavailable. Their main suggestion for improvement was to shorten the questionnaire, with one suggesting giving notice before it was sent out. The responses from the unions suggest that some of the following might enable more unions to participate next time:

- presenting a briefer questionnaire to all affiliates (although this would risk losing some of the valuable impact the first one had on those who managed to respond);
- presenting a briefer questionnaire to smaller affiliates (however, this could create problems with where to mark the divide);
- giving unions advance notice of the arrival of the questionnaire and asking them to put time aside for it;
- contacting smaller unions in advance to discuss how they might complete it, perhaps offering some help to do that in terms of person time and expertise in using membership data; and
- spending time in advance with the smaller unions identifying a member of staff who could be groomed to complete the audit.

Table 3 Time spent by audit respondents on completing the original audit questionnaire				
Union	Hours spent		Union	Hours spent
ALGUS	2		NATFHE	6
USDAW	6		TGWU	“Nationally two national officers and one researcher spent several days on it. We also distributed sections throughout the union and received responses from 30+ officers and reps, who all put time into it”
SOR	15			
UNISON	10			
Connect	6			
NGSU	12+			
AMO	4		Prospect	2–3 days
BFAWU	8		GPMU	5–7 hours
ACM	5–10		AUT	2 hours
NUJ	5–6		Unifi	2–3 days
TSSA	6			

Table 4 Audit and evaluation respondents’ suggestions for improving the audit process/report	
Union	Suggestions
USDAW	“Unions need to ensure that the audit is used as an opportunity to discuss and agree priorities – are there ways in which we can be encouraged to integrate the audit into our discussions around organising and campaigning?”
UNISON	“Consistent benchmarks across unions (similar to LRD’s survey on women in unions) to gauge extent of progress and change on good practice.”
Connect	“Needs more emphasis on identifying best practice for unions in different sectors/different size/resources, e.g. not having a single issue equality officer is seen as a failing. This may not actually reflect effective mainstreaming of equality issues (page 5 of attached summary has comments).”
NGSU	“Encourage all TUC affiliates to participate in order that best practice can be shared.”
AMO	“The questionnaire is really geared to big unions where there are specific staff or departments. It was quite difficult for small unions and a lot was not relevant which may have put them off completing. Having said that we found it a valuable exercise but it would help if there was a shorter more relevant exercise for smaller unions.”
ACM	“Send it sooner.”
ISTC	“Very good. We were so disappointed that our submission could not be included as we have come a long way on equal rights in the last four months.”
NATFHE	“Should be reduced in length – fewer repetitive questions.”
T&G	“1. Reproduce some basic statistics as base-line tables for comparison every two years 2. Think again about e.g. grouping all actions for women rather than dotting throughout. This may make it easier to complete. 3. Include general equality response possibility in some answers. 4. Some questions need editing/reducing e.g. training and education are duplicated.”
Prospect	“Audit should focus on key areas/issues and priorities. Presentation of findings/statistics needs improvement.”
GPMU	LGBT monitoring is still sensitive issue – we have specifically excluded LGBT monitoring as it would probably undermine our work in this area. Do not think the survey should be dramatically shortened next time – too soon to reduce its coverage – important to keep unions focused on all their eg activities. What could be left out? For the time being, the GPMU is trying to develop its programme on equality by identifying gaps.”
Unifi	“Assistance should be given to those unions who did not respond to 2003 audit.”
PCS	“It wasn’t so much the process which was burdensome and repetitious but the final report was not useful – did not provide benchmarks or comparisons or recommendations – more of a glossy ‘aren’t we doing well’.”