



Fair Pay Campaign

ORGANISING WORKPLACE MEETINGS

Thank you for agreeing to arrange a local meeting in support of our Fair Play, Fair Pay campaign.

This pack is designed to help you plan and run a meeting in your workplace to support the current campaign against the imposition of the 2005 pay award.

The pack contains details of how to arrange the meeting, some information about the campaign which will be useful at the meeting, and how to get further help should you need it.

The pay campaign is one of the most important issues which the unions have had to face in recent years and it is essential that as many people as possible take part.

I hope the meeting is a success and if you need any help or advice, then please call the helpline number given in this pack.

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If you need any help organising your meeting then please contact the joint unions' office in Silvan House on 0131 314 6195

01 Planning your meeting

Firstly get some help

Organising even the simplest meeting can be quite time consuming, so one of the first things you might like to do is get some help from other union activists. Most workplaces contain members of more than one union so it will probably be worth speaking to local reps from any other unions to see if they would be interested in helping to organise a joint meeting. If you are not sure who the other local reps are then you can find out from the joint unions' office at Silvan House by telephoning 0131 314 6195.

The joint unions' office can also help with other aspects of the meeting; such as printing posters, finding a speaker or liaising with your unit manager.

Meeting Basics: *When, Where & Who*

Union meetings come in many shapes and sizes from half a dozen colleagues chatting over a cup of tea in an office or van, to large meetings sometimes held alongside full unit meetings, such as team or safety meetings. The decision on what sort of meeting you would like to organise, or would be appropriate for your workplace is up to yourself.

However the purpose of the pay campaign meetings should be to make sure that as many people as possible know about, understand and support the campaign. So the best option may be to find out if your unit manager is holding a team meeting in the near future and to ask him/her if you can hold a short meeting after theirs. In this way you already have a ready made audience, and there is minimum disruption to other work.

Do I need permission?

The joint unions have an agreement with the Commission that enables us to organise workplace meetings in and around the working day. However unless your meeting is simply an informal gathering over a cup of tea then you should speak to your local manager to say that you would like to hold a meeting or use a meeting room. If you are asking colleagues to travel to the meetings in official vehicles or want to hold the meeting in work time then you should get permission for this from the manager. In all cases you should try and arrange the meeting to minimise disruption to the working day.

There should be very few, if any, occasions when a manager does not give permission for a union meeting. If this happens and you are concerned about the reason, then please contact the joint unions' office on 0131 314 6195.

Other Resources

As well as this basic leaflet on planning your meeting this pack also contains details about the key issues within the pay campaign, what was wrong with the pay deal, why we are having a campaign and what we are hoping to achieve. The pack also contains a recruitment form if you invite non-members to attend the meeting as well as a poster and flyer to let everyone know what you have planned.

Finally please don't forget that help is available if you need it. If you contact the joint unions office on 0131 314 6195 then we can put you in touch with other union reps in your area, print posters or flyers for you, find you a speaker or liaise with your unit manager – if you need help please ask.

Let us know your plans

Once you have sorted out the basic arrangements for your meeting, please can you let the unions' office know about your plans either by telephoning us on 0131 314 6409, or emailing unions@forestry.gsi.gov.uk. We'd like to know when and where your meeting is, who you have invited, and any other points of interest.

Checklist

Planning

- Contact other local reps to organise a joint unions' meeting.
- Find out if there is a team meeting that you can piggy-back onto.
- Set a date, time and venue.
- Speak to your unit manager, and if necessary get permission for the meeting.
- Book a meeting room.
- Find a speaker, or someone who can answer any questions.

Advertising

- Print and put up posters.
- Send promotional flyers to colleagues and non-union members.
- Send an email about the meeting to colleagues.

Last minute

- Refreshments booked if necessary.
- Check speaker can still attend.
- Check room layout and chairs.

02 The Meeting Format

Overall Agenda

How you organise the meeting will depend on who is attending and how long it will last. For example, if your meeting is a ten-minute slot at the end of a full district meeting then the format will be different than if you have arranged a half-hour meeting with a dozen colleagues. However in all cases the aim of the meeting should be to ensure that everyone is aware of, and understands the pay campaign.

Two sample formats might be:

30 minute meeting with colleagues

1. Welcome everyone
2. Explain purpose of meeting
3. Explain the campaign and its objectives
 - a. Background
 - b. Issues
 - c. Goals
 - d. Action so far
 - e. Any local aspects
4. Ask people what they think about the award and its imposition
5. Promote a discussion on the issues
6. Note any questions that cannot be answered and get advice from the joint unions' office
7. Thank people for attending and ask if they would like a follow-up meeting

Slot at Team Meeting

1. Welcome everyone
2. Introduce yourself and speaker (if you have one)
3. Short presentation on campaign
 - a. Background
 - b. Issues
 - c. Goals
 - d. Action so far
 - e. Any local aspects
4. Invite questions / comments
5. End Meeting
 - a. Summarise campaign goals
 - b. Invite non-union members to join
 - c. Note any unanswered questions
 - d. Thank everyone for participating

General Points

- Don't make the meeting longer than necessary.
- Be upbeat and positive, particularly with larger groups.
- Try and give everyone a chance to speak.
- If time is tight try and keep the meeting focused on pay rather than let it be drawn onto other issues.
- If you can't answer any questions, make a note of them and contact the joint unions' office.
- For larger meetings be available afterwards for any questions or to sign-up new recruits.

03 Campaign Information

Background

- The joint unions have organised a pay campaign to enable members to voice their opposition to the 2005 pay award.
- The campaign has two strands:
 - To continue to try and engage with senior managers to find an amicable solution to the dispute.
 - To promote the campaign and coordinate local activity in workplaces – these meetings are part of that work.

Campaign Issues

- The pay award does not increase the top of the pay scales in line with inflation; and therefore reduces the value of the scales and our final pensions.
- The award imposes lower deals on pay bands three and four, which we don't believe is justified.
- The imposition of the award overrode the views of union members who voted in the ballots, thereby showing clear disrespect for those views.

Campaign Goals

- To seek an assurance that the inadequacies of this award will be addressed as part of the 2006 negotiations; and
- To provide an opportunity for all of us to voice our anger at the EB's decision to impose the offer.

Key Events

- 2005 pay negotiations took place in September 2005.
- In November each of the unions balloted their members, and union members voted to reject the final offer by a ratio of four to one.
- In late December the Commission's Executive Board decided to impose the offer without opportunity for further discussion.
- In early January 2006 the joint unions decided to oppose the imposition of the deal and to campaign against the award.
- In late January, HR implemented the award despite opposition.

Action taken so far

- Since January the unions have been talking to the Commission's Chairman, Lord Clark, as well as the Executive Board to try and find an amicable solution to the dispute.
- The unions have produced posters, postcards, wristbands and newsletters in order to highlight the issues behind the campaign and to allow members to show their support for it – *if you have not seen any of this material, or would like some copies of campaign material for your meeting, then please contact the unions' office.*

04 Some Possible Talking Points

Introduction

- The pay campaign has been setup in response to the imposition of the 2005 pay offer.
- The offer was rejected in ballots of union members by a ratio of four to one, yet despite this the EB chose to impose the offer without any further opportunity for discussion; and it is this cavalier disregard for the views expressed in the ballot which has upset so many people.

Campaign Themes

- The campaign has two main themes: *fair play*, and *fair pay*.
- Fair Play
The EB's decision to abandon negotiation and impose the pay offer without seeking to understand the concerns of members, sent a very worrying signal about the level of respect and consideration given to our views: so the campaign aims to provide an opportunity for us all to voice our anger at the EB's decision, and to seek an assurance that this action will not be repeated again.
- Fair Pay
The assertion that our pay scales are too high was based on comparisons which we believe were flawed, and which ignored the history of changes which have been made to our pay scales in recent years: so the campaign aims to highlight these flaws, to seek redress for those unfairly affected and to seek an assurance that flawed comparisons will never be used to penalise members again.

Campaign Action

- Despite the imposition of the offer the unions are committed to try and resolve the dispute as amicably as possible, and at the moment the unions' pay negotiators are in discussions with senior managers to see how the dispute might be resolved.
- However it is also very important that all union members take an active role within the campaign, and we have drawn up five key things which everyone can do.
 1. Make sure that you and your colleagues are aware of the campaign.
 2. If you are not a union member, please join a union.

3. If you are a union member, then please recruit colleagues around you.
 4. Wear a campaign wristband to demonstrate your concern,
 5. Put up one of the campaign posters or postcards.
- The issues behind the campaign: below inflation pay increases and imposing a deal without further discussion - do affect each and everyone of us. If you are concerned about these issues, then it is essential that you make your views known. This does not mean going out on strike, but taking simple actions, such as putting up a poster, to show that you support fair pay increases and respect in the workplace.

05 – 07 Other Resources

The final three pages of this pack contain a membership form, a sample meeting poster and a sheet of flyers to advertise your meeting.

Membership Form

The membership form has been designed to cover all of the unions within the FCTU. Depending on the size of your meetings please print as many copies of the form as you need. Once completed please return the form to the FCTU Office at Silvan House, 231 Corstorphine Road, Edinburgh, EH12 7AT.

Meeting Poster

The poster has been designed to help advertise your meeting. Before printing you will need to enter the time, date and venue for the meeting, as well as your contact name.

Meeting Flyers

The flyers have been designed to help advertise your meeting. Again before printing you will need to enter the time, date and venue for the meeting, as well as your contact name.

If you have any difficulty printing either the form, the poster, or the flyer, please contact the union office on 0131 314 6195, and we shall be happy to print them for you.

**THERE HAS NEVER BEEN A MORE
IMPORTANT TIME TO...**



Join a Union

It's easy - simply complete all the sections below, return your form to the FCTU Office at Silvan House, 231 Corstorphine Road, Edinburgh, EH12 7AT...and we will do the rest!

Tell Us About Yourself

Title Mr Mrs Ms Miss Other
Forename(s) _____ Surname _____
D.O.B. _____ day _____ month _____ year
Payroll No. _____ N.I. No. _____
Grade _____ Type of Job _____
Full Time Part time Weekly hours () Fixed term contract Casual contract

Name of pay office/centre _____

Work address _____

Postcode _____

Work tel. no. _____ inc STD code E-mail _____

Which Union would you like to join?

Please tick your preferred choice

PCS TGWU Prospect GMB FDA

Payment Details

Please tick your preferred method of payment

Deductions from Salary

I authorise my employer to deduct from my pay each week/month amounts that may be fixed by my union from time to time in respect of trade union subscriptions. Please start deductions immediately and pay the amounts to my union. I note that this agreement may be cancelled by one month's notice in writing. I give my permission to notify my union of any future change of address.

Direct Debit

I wish to pay by Direct Debit. Please send me the appropriate form.

Signature _____

Date _____



Pay Meeting

Are you concerned about your pay?

*Would you like to know more about the
current pay dispute?*

Then come along and find out more..

2pm 31st March

Meeting Room A

For further information please contact: **Tommy Atkins**





Pay Campaign Meeting



Would you like to know more about the current pay dispute?

Then come along to the pay meeting being held at **2pm on 31st March** in **Meeting Room A**. For further information please contact: **Tommy Atkins**.



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