

REPORT FOR EXECUTIVE COUNCIL: DECEMBER 2010

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1. INTRODUCTION

Jimmy Reid, one of the great trade unionists of the 20th Century died during the period which is being reported upon. An A.E.U. activist and an elected Communist Councillor in Clydebank, he was elected the Rector of the University of Glasgow in 1972 and this excerpt is taken from his Inaugural Speech on “Alienation” – and fully reported in the New York Times!!

“A rat race is for rats. We’re not rats. We’re human beings. Reject the insidious pressures in society that would blunt your critical faculties to all that is happening around you, that would caution silence in the face of injustice lest you jeopardise your chances of promotion and self-advancement.

This is how it starts, and, before you know where you are, you’re a fully paid-up member of the rat pack. The price is too high.”

Unite Education focus on our 3 pillars is based on developing our reps “critical faculties.”

- 2.** Appreciating that this quarter encompasses the main holiday periods of the United Kingdom and Ireland, the number of our workplace representatives on our 289 courses is encouraging – and augurs well for our declared ambition, in our Education Strategy Document to reach an increasing number of our Reps, Shop Stewards, Safety Reps, Equality Reps and Learning Reps.

The Executives’ Strategy for Growth is predicated on our Reps being given the skills and tools to build sustainable workplace organisation in all our sectors.

3. REGIONAL AND NATIONAL STATISTICS

The quarter July to September 2010 statistics are given below and a fuller set is available via our website with a detailed breakdown identifying gender, youth, BME and Disability categories, by Region too.

| UNITE THE UNION EDUCATION DEPARTMENT: STATISTICAL RETURNS JULY – SEPTEMBER 2010 | | | |
|--|-----------------------|------------------------|-----------------------------|
| REGION | NO. OF COURSES | NO. OF STUDENTS | NO. OF TEACHING DAYS |
| <i>East Midlands</i> | 14 | 145 | 337 |
| <i>Ireland</i> | 10 | 107 | 363 |
| <i>London & Eastern</i> | 57 | 522 | 1920 |
| <i>NE, Yorks & Humber</i> | 34 | 337 | 1046 |
| <i>North West</i> | 24 | 249 | 1095 |
| <i>Scotland</i> | 25 | 293 | 1085 |
| <i>South East</i> | 10 | 134 | 488 |
| <i>South West</i> | 19 | 203 | 797 |
| <i>Wales</i> | 19 | 183 | 663 |
| <i>West Midlands</i> | 15 | 143 | 691 |
| <i>Residential Courses</i> | 62 | 951 | 5086 |
| TOTALS | 289 | 3267 | 13571 |

4. Administratively we have streamlined our support services and given clarity and universal application to crucial ingredients of our offer such as:

Expenses:
Travelling Allowances
Bursaries.

So, too, with the “joining instructions” for the whole gamut of courses. Our staff have been professional, patient and resilient. I thank them.

Our programme of courses for 2011 is, at the time of writing, at the printers. This will demonstrate the Union’s commitment to have established an Education Department “fit for purpose”.

5. ARCHIVING POLICY

“The process of collecting archives determines what societal processes are worth remembering and traditionally reinforce the authority of the ruling elite. As a result, the national memory as preserved in archives excludes some sections of society such as ethnic minorities, women and the working class. The trade union movement is one facet of working class history and their records are an invaluable resource capturing the political, economic and social concerns of the working classes. However, these resources were not preserved in mainstream archives and with the rise of a leftist approach to historical interpretation in the 1970s there was concerted effort led by academics to rescue the records of the labour movement. In this context many trade union archive collections were established thus preserving the memory of the movement.”

Thus wrote one of our members, Sabrina Mary Rowlett, this year and she is spot on.

On investigating the necessary ingredients for an Archiving Policy for Unite, it's immediately apparent that there are statutory requirements which simply have to be met.

Currently there are some Union records which HAVE to be held – Financial Records are an obvious example through which the Inland Revenue can conduct audits; indeed, I.R. rules necessitate that such records are kept for six years plus the current tax year – and only if “closed”, otherwise it is ten years.

If not managed properly (and legally) the reputational risk to Unite can be very high. The Information Commissioner has a responsibility to ensure that our membership information – such as our employees' National Insurance data, bank details etc., are all adequately managed – and we have to demonstrate that we are holding our information and managing it for a “business reason”. One cannot hold information under the Data Protection Act – and to a lesser degree – the Freedom of Information regulations – just for the sake of holding on to it. Hence the “shredder”.

All this means that I propose we take legal advice on drawing up our Archiving Policy, so that our policy follows the current legislation laid down for a trade union, a Company and a charity. And records are kept accordingly and then disposed of in a secure manner. Those records which relate to the History and Development of Unite should be forwarded to the Modern Records Centre in the University of Warwick once the Retention Period has expired.

Accordingly, we shall need to devise and agree a standard Deposit Agreement based on the attachment. Basically this is a document in which we would specify any closures/restrictions and copyright permissions etc.,

To my knowledge there are no specific restrictions or guidelines in place for TGWU Section or for Unite; although the TGWU Sector require written permission for access – via me as Director of Education. Note that the TUC Archive at the MRC in Warwick has no such restriction – access is open to anyone.

Other unions have requested specific conditions – such as a 15 year closure on unpublished records for Unison. This means that anything after 1995 is closed and next year anything after 1996 etc.

There is an 80 year closure on the Executive members of the NGA and a total closure between 1979 and 1985.

The Government's Cabinet Minutes have a 30 year rule and MI5 and MI6 have a 74 year rule.

On another level we have to consider records management procedures – though again I'd suggest legal guidance based on the document "Criteria for the transfer of records to the Modern Records Centre" which were circulated to the lay members of the Education Sub-Committee.

6. RETIRED MEMBERS ASSOCIATION SCHOOL: EASTBOURNE 2011

Having consulted with the National Committee, Chair and Vice-Chair, in concert with Adrian Weir, it was AGREED that the following topics could provide an effective platform for the 2011 School at our Eastbourne Centre.

- Organising pensioners
- Wills and other estate issues
- Equality of life
- Impact of the CSR on older people
- Individual diseases likely to onset in older people
- First aid: fitness

7. BURSARY APPLICATIONS

Applications from activists below for our £350.00 Bursary National Award.

| Name | Region |
|-----------------------|------------------------------------|
| Daniel Coyne | North East, Yorkshire & Humberside |
| John Kelly | North East, Yorkshire & Humberside |
| Paul Greenwood | North East, Yorkshire & Humberside |
| Barry McIvor | North East, Yorkshire & Humberside |
| Sarah Worsnop | North East, Yorkshire & Humberside |
| Andrew Brady | Scotland |
| Liam James Shelbourne | North West |
| Matt Gould | North West |
| Pauline Bradburn | North West |
| Danny Freeman | London & Eastern |
| Barbara Prescott | London & Eastern |
| Alexis Chase | London & Eastern |
| Susan Matthews | London & Eastern |
| Robert Mitchell | London & Eastern |
| Caroline Rainer | South East |
| Chris Pennell | Wales |
| Sophie Mwanza | East Midlands |

All the above are positively recommended to you for our Bursary National Award.

8. NATIONAL SKILLS ACADEMY: PROCESS INDUSTRY

As Director of Education (and as a founder Director of Cogent Sector Skills Council), I represent trade unions on the NSA, reporting on the 3/4 meetings which the Board has each year.

The election of the Coalition Government has had an immediate impact on this NSA; indeed consultation with the staff of the NSA has been triggered as change is inevitable. A variety of options is being considered by the Board of the NSA, focussing upon the sustainability of our offer to employers and their workforces.

From my vantage point as the nominated trade unionist on the Board, I foresee a much closer working relationship with the NSA and Cogent will have to work much more closely and symbiotically with the Academy the “commercial wing” of Cogent – separate but strong as becoming a “one stop shop.”

Of course the Agenda will have to change as both the Academy and Cogent rely on Government Funding which most certainly will be reduced.

Sustainability

As the Academy approaches the point where it has to stand on its own two feet, a considerable amount of work has gone into developing sustainability plans based on two scenarios – a successful result of Round 5 and not being successful.

Opportunities may open up in the newly termed “cosmeceuticals” sector inhabited by Boots, Proctor and Gamble etc.,

Tees Valley Apprenticeship Programme

The TVAP programme, won by the Academy in March of this year, finally got underway after significant and protracted discussions with One North East.

The contributions from the project to the Academy are already being felt. The project makes a financial contribution to support the costs of the Darlington office but more importantly a team has been established to engage employers in the North East – this has increased the exposure of the Academy.

At the next Board meeting on 1 December, the Academy Sustainability and Business Plan will – hopefully – be AGREED.

Process Safety Management

In the meantime the most significant development for the trade union interface with the National Skills Academy is the establishment of a Process Safety Management provider network which was announced in early September. CIA, HSE and with HFL Risk Services (who will become our Centre of Excellence for Process Safety Management) have been supporting this development.

The NSA has met with Phil Scott (CIA Safety & Risk Manager) to establish the appropriate provider accreditation criteria for Process Safety Management. It was agreed that the breadth of activity in this field is so broad that we will need to continue to work closely to determine a range of specific criteria against particular areas of Process Safety for future provider accreditation assessment. HFL Risk Services are working with us to develop these criteria, which will be agreed with Phil Scott, and reviewed by the NW RSB in November. Subject to any adjustments, these criteria will then be circulated to a wider employer group to establish the credibility of the assessment criteria.

In a parallel process, we will also be establishing the priorities for Training Standards for Process Safety, using employers to confirm the subjects/activities to be covered and the order of priority for development.

The NSA has met with the Health & Safety Executive during August and September. On both occasions the subject of HSE Inspectors' ability to

refer employers to appropriate sources of independent advice on skills was discussed, and the potential to use the Academy as a conduit to quality assured support for business in respect of their Process Safety skills was considered to be a positive solution.

One key issue frequently highlighted by Inspectors was the lack of ongoing staff development (CPD for Process Safety) following on from any initial/mandatory training. The approach being taken through the Academy's Process Safety Management project, working closely with the CIA and HFL Risk Services as an accredited provider and using the Responsible Care cell review process, offered a solution to this, by providing auditing of Process Safety, identifying areas of concern or improvement and offering competence development through the Academy's independent Business Referral (open-tendering) process. Coupled with further checks on the use of competencies via a secondary/post activity review as part of the Responsible Care cell review process, this was seen by HSE colleagues to offer a robust solution to safety skills and competence issues.

We have to, as the representative body for employees, ensure a deep involvement in this development. To that end Rob Miguel has joined the Network and is "flying the flag" for all signatory unions.

9. EDUCATION PROGRAMME: TEMPLATE SECTOR/COMPANY COURSES

Our "Change at Work" residential course for Sectors, Combine Communities and/or Companies is structured into a "cafeteria" offer of a basic course around specifics and the changes we need to make in order to strengthen workplace organisation with more effective reps. Our ambition is to create and negotiate a training plan over a 12 month period, kicking off with a five day residential intensive course at Eastbourne or Esher Place. Much – but not all – will demand the direct involvement of the relevant full-time officer(s) with them providing leadership in the aftermath of the training.

To be successful in developing sustainable workplace organisation requires a strategy. This will be worked out by the key reps and their officer(s) and will determine:

- the shape of their organisation
- what exactly will be required of our reps

and in turn these will be based on our response to companies' Industrial Relations strategy and ensuring our reps' organisation is able to campaign and organise.

The "cafeteria" approach (through which our reps can decide which courses and in which order they wish to undertake the training) will

involve the initial “Working Together” course, an update and training on advocacy for:

Disciplinaries and Grievances (D&G) though contextualised for their own specific procedures. This lightens the load for full-time officials obviating the necessity for them as full-time officers to undertake these initial representations (Stage Ones) and crack on with Organising; another course which could be taken off the shelf and bespoke is the 100% Campaign Course; a one day refresher course on “Mapping”, team building, communications with members and non-members, newsletter creation, campaigning internally and externally and getting reps, activists and members involved in Unite and the wider Labour Movement.

Sector Residential Courses

Under the generic title of “Change at Work” the following slots have been booked for Eastbourne and communicated to the appropriate National Officials.

Please note that we have clustered courses as is best practice – at our Eastbourne Centre, as it creates a more involved, intense atmosphere – plus it makes maximum use of our facilities and resources especially guest speakers of national and international renown.

| SECTORS: CHANGE AT WORK | | | |
|--------------------------------|--|------------------------------|---|
| 21-25 Feb | Aerospace & Shipbuilding | Metals (including Foundry) | Servicing & General Industries |
| 14-18 March | Passenger Transport Docks, Rail Ferries & Waterways | Civil Air Transport | RTC, Logistics & Retail Distribution |
| 4-8 April | Energy & Utilities | IT & Communications | Electrical Engineering & Electronics |
| 16-20 May | Finance & Legal | Rural & Agriculture | FDT |
| 6-10 June | Health | CYW & Not for Profit | |
| 11-15 July | Local Authorities | MOD & Government Departments | |
| 19-23 Sept | GPM | General Clerical & Admin | |
| 3-7 Oct | Motor Components | VBA | Chemical Pharmaceuticals Process & Textiles |
| 31 Oct – 4 Nov | Health | Construction | Finance & Legal |

I have written to the appropriate National Officials for each and every sector enthusing them to prepare for these important events for their Sector Senior Reps/National Committee delegates.

10. LIFELONG LEARNING REPORT: from Tom Beattie, Head of Lifelong Learning

“We are now 8 months into the ULF two year funded project. The project attracts funding of £5.6m over two years from April 2010 until the end of March 2012. As such it is a prestigious project and is by far the biggest single project ever funded by the ULF. Given the level of funding involved and the scrutiny that all publicly funded projects are under Unionlearn have committed to work closely with us over the lifetime of the project. They will seek to provide support and help ensure the success of the project. Regular meetings have taken place with the Unionlearn support worker, Julia Jones, and she attended a recent meeting of the National Steering Group that oversees the project.

Despite a difficult start, more to do with union structures and operating systems, progress towards meeting the project’s agreed outcomes has been generally good. The Quarter 1 Outcomes Report has been uploaded, as required, unto the ULF website and I have attached a copy of that report also. Ours is an ambitious project, covering all eleven themes contained in the ULF Prospectus. The major focus of the work to date has been to bring together the various former projects that had been in place across Unite into a single unified structure with a clear strategy, whilst building on the previous projects successes. We continue to have five geographical teams covering all the English Regions. A new position of Senior Learning Organiser was created for each of those geographical teams. Their role is to help develop and co-ordinate local strategies and action plans in line with the aims and objectives of the project and direct and lead Regional Learning Organisers to deliver the action plans. There are separately funded projects in Scotland, Wales and Northern Ireland.

Four Learning Development Co-ordinators have been appointed to address the areas of Standardisation and Publicity; IT and Innovation; Evaluation and Monitoring and Equality and Diversity. These Co-ordinator roles are to support the management team and SLOs in meeting the project’s aims and objectives.

Training to assist in the areas of leadership, management and team building has been delivered for the SLOs and LDCs. Similar training focusing on time management and team building has also been arranged for all RLOs and is currently being delivered. All training will be completed by early December 2010.

In order to regulate and maintain our Union Learning Representative (ULR) contact list, the National Project Administrator will be working on creating a ULR national database as well as collating learning agreements across the union.

I would like to take the opportunity to thank the bid writing team, Jim Telford, Mick Bond, Kenny Barron and Christine Brooks for all the hard work that was put into getting it done. It was a truly co-operative effort. As I noted in previous reports reducing the size of the team down from over 70 across all the former projects to 52 in this current round was not without its difficulties, some of which linger on.

That brings me to the issue of continued funding. The Coalition Government announced draconian spending cuts in the recent Comprehensive Spending Review. Some 25% savings across Vince Cable's department, where the Union Learning Fund is based. As ever, the devil is in the detail and we wait to see the departmental business plans that emerge. Things should become clearer by November 18th when Tom Wilson, Director of Unionlearn, learns what the spending implications are. Tom has also called a meeting on December 1st to discuss the implications of the Government's plans. I will attend that, as will Mike McCartney. Early signs are that two year projects such as ours will be fully funded. However, I wouldn't stake my house on it! It will be interesting to see what, if any, is the long term future of the Union Learning Fund. For that reason Unite needs to be in a position to carry this work on should funding cease. To that end I am in the process of preparing an exit strategy.

One of the themes of our current project is Young People and Apprenticeships. The Coalition Government has reasserted its support for the creation of apprenticeships with its announcement of £150million of additional funding to create more than 50,000 apprenticeships for SMEs. The value and benefits of apprenticeships are obvious; 83% of employers who employ apprentices rely on their apprenticeship programmes to provide the skilled workers that they need for the future; one in five employers are hiring more apprentices to help them through the current economic climate; and the number of completed apprenticeships has risen from 39,000 in 2001\2 to 113,000 in 2007\8, with 64% of apprenticeships completed. There are now almost a quarter of a million apprenticeship places a year and by 2020 that figure should hit 400,000. However, we need to be careful and seek to ensure that employers do not run poor quality schemes that are poorly funded and offer sub-standard training. Or that apprentices are not used as a form of cheap labour by unscrupulous employers who pocket the money and offer very little to apprentices themselves. A recent paper from the TUC also highlighted the role of Group Training Associations (GTAs) and Apprenticeship Training Agencies (ATAs) in the training of apprentices. The GTA model has generated a lot of interest and is being promoted by BIS and the National Apprenticeship Service. It is also the model with the most potential benefits from a trade union perspective. The ATA model is

a cause for concern given its likely impact on union organising and recruitment, job security and progression routes for apprentices and the potential for collectively negotiated pay rates to be undermined by agency rates. The TUC paper was circulated to all the Regional Learning Organisers and they were asked to keep a wary eye out for ATAs springing up in their patch. They were also asked to bring it to the attention of FTOs and ULRs. There is a TUC guide to apprenticeships which could be adapted as a Unite document.”

11. HEALTH & SAFETY REPORT: from Mike McCartney, Head of Health & Safety Unit

“Introduction

The Health & Safety Unit Advisors continue their everyday work dealing in issues such as;

- Silica Dust/Hazardous substances
- Slips trips fall and associated injuries
- Companies introducing behavioural safety
- Micro electronics/EMF (Electro Magnetic fields)
- Rail Industry
- Plastics Manufacturing Industry (Partnership with HSE GMB UNITE EMPLOYERS to reduce ill health and accidents in the industry)
- Nano technology
- Negotiation with a number of employers on H&S issues, e.g. Brush, Liverpool Docks, Staythorpe Power station, Super Glass, Pirrelli, Cammel Laird and many more
- Campaigns
- Committees
- General advice and guidance, as well as updating the web site.

Young Report Recommendations

The report is a grave disappointment. It does not contain a single proposal to reduce high levels of accidents and illness caused through work.

It focuses on dealing with compensation culture and what Young terms as low risk environments. However, low risk has high levels of work related to ill health.

In his report he emphasises a belief that H&S should only apply to industry not commerce.

He also added to his report that H&S is a burden on SMES. The report plans to exempt offices, schools and anything that is associated to low risk business.

The report also wants to discourage claims and accredit H&S consultants. Thus doing away with the so called compensation culture.

This report has missed an opportunity to improve the UK's workplace safety and ill health record. It fails to challenge the media myths around Health and Safety. The likelihood is that it will condone deregulation at first in SMES and the dismembering of Health and Safety legislation in general.

Conferences

In October 2010 a Regional H&S Conference was run in the East Midlands. This conference was attended by approx 280 H&S reps and activists at Nottingham University.

The agenda included presentation from ROSPA, HSE, Hazards Thompsons Solicitors and Unites H&S unit.

Also included in the conference were 3 workshops:

- Stress
- Disability Discrimination
- Roles and rights of H&S representatives

The conference culminated in a questions and answers forum with all the main speakers.

The Scottish region is also holding a conference on the 30th November in the Glasgow office which will have 90 H&S reps and activists.

It is the ambition of the H&S Unit to run a conference in each region. All conferences will be provided in the regions and paid for by the region.

USW Conference Pittsburgh

Bud Hudspith H&S advisor also attended the USW H&S conference in Pittsburgh in October.

A number of issues were discussed including

- Semi conductors
- Silica dust/dust standards
- Petrochemical and Semi Conductors section
- Nano technology
- Behavioural Safety

As you can see very similar to my opening paragraph.

This is the 3rd USW H&S conference that Unite has been invited to. The finding from these conferences are, both unions are dealing with very similar issues. A number of joint initiatives are coming out of these conferences, with closer working relationships.

H&S Hand Book

This is an update on the new H&S reps hand book. I attended a meeting with Debbie Hutchens, Susan Murray and Bud Hudspith on the 9th November.

The hand book is going through its final edit before it goes to design print. We are anticipating it being ready by at least the end of January 2011. It may be before that, possibly by the beginning of January. This depends upon design and print and final proof reading.

This booklet looks like it will be an A4 publication as there is so much information that we have to put in and then of course so much that we have to leave out. This is not a final decision as we will be directed by design and print as to A4 or A5.

Material that is not included in the hand book will be sign posted towards the H&S website.

Health & Safety Education – 10 Day H&S Certificate Course

The final materials for the new 10 day certificate have been edited and given to design and print alongside the tutor guide pack. The materials are currently with design and print after a final proof read they will be ready to use by the end of November.

A tutor briefing on this new course was held at Eastbourne in October which was well attended and well received. A pilot course will be run in the second week of December, ready to role out in January 2011.

Could I thank both Mick McGrath, Iain Reekie and Rob Miguel for a stirring job in putting this course together and running the tutor briefing.

IOSH Courses

As mentioned in my last report there is an intention of renewing our IOSH license so as to be able to deliver both Working Safely and Managing Safely to sectors and also employers such as Otis Lifts, Anglian Water, Pirelli etc.

I have met with IOSH and explained our decision to them. They are happy for us to keep our license and deliver as and when required.

Our license with IOSH runs out in March 2011.

Behavioural Safety

Behavioural Safety is the cause celebre at the moment with companies and employers using the system to try to push H&S responsibilities on to the worker. This ends up with blame the worker synopsis.

Unfortunately we only get to hear about the process of Behavioural Safety after it is in place, leaving our members and safety reps on the back foot.

To this end we have put a guide in the safety reps hand book. We are also looking to put on a seminar/workshop in the regions to cover these important issues.

Attendance on H&S Courses

The figures for courses both regionally and residentially are approximately 2300. These are approximate figures as I don't have full figures for the regions so these figures could well be higher.

Health and Safety

These reports have a tendency to be repetitive; however, this is the type of work that is carried out by safety advisors week in week out. The unit is a very important function which nicely aligns itself to the day to day activities of Education. “

12. CONCLUSION

A frenetic and intense quarter with one or two other wee distractions. Your Education department continues to grow – both in numbers of students and courses; so too with our Curriculum Development. Our two top priority courses for reps have been utterly rewritten to underscore our real purpose – to strengthen Unite and build for our future.

In solidarity

JIM MOWATT

Director of Education

[report/2010/november report to the executive council