Contents

INDUSTRIAL SUPPORT FOR SHOP STEWARDS ........................................................................................................... 2
  What support is available? ........................................................................................................................................ 2
  What can the industrial data be used for? .................................................................................................................. 2
ACCESSING PAY AND ANNIVERSARY DATE DETAILS ............................................................................................ 3
Getting a list of Pay & Anniversary Date details .................................................................................................. 5
  How to get a list of Pay & Anniversary Date details by Unite Sector ............................................................... 5
  How to get a list of Pay and Anniversary Date details by Unite Region ........................................................... 7
  How to get a list of Pay and Anniversary Date details by Employer ................................................................. 10
Exporting Pay and Anniversary Date information to Excel ................................................................................... 11
  What does the Pay and Anniversary Date information mean? ......................................................................... 12
  What if the information looks out of date or incorrect? ...................................................................................... 12
ACCESSING AGREEMENTS .................................................................................................................................... 15
  Finding an Agreement .............................................................................................................................................. 15
  Adding a new Agreement ....................................................................................................................................... 17
MAINTAINING YOUR DETAILS .................................................................................................................................. 20
  Changing Password ............................................................................................................................................... 20
  Changing Contact Details (Stewards only) ............................................................................................................ 20
INDUSTRIAL SUPPORT FOR SHOP STEWARDS

What support is available?

As of June 2017, we have details of the Pay Anniversary Date and Current Pay Deal percentage resulting from thousands of negotiations. In addition, we have produced an expanding list of industrial guides and bargaining templates.

We have now introduced the next stage of providing industrial information by making it possible to hold the actual pay agreements and make them available to you.

The information is contained in:

- An overall list of anniversary date and pay percentage details for all the workplaces
- Lists that contain the anniversary date and pay percentage details for the workplaces in each Sector
- Lists that contain the anniversary date and pay percentage details for the workplaces in each Unite Region
- Substantive and new settlement agreements (in PDF format)

What can the industrial data be used for?

This information can be used to support your pay claim

- When determining the employer’s ability to pay – what have they agreed in other regions?
- When finding out what other employers within your region have agreed
- When comparing what other employers in the same sector have recently agreed
- By aligning anniversary dates of an employer or a sector to increase bargaining strength
ACCESSING PAY AND ANNIVERSARY DATE DETAILS

You can gain access to the Pay Anniversary and Current Pay Deal percentages from the main Unite web site.

1. Go to http://www.unitetheunion.org or enter Unite the Union into your search engine. You’ll see something like the following page:

2. Select “Work, Voice, Pay” from the options at the top of the page. This will bring you to the Work, Voice, Pay areas, as shown on the next page.
You will need a login and a password to access our industrial data.

1. From the menu of options on the left-hand side, choose “Pay & anniversary date details”.

2. You will see a log-in screen that looks like the one that follows:

3. Enter the username and password that you have been provided with and select “Login”.

4. If the details you’ve entered are correct, you will see a page that looks like the one on the next page with a list of Unite Sectors, a list of Unite Regions and also the option to enter an Employer Name.
Getting a list of Pay & Anniversary Date details

You can quickly find all the Pay & Anniversary Date details for a **Region**, a **Sector** or an **Employer**

**How to get a list of Pay & Anniversary Date details by Unite Sector**

You may want to see other pay deals that have been negotiated in your sector. As an example, if you worked in the Aerospace & Shipbuilding sector, you could click on that sector in the list of Unite Sectors:
When you click on “Aerospace & Shipbuilding” -- as in the example -- the results will look similar to the example below:

![Showing results for Aerospace & Shipbuilding](image)

How to reduce the number of results shown

The list for the whole Aerospace & Shipbuilding sector shown above has 673 workplaces in it.

If you would like to see only some of the workplaces in your sector, you can reduce the number shown by putting values into the boxes above the listing and then clicking “Search”.

If you only wanted to see details for workplaces:

- In the SW region
- With an anniversary date of 01/04

you would select “South West” from the list of regions and enter “01/04” into the Anniversary Date box (example on next page):
How to get a list of Pay and Anniversary Date details by Unite Region

Alternatively, you may want to see pay deals that have been negotiated in your region. As an example, if you worked in the North West region you could click on that region in the list of Unite Regions:

The results will look like the example on the next page:
Reducing the number of results shown

The list above has 7,859 workplaces in it.

If you would like to see only some of the workplaces in the sector, you can reduce the number shown by putting values into the boxes above the listing and then clicking “Search”.

As an example, if you only wanted to see details for workplaces:

- In the Automotive Industries sector
- With an Anniversary Date of 01/04

then select “Automotive Industries” from the list of sectors and enter “01/04” into the Anniversary Date box:
<table>
<thead>
<tr>
<th>Workplace name</th>
<th>Anniversary date</th>
<th>Current pay deal</th>
<th>Employer</th>
<th>Region</th>
<th>Recognition</th>
<th>Sector Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airbags International Ltd [CW12 3TT]</td>
<td>01/04</td>
<td>2.77</td>
<td>Airbags International Limited</td>
<td>NW</td>
<td>✓</td>
<td>Automotive Industries</td>
</tr>
<tr>
<td>Elton Precision Auto Ltd – Lancaster [NW8 9QA] [28291T]</td>
<td>01/04</td>
<td>0.00</td>
<td>Erison Precision Components Limited</td>
<td>NW</td>
<td>✓</td>
<td>Automotive Industries</td>
</tr>
<tr>
<td>Futaba-tenneco Ltd-burnley [BB12 4AT]</td>
<td>01/04</td>
<td>1.00</td>
<td>Futaba-tenneco Uk Limited</td>
<td>NW</td>
<td>✓</td>
<td>Automotive Industries</td>
</tr>
<tr>
<td>Jmc Agency (cambridge) [NW14465]</td>
<td>01/04</td>
<td>3.65</td>
<td>Jmc Recruitment Agency</td>
<td>NW</td>
<td>✓</td>
<td>Automotive Industries</td>
</tr>
<tr>
<td>King Georges Hall [BB2 1AL] [W63 18271]</td>
<td>01/04</td>
<td>1.00</td>
<td>Blackburn With Darwen Borough Council</td>
<td>NW</td>
<td>✓</td>
<td>Automotive Industries</td>
</tr>
</tbody>
</table>
How to get a list of Pay and Anniversary Date details by Employer

It may be that you want to see what deals have been agreed with a particular Employer in other regions and/or sectors. To do this, enter all or part of an employer name and the system will list all Employers that match what you have entered. When you see the employer name you want, click on it and then choose “Search”.

The results will look like the example on the next page:
Exporting Pay and Anniversary Date information to Excel

You may wish to take the information that you have found in the system and put it into an Excel spreadsheet to format it or to calculate median/average pay deals etc.

Once you have used the system to find the information you want, select “Export to Excel” (as in the example below):
What does the Pay and Anniversary Date information mean?

Anniversary Date

The Anniversary Date is the date each year when Pay Agreements come into force.

If it’s blank, then the Anniversary Date is not known or Unite does not negotiate pay at that workplace.

Current Pay Deal

The Current Pay Deal is the pay increase that was negotiated for the current year.

For a multi-year deal, this is the pay increase that was negotiated for the current year and it will change next year to the increase that was negotiated for the next year of the deal.

Recognition

If Unite doesn’t negotiate pay at a workplace then this contains “N”.

If Unite does negotiate pay at a workplace then this contains “Y”.

It will be blank if Unite doesn’t know is there is recognition at the workplace.

What if the information looks out of date or incorrect?

If you see that the information for a workplace hasn’t been updated (last year’s details are still showing) or is incorrect then click on the workplace:
This will show the details currently held for the workplace. Click on the highlighted link “I don’t think this information is correct”

This will bring up a box in which you can supply the correct details which we will forward to the appropriate Regional Official (See following page)
Please include:

- Start of current deal
- Length of current deal
- Pay increase for the current year
- Pay increases for subsequent years (if it’s a multi-year deal)

Example
ACCESSING AGREEMENTS

Finding an Agreement

The Agreements (where available) are held against each workplace. We are building a collection of substantive agreements and subsequent new settlement agreements.

Here is an example of how to find the agreements that are held against a workplace. Enter the name of the employer into the “**Employer Search**” box, then click “**Search**”.

This will show you the workplaces for the Employer (see following page).
Click on the Workplace Name of the one that you want to see workplace details for.

At the top of the page, you will see the details of the Workplace – underneath them you will see you any Agreements that have been uploaded for the Workplace.

Click on the Download symbol \(\text{\downarrow}\) underneath where it says “Download Agreement” to save a copy of the agreement which you can then open.
Adding a new Agreement

To add a new Agreement, select “New Agreement” from the list of options at the top of the page.

This will bring up a page that reminds you that agreement documents can now be loaded into the Work, Voice, Pay system but that you still need to have the Anniversary Date and Pay Increase data updated in the Unite Membership System.

Select “Create New Agreement” and a page like the one following will appear where you enter information about the agreement before loading it:
New Agreement Details

This is where you upload the agreement, please continue to update pay and anniversary data in the Membership System.

Type of agreement
- Local
- National
- Sector

Title
You need to enter a meaningful name for the agreement e.g. “Crediton Dairy Site Agreement” for a substantive agreement or something like “Crediton Dairy Pay Agreement 2017-2018” for a new settlement agreement.

Is it
- Substantive agreement
- New settlement agreement

Sector
In this box you choose which Unite Sector the agreement relates to (if relevant).

Employer
In this box you define the employer that the agreement relates to.
Workplace

Once you have chosen an employer, this box will show you the workplaces for the employer so that you can choose the ones that the agreement relates to. If the agreement is for all workplaces for an employer, you can select them all and associate the agreement with all of them.

What is the substantive agreement?

You can link a new settlement agreement to the substantive agreement by identifying it from the list in this box.

Upload Agreement

Select “Choose file” and you will be able to upload the local copy of the agreement you have on your PC, tablet etc.
MAINTAINING YOUR DETAILS

Changing Password

If you want to change your password, select the “Change Password” link at the top of the page.

This will bring up the following screen where you enter your current password and new password. Because you cannot see what you type (for security reasons), you will have to enter the new password again in the “Confirm new password” box to make sure that you have typed the password you intended.

Changing Contact Details (Stewards only)

If you want to change your contact details, select the “My Contact Details” link at the top of the page.
This will bring up the following screen where you can enter updates to your mobile number and email address.