



UNITE EQUALITIES UPDATE 4

GETTING INVOLVED - CHECKLIST for ACTION

Now is the time to find out about getting involved in Unite's democratic structures – during the first part of 2022, the COVID-extended term of office comes to an end, elections of all Unite's workplace reps and branch officers and committees for 2022-2025 are taking place, and we need to ensure the full diversity of Unite members are involved and represented.

Women and black & Asian ethnic minorities in particular are not as fully represented as they should be as workplace reps and branch officers in our union. We are also concerned that disabled members and LGBT+ are fully involved as reps.

As well as shop stewards, safety reps, union learning reps, we want to ensure there are elected union equality reps in all workplaces, and branch equality officers in all branches. The 2019 Unite Rules Conference set up an Equality Task Group to tackle this under-representation, which is determined to make a difference.

Unite's Equalities Team, led by our Women's, BAEM, Disabled Members and LGBT+ Committees thank you for all you are doing, and ask for your action to build fair and effective representation of all.

Get involved! Keep involved! Encourage others!

STEP ONE : WORKPLACE AND BRANCH ELECTIONS

By the first part of 2022, January to March, all elections for Unite workplace reps and branch officers need to have taken place. Find out what is happening in your workplace and branch – where possible, there will be notices on workplace noticeboards, or email messages and more. You can ask your Unite shop steward, union rep or branch secretary. You can also ask your union officer, and if you aren't sure, your Regional Women's & Equalities Officer will be able to help.

And once reps are elected, this may also include elections to Joint Negotiating committees and Shop Stewards Committees, for example, to union committees that are 'non-constitutional', which means they are not listed in the rule book. So it is important to find out about these elections as well.

STEP TWO : UNITE REGIONAL AND NATIONAL COMMITTEE ELECTIONS

By the second part of 2022, April to June, all elections for Unite Regional and National Committees need to have taken place. These Committees are 'constitutional committees' which means they are covered in Unite Rules, and the Unite Executive Council oversees them.

As an elected workplace rep or branch officer in employment, your membership record needs to be amended to include that you are a rep, so that you can be kept informed and involved. If you are elected, **IT IS IMPORTANT TO CHECK THAT YOUR UNION MEMBERSHIP RECORD INCLUDES THAT YOU ARE NOW AN ELECTED WORKPLACE REP OR BRANCH OFFICER (see “My Unite” below)**

EVERY COMMITTEE HAS TO AT LEAST REFLECT THE PROPORTION OF WOMEN AND BLACK & ASIAN ETHNIC MINORITY MEMBERS THEY REPRESENT – if you want to find out what this means for your sector, or other committees, you can find out from your shop steward or branch, your Officer, Regional sector officer, or your Regional Women’s & Equalities Officer can assist.

The union structure represents both your region and your industrial sector, as well as all equalities, and **there are regional conferences across the union to elect committees.** Each conference elects the committee, the first committee meeting takes place at the end of the conference, and this first meeting elects delegates to other committees regionally and nationally, so **IF YOU WANT TO TAKE PART, IT IS IMPORTANT TO BE AT THESE CONFERENCES.**

Your Region/Nation will send out the invitations to the Conferences which elect the Committees, there are **10** : North West, North East Yorkshire & Humberside, East Midlands, West Midlands, London & Eastern, South East, South West, Scotland, Wales, Ireland.

(If you are unwell or unable to attend, provided you give apologies, you can still stand for election).

WHICH CONFERENCES WILL I BE INVITED TO? WHICH COMMITTEES DO THEY ELECT?

YOUR INDUSTRIAL SECTOR

If you are an elected Unite rep working in a sector, you will be invited to your **REGIONAL INDUSTRIAL SECTOR CONFERENCE** which will elect the **REGIONAL INDUSTRIAL SECTOR COMMITTEE**. And the first meeting of the Regional Industrial Sector Committee held at the end of the Conference will elect delegates to the **NATIONAL INDUSTRIAL SECTOR COMMITTEE** and the **REGIONAL COMMITTEE**. Some Sectors also have subsector arrangements, so it is important to find out about these too.

There are **19 industrial sectors** : **Transport & Food sectors**: Passenger Transport, Road Transport Commercial Warehousing & Logistics, Civil Air Transport, Docks Rail Ferries & Waterways, Food Drink & Agriculture **Services sectors**: Health, Finance & Legal, Local Authorities, Unite Construction Allied Trades & Technicians, Energy & Utilities, Education, Community Youth Workers & Not for Profit, Service Industries, Government Defence Prisons & Contractors **Manufacturing sectors**: Automotive industries, Aerospace & Shipbuilding, Chemical Pharmaceuticals Process & Textiles, Graphical Paper Media & Information Technology, Engineering Manufacturing and Steel

UNITE EQUALITIES – WOMEN

If you are a woman working in a sector and elected as a rep, you will also be invited to your **REGIONAL WOMEN’S CONFERENCE** which will elect your **REGIONAL WOMEN’S COMMITTEE**. And the first meeting of the Regional Women’s Committee held at the end of the Conference will elect delegates to the **NATIONAL WOMEN’S COMMITTEE** and the **REGIONAL COMMITTEE/DEVOLVED NATION EXECUTIVE COMMITTEE**.

UNITE EQUALITIES – BLACK & ASIAN ETHNIC MINORITIES

If you are **BAEM** working in a sector and elected as a rep, you will also be invited to your **REGIONAL BAEM CONFERENCE** (In Scotland, Wales and Ireland – BAEM members working in a sector but not elected as reps are also invited). **And the first meeting of the Regional BAEM Committee held at the end of the**

Conference will elect delegates to the NATIONAL BAEM COMMITTEE and the REGIONAL COMMITTEE/DEVOLVED NATION EXECUTIVE COMMITTEE.

UNITE EQUALITIES – DISABLED MEMBERS

If you are a DISABLED MEMBER working in a sector and elected as a rep, you will also be invited to your REGIONAL DISABLED MEMBERS CONFERENCE (Disabled members working in a sector but not elected as reps are also invited). And the first meeting of the Regional Disabled members Committee held at the end of the Conference will elect delegates to the NATIONAL DISABLED MEMBERS COMMITTEE and the REGIONAL COMMITTEE/DEVOLVED NATION EXECUTIVE COMMITTEE.

UNITE EQUALITIES – LGBT+

If you are LGBT+ working in a sector and elected as a rep, you will be invited to your REGIONAL LGBT+ CONFERENCE (LGBT+ members working in a sector but not elected as reps are also invited). And the first meeting of the Regional LGBT+ Committee held at the end of the Conference will elect delegates to the NATIONAL LGBT+ COMMITTEE and the REGIONAL COMMITTEE/DEVOLVED NATION EXECUTIVE COMMITTEE.

My Unite

Members can create/access their own Unite account via the website at: www.unitetheunion.org and then click on the 'MyUnite' button using their own email address and password. This enables members to update some contact and personal information including: name, address, contact number, email, equality monitoring. Members will also find a range of information including their branch secretary and local Unite office/officer details. Alternatively, members should contact their local Unite office or branch secretary to update their record, or if you have any difficulties with this, your Regional Women's & Equalities Officer will be able to help. This will help us to communicate more effectively and to ensure that we are targeting and allocating our services appropriately.

AREA ACTIVIST COMMITTEES

Within a region/nation, Area Activist meetings bringing together activists in different companies, sectors and Branches across geographical areas will also be arranged, and will elect Area Activist Committees. Further Area Activist meetings may also be held up to 4 times a year.

UNITE RETIRED MEMBERS

If you are a Unite Retired Member +, or a retired member who chooses to pay full union contributions, you can be elected as a retired members' rep as an officer of a Retired Members' branch or as a retired member who is an office holder in another type of branch. Retired member reps will be invited to take part in a regional conference, which elects the regional retired members coordinating committee. At the first meeting of the committee, a number of other positions will be elected, regionally and nationally. More information here : [Retired Members, Member Types | Unite the Union](#)

UNITE COMMUNITY/STUDENT MEMBERS

If you are a Unite Community Member, involvement is in a Regional and National Community Campaign Forum structure. More information here : [Community Memberships, Member Types | Unite the Union](#)

Unite Equalities Update

TIME FOR EQUALITY - CHECKLIST for ACTION

These remain difficult and demanding times for everyone, and we continue to come together to protect safety, pay and jobs for all. This NEXT STEPS Unite Equalities TIME FOR EQUALITY - Checklist for Action highlights Action for Equality, and key equality issues to check.

An **EQUALITY AUDIT** or an **EQUALITY IMPACT ASSESSMENT (EQIA)** is not about putting a tick in a box, it's about checking that ALL members are safe, treated fairly, and that their pay, jobs and conditions are protected. Equality must continue to be an integrated part of our action on COVID-19, and to protect everyone from discrimination, violence and harassment, inequality, unfair pay, exclusion and under-representation.

EQUALITY IMPACT OF COVID-19

Download Unite Equality and COVID guides to assist you:

- EQIA [Unite guide to workplace equality impact assessments](#) [PDF].
- Women ([JN9279](#)) [A4 Women And Covid Briefing \(unitetheunion.org\)](#)
- Black & Asian ethnic minorities [Layout 1 \(unitetheunion.org\)](#)
- Disabled members [Layout 1 \(unitetheunion.org\)](#)
- LGBT+ members [Layout 1 \(unitetheunion.org\)](#)
- Domestic violence and abuse [9223-violence-and-abuse-doc-003.pdf \(unitetheunion.org\)](#)

For Unite Health & Safety Guide COVID-19, and more, go to <https://unitetheunion.org/coronavirus>

TIME FOR EQUALITY – CHECKLIST FOR ACTION

- **Do you have an equal opportunities policy or agreement with the employer?**
- **Have you checked what it covers?**
- **Does it include :**
 - A clear commitment to :
 - **oppose all forms of discrimination**
 - **prevent discrimination, harassment and bullying**
 - **promote equality for all**
 - **Practical steps** to put these commitments into action, including :
 - **Recognising union equality reps and providing for paid time off, facilities, union education courses, and a place at the bargaining table** (*see Unite model template agreement on union equality reps which follows*)
 - **Paid release for all shop stewards/workplace reps to attend union equality and dignity at work courses**
 - **Zero tolerance of workplace harassment with fair agreed procedures for dealing with it, including union involvement**
 - **Promoting awareness and specific understanding of sexual harassment, racial harassment, disability harassment, LGBT+ harassment (homophobia, biphobia, transphobia, non-binary identities), recognition of the impact of domestic abuse and violence in work and action to support survivors**

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UNITE EQUAL WORK VOICE PAY

EQUAL WORK

No discrimination No harassment No bullying

Fair Opportunities for training and progression

Equality Impact Assessment agreed and carried out with union involvement

No unfair selection for redundancy for workers on maternity or family leave, or with childcare and caring responsibilities

No unfair selection for redundancy of disabled workers, or discrimination through sickness absence and capability procedures

Ensuring health and safety and risk assessment recognizes

EQUAL VOICE

Union equality reps elected and with equal rights to other union reps

Equal representation of union equality reps on the negotiating committee and at the bargaining table

Nothing about us without us – fair involvement of Women, Black & Asian ethnic minorities on the negotiating committee and at the bargaining table, and action to address the involvement of disabled and LGBT+ members

EQUAL PAY

Equal Pay for Women at Work, Closing the gender pay gap and tackling low pay for women and part-time workers, Paid the same for doing the same work and work of equal value, tackling gender occupational segregation

Expose the race pay gap and race glass ceiling and action to address it, including action on fair opportunities for progression

Identifying the disability pay gap and action needed to close it

Recognising the impact of LGBT+ discrimination on pay and acting to address it

Unite model template Agreement for Union Equality Representatives

Statement of intent

In line with our commitment to equal opportunities and dignity at work, the organisation/company and Unite are committed to establishing and supporting the role of union equality representatives.

The organisation/company recognises that Unite will elect its equality representatives and shall notify the organisation/company in writing at the earliest opportunity of their names, numbers and section/department/site.

Remit of the Representatives

The Union Equality Representatives are elected members of Unite and will concentrate on equality issues. Their duties will include:

- Supporting, representing and negotiating on behalf of members in discrimination cases including on different sites wherever relevant
- Ensuring equality issues are on the negotiation and consultation agenda
- Providing information and guidance on tackling potential problems
- Working closely with shop stewards and other union representatives to promote equality
- Representing the union at meetings and on committees on equality
- Promoting good practice on all policies and procedures, including conducting equality impact assessments and equality audits
- Raising awareness about discrimination
- Identifying ways in which equality can be an integral part of the workplace culture
- Promoting diversity and tackling under-representation

Training and time-off

Union Equality Representatives will have reasonable paid time-off during their working hours for trade union duties and activities. These can include:

- Receiving union training on representation and negotiation skills, discrimination, harassment and equal opportunities and any other courses to extend their skills as representatives
- To meet members and union officials
- To prepare for and to attend union meetings, committees and conferences
- To meet all newly recruited staff
- To prepare for and take part in negotiating meetings

Facilities

The Union Equality Representatives shall be entitled to facilities in order to carry out their duties and meet their members. These will include:

- accommodation for meetings
- access to a phone and other office equipment
- use of notice boards which could include electronic communication, for example, e-mail and intranet/internet and the ability to freely distribute and display official Unite communications
- dedicated office space, plus a computer, and with a secure e-mail address

Election

Union Equalities Representatives shall be elected as per Union rules.

Unite Equalities thanks everyone for all you are doing

Diana Holland - Assistant General Secretary : Equalities equality@unitetheunion.org

Women : Chair, EC Rep Jane Stewart; National Equalities Officer : Siobhan Endean

BAEM : Chair, EC Rep Susan Matthews; National Equalities Officer : Harish Patel

Disabled Members : Chair, EC Rep Dave Allan; National Equalities Officer : Harish Patel

LGBT+ : Chair Phil Jones, EC Rep Jenny Douglas; National Equalities Officer : Harish Patel

Regional Women's & Equalities Officers : NEYH Sue Pollard, NW Sharon Hutchinson, WM Maureen Scott-Douglas, EM Neelam Verma, SW Karen Cole, SE Janet Henney, L&E Carolyn Simpson, Margaret Bourne, Scotland Lorna Glen, Wales Jo Galazka, Ireland Taryn Trainor



at the ♥ of our union



You can get up-to-date information about Coronavirus (COVID-19) and what you need to do on [GOV.UK](https://www.gov.uk). Regular updated daily health advice regarding COVID-19 is provided by the four devolved health authorities set out below :

England: Public Health England <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Scotland: NHS Scotland <https://www.hps.scot.nhs.uk/a-to-z-of-topics/wuhan-novel-coronavirus/>

Wales: Public Health Wales Iechyd Cyhoeddus Cymru <https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/>

Northern Ireland: Public Health Agency find here <https://www.publichealth.hscni.net/news/covid-19-coronavirus>

The health authority for the Republic of Ireland and COVID info can be found here:

Republic of Ireland: Health Service Executive (HSE) Feidhmeannacht na Seirbhíse Slainte find here: <https://www2.hse.ie/conditions/coronavirus/coronavirus.ht>

Minimum legal rates set out below – Unite makes sure members not only receive these minimum rates, but negotiates with employers to build on them

National Minimum Wage rates 2021 and from 1 April 2022

Category of worker	2021 / 2022 Hourly rate
Aged 23 and above (national living wage rate) NB age decreased from 25 and above	£8.91 / £9.50
Aged 21 to 22 inclusive	£8.36 / £9.18
Aged 18 to 20 inclusive	£6.56 / £6.83
Aged under 18 (but above compulsory school leaving age)	£4.62 / £4.81
Apprentices aged under 19	£4.30 / £4.81
Apprentices aged 19 and over, but in the first year of their apprenticeship	£4.30 / £4.81

Ireland Minimum wage details here: <https://www.gov.ie/en/publication/41a981-the-minimum-wage-in-ireland/>

