

## Why I joined the union.....

Below is an article written by a member of UCL UNISON who won her grading appeal with the help of the branch.

"I started working at UCL – ICH (Institute of Child Health) in October 2001. During my first few weeks I was introduced to the new working procedures, members of staff and various benefits that were available for employees of the Institute. The benefit that had most interested me was joining the Union. In my previous jobs I had always had the option of joining a Union but had never felt that it was something that I wanted or needed to do. I suppose that I always associated Unions with strikes and think that this was one of the main reasons that had prevented me from joining one before. However, this was the first time that I had worked in such a large organisation, so I put my preconceptions behind me and joined the UCL Unison Union in 2001.

In 2005 the Job Description Outline (JDO) was introduced. It was important that it was submitted in time and with the help of the Union and my Managers, I was able to do so. When my JDO was first submitted I was red-circled because my job was evaluated as being at a lower grade than I had thought it should be. However, with the support of the Union and my Managers I decided to appeal against the decision. Being a member of the Union I decided to email the Branch Secretary Tom Silverlock and ask if he could help me put together an appeal. I expected that it would take sometime for him to get back to me, but to my surprise I received an email on the same day with the name of a Union trained HERA representative.

This representative was fantastic she put in a lot of hard work together with my Managers. The Union representative accompanied me to the appeal meeting that I had to attend. Writing the new JDO was not easy and I would be lying if I didn't say that it was a relief when we could finally send it to the appeals office. I am glad to say that all the hard work paid off and the outcome of the appeal was that I was no longer red-circled. As an added bonus the Union also negotiated annual leave, and now I get an extra seven days per annum.

Being a member of a union is very important, as you can see they are not all about strikes, they can help with tax refunds, loans, insurance cover they even arrange social events for their members and tickets to various shows. Joining the Union was the best thing that I ever did!"



By Icina Shakes

## NEXT BRANCH MEETING

**Wednesday ,  
November 1st  
1-2.00pm,  
Council Room**

Please send agenda items by 2pm on Monday 30th October.

### Send items to:

Wendy Biggin  
UNISON Office  
Room G06  
51 Gordon Square  
LONDON WC1H 0PN  
**Or by email:**  
unison@ucl.ac.uk

# Domestic Violence Awareness Month

## Workplace policies on domestic violence

UNISON is one of the first unions to raise the issue of domestic violence in the workplace and negotiate workplace policies. Such policies can include:

- Special paid or unpaid leave
- Information about local help and support
- Ensuring employees' confidentiality is protected if they raise this issue in the workplace

### Raising awareness of the issue in the workplace

#### A trade union issue

UNISON was one of the first unions to recognise that violence in the home is a trade union issue. We support members by:

- Negotiating workplace policies to support and assist workers suffering domestic violence
- Providing emergency support through UNISON Welfare
- Campaigning for better services for victims of domestic violence, including training for public service workers
- Working with campaign groups to raise public awareness

### Lobbying for government action to address the problem and improve services

#### What is domestic violence?

Domestic violence is abusive or violent behaviour between partners or ex-partners.

Overwhelmingly the abuser is a man and the abused a woman, though this is not always the case.

It's not just physical, it can also be sexual, emotional or mental abuse.

#### How widespread is domestic violence?

Domestic violence knows no boundaries of culture, class, age, sexual orientation, disability, ethnicity or creed:

- One in four women will experience domestic violence at some time in their lives
- Every week at least two women are killed by violent partners or ex-partners
- Domestic violence accounts for almost one quarter of all reported violent crimes

#### What can I do in my workplace?

If you have a workplace domestic violence policy, make sure you are familiar with it.

If your workplace does not have a policy raise the issue within your branch and suggest that they negotiate a policy.

The UNISON guide "Raise the Roof on Domestic Abuse" provides a checklist for negotiating a workplace policy.

UNISON has taken the lead in raising the issue of domestic violence in the workplace and negotiating workplace policies. Such policies can include:

- Special paid or unpaid leave
- Information about local help and support
- Ensuring employees' confidentiality is protected if they raise this issue in the workplace
- Raising awareness of the issue in the workplace

#### Are you suffering domestic violence?

Women's Aid is the main national agency for women and children experiencing physical, sexual or emotional abuse in their homes.

If you are suffering domestic violence and need urgent help, call the Women's Aid Helpline:

England 08457 023 468 (24 hour, UK-wide info)

Northern Ireland 028 9033 1818 (24 hour)

Scotland 0800 027 1234 (10am-10pm)

Wales 029 2039 0874

## RECLAIM THE NIGHT 2006



Reclaim the Night 2006 will be held on Saturday November 25th in Central London.

Assemble 6pm in Trafalgar Sq for Women-Only March  
Assemble 8pm for Mixed Rally. Party at ULU afterwards.  
According to the British Crime Survey (2001) there are an estimated 47,000 rapes every year, around 40,000 attempted rapes and over 300,000 sexual assaults. Yet our conviction rate is the lowest it has ever been, one of the lowest in Europe, at only 5.3%. This means that more rapists were convicted in the 1970s when Reclaim The Night marches first started than they are now. Did you know that the maximum sentence possible for rape is life imprisonment? Probably not, because rarely are rapists even reported or convicted, let alone with a realistic sentence. This situation has to change. We march to demand justice for rape survivors.

A recent survey by the young women's magazine More in 2005 found that 95% of women don't feel safe on the streets at night, and 65% don't even feel safe during the day. 73% worry about being raped and almost half say they sometimes don't want to go out because they fear for their own safety.

In every sphere of life we negotiate the threat or reality of rape, sexual assault and sexual harassment. We cannot claim equal citizenship while this threat restricts our lives as it does. We demand the right to use public space without fear. We demand this right as a civil liberty, we demand this as a human right.

The Reclaim The Night march gives women a voice and a chance to reclaim the streets at night on a safe and empowering event. We aim to put the issue of our safety on the agenda for this night and every day.

The Reclaim The Night marches started in the UK in the 1970s. In America they are known as 'Take Back The Night' and the first one was held in San Francisco in 1978. In Britain they first began in Scotland and then in England, first in Yorkshire. Around this time, a man who would go on to become known as the Yorkshire Ripper, was murdering prostitute women in and around Leeds. Feminists in the area were angry that the police response to these murders was slow and that the press barely reported on them. It seemed that it was only when young student women began to fall victim to this serial killer that the police started to take the situation seriously. Their response was to warn all women not to go out at night. This was not a helpful suggestion for any woman, let alone for those women working in prostitution who often had no choice about whether they worked at night or not. Feminists and a variety of women's and student groups were angered by this response. So they organised a resistance of torch lit marches and demonstrations, they walked in their hundreds through the city streets at night to highlight that they should be able to walk anywhere and that they should not be blamed or restricted because of male violence.

Over the years the marches evolved to focus on rape and male violence generally, giving women one night when they could feel safe to walk the streets of their own towns and cities.

Today we march, as so many women have done before us to say that we are NEVER to blame for rape and male violence. Those men who choose to commit these crimes are to blame. We march today to demand our right to live without the fear or reality of rape and male violence, we demand an end to male violence against women, we take back this night to win the day.

**For further info contact unison; unison@ucl.ac.uk, tel x 24888**

## ABORTION AWARENESS WEEK

Abortion Rights is launching a national 'pro-choice week of action' to mark the 39th anniversary of the Abortion Act, raise awareness about the importance of reproductive rights and encourage people to lobby their MP to defend the abortion time limit.

Everyone can make a difference.

Here are some ideas of how you can get involved by organising an event or activity your university campus, trade unions branch, workplace, local community centre or in your home and have fun!

Everyone can make a difference:

- Encourage your friends and family to join Abortion Rights. The more members we have, the stronger our voice!
- Make a donation to Abortion Rights to support our campaign at this critical time.

- Help break the taboo, wear your pro-choice sticker throughout the week.

- Sign up to our Action Alerts on our website [www.abortionrights.org.uk](http://www.abortionrights.org.uk)

Lobby your MP

- Write a lobbying postcard to your MP or download the e-postcard from our website.

- Encourage your friends / family to write too.

- Arrange to meet your MP and let him/her know your concerns about the anti-choice campaign and the importance to defend the time limit.

Film screening

Showing a film can be a powerful medium and can have a lasting impact on the audience. It will provide first hand information and generate support for an issue.

You can borrow one of the following films:

- Vera Drake (Mike Leigh, GB, 2004). The film is set in 1950's London, where Vera, a working-class mother, performs illegal abortions.

- The last abortion clinic in Mississippi (Frontline, US, 2005) is a documentary about the current situation in the US. The film can also be downloaded on line: <http://www.pbs.org/wgbh/pages/frontline/clinic/view/>.

- Speak Out: I had an abortion (Jennifer Baumgardner & Gillian Aldrich, US, 2004) documents the stories of 11 women ranging in age from 21 to 85. The film cuts across race, religion, region, class, sexuality, and politics--demonstrating that abortion affects all women.

Information stall

We have a variety of materials available for stalls: campaign postcards, leaflets, booklets, briefing papers, stickers and balloons.

Why not make a visible letterbox out of an old shoe or cardboard box and encourage supporters to post their lobbying postcard straight away. You can then either drop them off at your MPs local party office or return them to Abortion Rights' office to be sent off.

Speaker meeting

Invite a pro-choice speaker to address your trade or student union or women's group and get updated on the latest situation in the UK and across the world. Ask participants for a small donation to contribute towards the campaign.

Awareness raising stunt

- Make a big pro-choice banner and make some noise, use knitting needles and coat hangers as reminders of devastation caused by back-street abortion.

- Make a huge postcard based on Abortion Rights lobbying postcard to present to your MP.

Or anything you think will attract maximum attention. Remember to take pictures.

Contact your local press

Local newspapers or radio stations love covering new initiatives. Contact them with a story about your event / activity or about the current situation – use the 39th anniversary of the Abortion Act, 27 October 1967, as a media hook. A sample press release/letter will be available on our website.

And remember whatever you do keep in touch: We are planning more initiatives in the months to come, including a public meeting, lobby of parliament and Speak Out events.

Action packs containing a briefing on the issue, lobbying postcards, leaflets, stickers and balloons can be ordered by e-mailing us at [choice@abortionrights.org.uk](mailto:choice@abortionrights.org.uk) or calling the office on 020 7923 9792. Visit [www.abortionrights.org.uk](http://www.abortionrights.org.uk) for further details about the week.

**It's time for the pro-choice majority was heard**

# UCL Round-Up

Below are the notes of UNISON/UCL Joint Consultative Committee meeting 8 August 2006. These take place 3/4 times a year and are UNISON's opportunity to discuss with UCL any pressing issues.

## Present:

Sarah Alleemudder	(SA)	UNISON (Equalities Officer)
Wendy Biggin	(WB)	UNISON (Chair)
Tom Silverlock	(TS)	UNISON (Secretary)
Gerry Cummings	(GC)	UNISON (LGBT Officer)
Valerie Hendricks	(VH)	UNISON (lay member)
Sarah Brant	(SB)	Director of HR
Neil Henderson	(NH)	Asst Director of HR
Tom Reilly	(TR)	Asst Director of HR
Sarah Pennycard		Note taker (HR)

## Sanitary Ware Dispensers

UNISON was pleased to note that these have eventually been installed.

## Absence due to domestic violence

SB has added reference to domestic violence to the Special Leave policy which UNISON welcomed.

UNISON remained of the view that a separate policy on domestic violence would be an even better solution but SB considered that due to the sensitivities regarding confidentiality over this issue, she could not see how focusing a distinct policy on it would be helpful to those suffering domestic violence. She suggested that if UNISON had further thoughts on improvements to the wording on the Policy for domestic and personal reasons, she would be open to further proposals for change.

GC asked for clarification on how TOIL should work in the period until all of the working hours are harmonised. SB confirmed that this should be dealt with on a case by case basis in discussion with the HR Consultancy Team as it is dependant on the needs of the service provided by the department in question. GC mentioned that some individuals were feeling pressured by their managers to work extra hours. SB commented that any such cases of which UNISON was concerned should be brought to the attention of Neil Henderson or members of the HR Consultancy Team. TR noted that there would be follow up with managers to remind of the need for action regarding changes in working hours.

TS referred to a meeting with Richard Furter which had been brought to a close prematurely. The meeting had then reconvened and had discussed sickness absence and disciplinary issues. It appears that Estates and Facilities are applying employment policies consistently and rigorously, but as this is not happening across UCL the perception is that manual staff are being treated differently. UNISON has now asked for sickness absence to be looked into in more depth. TS felt that it could be either the management practices or the shift pattern that was the cause of the problem. WB asked if the matter could be referred to the Stress Working Group. SB reminded the group that the Human Resources Policy Committee (HRPC) had agreed the recommendation that a group be convened, including UNISON and UCU to look specifically at what may be the underlying causes of the sickness absence and discipline patterns within Estates and Facilities and to seek proposals that address the patterns that have emerged. UNISON welcomed the creation of the group and asked that it was convened as soon as the Estates and Facilities nominees had been received.

Learning Agreement – WB mentioned that UNISON was very pleased that ESOL was mentioned in the Committee for Equal Opportunities, however, the communication between UNISON learning reps and STDU would be improved with the formation of a learning committee. SB suggested arranging a meeting with Andrew Taylor. TS asked if there was a way of building an informal network within the UCL Committee structure. SB commented that UNISON has achieved more in relation to Basic Skills and ESOL than many UCL committees achieve and she saw direct communication as the key. SB suggested that UNISON starts by having regular meetings with Andrew Taylor.

## Payroll Queries

SB confirmed that this could only be a general discussion as it was not appropriate to discuss individual cases or queries in this forum.

GC commented that the information on payslips has improved particularly in relation to overtime payments, but Pay Framework lump sums had been just added on. It would be useful if it could be shown how these figures have been arrived at. TR confirmed that with regard to the Pay Framework, that it would have been very complicated to breakdown the information on lump sums on payslips. SB confirmed that everyone had the right to contact HR and request details of how figures have been arrived at, if they were unsure.

VH commented that it would be convenient if payslips arrived earlier. SB confirmed that this is an internal mail issue as they leave the HR department several days prior to payday. If anyone has any ideas as to how to improve this they should contact Pat Lewis direct.

# UCL Round-Up (cont.....)

## 3. Equal Pay Audit; UNISON involvement

TS noted that now the grading appeals are nearly over there is a commitment to undertaking an equal pay audit/impact assessment within a year. WB requested confirmation that this will be done and if so what UNISON's involvement would be? SB confirmed that the HR Policy team will be making some proposals once the appeals are complete. They were likely to be the subject of a separate meeting with all three unions.

## 4. Recruitment, Selection, FOI and Equal Opps issues.

WB confirmed that UNISON had a general concern regarding the differential treatment of applicants in the recruitment process. There had been an instance in which UNISON had contacted Rosamund Cummings to request interview notes and UNISON had been informed by Rosamund that this would be acceptable as long as the information was anonymised so that individuals could not be identified. The allegation was that one candidate had received coaching prior to the interview. TS asked for advice on the most appropriate way of looking into queries like this in future.

SB confirmed that individuals concerned about unfair treatment in the recruitment process could ask for feedback on why they were unsuccessful. Obviously the individuals could ask for confirmation of the sex and race breakdown of those shortlisted, the successful applicant and for confirmation of the questions asked of each candidate. SB confirmed that this was information that a department should be able to provide if asked. SB suggested that if there has been a specific allegation of selective coaching for an interview, it should be referred to HR and the HR team would speak to the department to obtain the relevant information and ask pertinent questions.

SB confirmed that with regard to information requests for information relating to employment issues; it would be better to initially come to HR rather than going straight to Rosamund Cummings with an FOI request, as some of the information requested by others under the FOI would have been readily available via HR.

## 5. Sickness absence policy

WB raised that concern that if an individual has reached stage 3 of the process and then their sickness improved for 2 years; they appear to go back to stage 2 if they have a further problem. NH confirmed that he did not think that this is the case but that it depended on the level of improvement. NH would review the wording of the policy report back to Wendy.

## 6. Return to work interviews

GC raised the issue that managers need further guidance on the structure for return to work interviews. NH confirmed that the term 'interview' is loose – this could just be an informal discussion.

GC asked if it would be possible for a member of HR to sit in on these interviews if managers were feeling uneasy about them? NH and SB stated that this would not be appropriate as it makes a meeting seem more formal than it should be. NH confirmed that format of the interview was largely dependant on the nature and length of the absence. If managers were in doubt they should contact the HR Consultancy team for advice.

## 7. Facility time.

TS confirmed that currently UNISON receives 1.3 full time equivalent (FTE) because of his secondment. UNISON are currently inundated with cases and do not think that they will be able to revert to the allowed 1 day. TS asked if HR would consider extending the current arrangement for a further 6 months trial. SB confirmed that the situation would be reviewed at the end of October. SB said that any case for increased facilities time would require data on numbers and types of cases. NH can provide a log sheet to help keep UNISON reps keep record and to inform any case UNISON might wish to make.

## 8. Probation

WB raised the concern that she had observed an increase in failed probations amongst UNISON members, often on the higher grades. NH confirmed that following a failed probation the Consultancy team do go back to managers and review the recruitment and induction process with them. SB commented that this failed probation is monitored annually and that it is important to understand what had gone wrong. Recruitment is a very costly exercise and poor decisions were damaging to all concerned.

WB mentioned that a common thread seems to be language problems – when English is not an individual's first language. SB reminded WB that effective grasp of English was often a pre-requisite for many manual and ancillary jobs due to the health and safety implications of the work involved.

## 9. Recognition arrangements.

TS highlighted that, following the Pay Framework it is not clear which staff UNISON is recognised to represent. Many of UNISON's members are now grade 7 & 8 and UNISON believes that they should be recognised to represent staff in all grades.

SB stated that UCL would unlikely to agree overlapping recognition arrangements for the three unions but this matter will need further discussion with AMICUS and UCU also.

# UCL Round-Up (cont.....)

## Equal Pay.

For those of you who are employed by UCL, you may recall the advice given to you in the consultation pack around equal pay and back pay when you were balloted on the Pay Framework agreement in October 2005. We had a legal obligation to provide you with this advice and also that a time limits exists in which to submit claims which is within 6 months of implementation on 1 May 2006. If you have any queries then please contact the Branch Secretary Mr Tom Silverlock on ext 09753 or t.silverlock@ucl.ac.uk

## Should we as staff spy on Muslim or Asian Looking students?

You may have seen reports in the press that staff will be asked to spy on Asian looking or muslim students in higher education. UNISON of course oppose any measure which would criminalise or discriminate against a specific ethnic minority. We welcome the Provost statement on this issue which we have printed in full below:

"I know that it is unwise to believe too much of what appears in the press, even in the Guardian (whose finest contributors are all UCL academics or alumni). But I am pretty worried by the Guardian's report today that lecturers and university staff across Britain are to be asked by the Government to spy on "Asian-looking" and Muslim students they suspect of involvement in Islamic extremism and supporting terrorist violence. The report claims that, because the government believes campuses have become "fertile recruiting grounds" for extremists, the Department for Education has drawn up a series of proposals which are to be sent to universities before the end of the year, requiring our staff to volunteer information about our students to Special Branch.

It is difficult to believe that this could possibly be true, yet it has a sufficient ring of the predictable about it for us not simply to dismiss it out of hand. We are not complacent about terrorism, nor about the possible engagement of students in terrorism-related activity. Some of the events of 7 July 2005 occurred on our doorstep. But for the Government to issue such an instruction would be certainly be divisive and counter-productive. In an academic community such as UCL, students need to be able to establish and maintain a relationship of trust with staff. Any undermining of that quality is in my opinion more likely to lead to factionalism than to stem it.

We need to maintain openness and freedom of speech on campus, and to respect the human rights of members of our community. Such rights are never absolute. We will not tolerate extremism that manifests itself in violence or other offensive conduct or abuse, whether in the name of race, religion or any other cause. We will not hesitate to call in the Police in extreme cases which justify it. But we will operate those principles evenhandedly, and irrespective of the race, religion or political affiliation of the alleged perpetrator."

## New Shop Steward.

UCL UNISON would like to welcome the following new shop stewards to the branch:

Ms Comfort Asamani who will covering the Refectory along with the existing shop steward, Mr Cosme Santos.

Grazia Manzotti is the new UNISON representative for Library Services medical sites

## Work Life Balance

Greetings members & welcome to my inaugural contribution to the newsletter. (It's hard to refuse when you have Tom & Wendy sitting on you saying "You're not getting up until you promise to write something on the Work Life Balance Policy!". When you have a combined weight of 20 stones sitting on you, it's hard to refuse). So here goes.

Last week I sat on a panel to hear the first ever grievance against a managers decision under the Work Life Balance Policy. For those of you who may not be aware, I thought I should synthesise & give some highlights of the policy. It is designed to "enable staff to achieve an effective balance between work and life outside the workplace". It "has the aim of benefiting both staff and UCL as an employer". It "is to set a framework within which more staff can benefit from a greater degree of flexibility". All very admirable and sound bites that Alistair Campbell would be proud of.

However, there is a catch. It does not automatically entitle you to work Flexitime as this is a separate policy & the manager only has to show that he gave "due consideration" to the request & if felt it would have a detrimental effect on his department, is within his rights to refuse the request

This, along with the length of time it takes to hear Work/Life Balance, Harassment and Bullying and Grievance Appeals is something members of the committee will be raising with HR at our next JCC meeting with a view to relieving the stress these appeals can have on both parties.

Do not misunderstand me. This is an admirable policy and just because the first ever appeal was turned down should not dissuade other employees from approaching their line managers and requesting a change to their working hours in order to facilitate taking a child to school or waiting for a carer who looks after an elderly relative. These are just 2 examples, there are many more. You can find the full policy document at [www.ucl.ac.uk/hr/docs/work\\_life\\_balance.php](http://www.ucl.ac.uk/hr/docs/work_life_balance.php). Read it please, as research suggests that, increasingly, the opportunity to achieve a work-life balance can be as important a factor as pay benefits in attracting and retaining staff and therefore benefiting both staff and UCL as an employer.

I would be interested to know of any employees who have benefited from the policy. If you are aware of anyone, would you please let a member of the committee know (see contacts list)?

I do have one final request. If asked if you found my article useful, please reply in the negative. I don't think my slight frame could take another twenty stone pounding.

**Gerry Cummings**  
LGBT Officer

## UCL Round-Up (cont.....)

**There are intended to be regular consultative meetings between UNISON and Library Services management. See below the notes of meeting that took place on Thursday 5 October 2006**

Attendees:

Janet Percival (JP)

Bill Martin (BM) - representing UNISON

Ann Simpson (AS) – notes

### 1) Use of volunteers in UCL Library Services

Further to the email sent by AS on 28 September 06 (attached for reference) regarding Library Services offering work experience to volunteers, BM, after consultation with UNISON members, raised the concern that volunteers should not be seen as replacements for permanent, paid Library staff.

He gave the example of two volunteers – in ILDS and in the Periodicals section – who could potentially be seen as having covered vacancies in these areas.

JP stated that the intention of offering volunteer work placements was not to replace or cover permanent posts, but rather to provide experience (unpaid) to individuals who had approached Library Services expressing an interest in gaining such experience.

BM suggested that it would be useful to have guidelines regarding the use of such volunteers (to include the types of duties that would be appropriate for a volunteer to undertake).

JP agreed to investigate whether such guidelines existed, and if not, she will draft some guidelines to submit to the SMT. Once approved by the SMT, Janet will consult with BM to ensure that the guidelines are acceptable, and fit for purpose.

### 2) Overtime pay rates

BM raised a query on behalf of one of UNISON's members regarding how the hourly overtime rate is calculated for staff who have opted to retain the 35 hour working week, as the rates quoted on the HR website ([http://www.ucl.ac.uk/hr/salary\\_scales/final\\_grades.php](http://www.ucl.ac.uk/hr/salary_scales/final_grades.php)) are based on a 36.5 hour working week, which

AS to clarify this point with the HR and payroll division and report back with the response.

### 3) Equal opportunities monitoring statistics

JP confirmed that the equal opportunities monitoring statistics relating to Library Services recruitment for the year 05 – 06 are currently being prepared and when they are complete, she will provide a breakdown of the statistics for BM.

### 4) New UNISON representative

BM informed JP that Grazia Manzotti is the new UNISON representative for Library Services medical sites; she and BM will share UNISON responsibilities.

## LSHTM Round-Up

An autumnal welcome to members at LSHTM. Since the implementation of new pay scales, we have had a number of queries about grading and appeals. We have arranged a Question and Answer and Updating session on which you are urged to attend. Why not approach non-member colleagues with the "Recruit for a Tenner" form and invite them along? The meeting is on Tuesday 14

November at 2pm : venue to be confirmed (there will be a poster in your internal mail).

The Project Team has met again to consider both recruitment and promotions procedures. When posts are advertised, the grade will be determined by a job evaluation process, with a panel consisting of union and management reps scoring a HERA-based form. These are similar to the Job Description Outlines (JDOs) used by a number of other institutions.

Prior to this policy being implemented, the School has been using an interim process to determine grades of new posts, and we have pursued some concerns about this.

On promotion, there will be two reviews per year. There will no longer be separate reviews for academic staff. When you apply for promotion you will need to complete a JDO, but there will be the option to request a HERA interview. UNISON is committed to assisting members with this process. Like the recruitment process, the panel will consist of both union and management scorers.

I would urge more members to attend the monthly general branch meetings and the Self-Organized Groups : I have often been in the embarrassing position of giving an LSHTM report with either one or two or no other members present. While we do have site meetings it is good to engage with the branch processes. I also find it is comparatively easy to access the venues which are used.

We are pleased to announce that Staff Development have agreed to fund a UNISON member and one member of the Personnel team to attend an Equality and Diversity Seminar in Liverpool on 13 and 14 November. Member Leroy Alade will be reporting back to the branch, writing an article in the newsletter, and reporting to the School via the Equal Opportunities Committee. We are hoping this will help to develop the Equal Opportunities agenda in partnership with the School.

UNISON has made a formal response to the School's proposal to change its name. The letter is reproduced below.

Dear Andy Haines and Wendy Surridge

The title of the School is well known in the field of academic research, teaching, and among stakeholders such as governments, NGOs, health services and funding bodies. Staff are highly dedicated and justly proud of its international reputation.

While UNISON recognises the constant need to attract stable and sustainable funding, we would question whether a name change is in itself an appropriate use of resources, given that the high level of reliance on soft funds often leads to precarious employment situations. Despite the archaic use of hygiene to mean public health, rather than the process of cleanliness in food outlets, hospitals, etc., the name has stood the test of time. Indeed the usage was probably considered archaic at the time the School was founded.

However, we would rather see concerted efforts made to lobby for stable and sufficient funding streams to help maintain stable employment patterns, study, teaching and research.

As you are aware, the Pay Framework has improved reward systems for many staff and we hope that the School will do its utmost to ensure there are the resources and commitment to build on this.

Yours sincerely  
Andre Burbidge/UNISON

# Regional Round-Up

## Union Learning Fund Conference 2006

This was the last ever Union Learning Fund Conference; from next year onwards, The newly-named Unionlearn will be the body which administers the Government-funded budget for trade union learning projects, etc.

Deputy General secretary Frances O'Grady opened the Conference, and the audience enjoyed the "ask the audience" style technology which enabled questions to be asked and an almost immediate statistical response shown on a screen.

Secretary of State Alan Johnston spoke of the connection between Socialism and learning in the Workplace. It was trade unions (the foundation of the Labour Party) which had raised issues of training and learning for workers in the early 20th century. His speech was met with a mixed response, especially when he broached the issue of his controversial Higher Education Bill.

The Conference offered a number of workshops, including "ULR's and their Impact", which concluded that the presence of ULR's in the workplace had led to a record number of Learning Agreements being signed by employers, as well as more union branches accessing funding from unionlearn to support local projects, and "The Union Climbing Frame", which introduced a resource being developed by unionlearn; this involves a mosaic-like chart, with an objective in the top cell of the mosaic, and various courses in cells below showing pathways to the objective. The idea is to offer a pictorial plan of action to those with Basic Skills (e.g. literacy or ESOL) needs. This is still a "work in progress".

## Whipps Cross Hospital Update

The unified membership has delivered the goal of the dispute - the implementation of the 2003 Agenda for Change local agreement. They have increased UNISON membership to nearly 100% amongst the cleaners, porters, catering and switchboard staff. They have maintained their unity and cohesion despite all the pressure and provocation from the employer.

The battle now is to get the contract brought back in house and send Initial Hospital Services (Rentokil) packing. UNISON has ensured that details of the successful outcome have been forwarded to all NHS Trusts where Initial have contracts.

Over £25,000 was raised from Branches across the union for the Hardship Fund. This Fund is now closed. Messages of support from Branches and other Trade Unions were forwarded to the Branch. The Whipps Cross settlement is the NHS Agenda for Change agreement.

## NUS demo against top-up fees

UNISON is supporting the NUS demo "Admission Impossible" on Sunday 29th October 2006, which is campaigning for

- no to soaring levels of student debt;
- no to any attempt to lift the cap;
- no to the marketisation of education;
- YES to free education and access for all.

The demo starts in Malet Street, London WC1, leaving at 12 noon, with assembly from 11am. Space has been allocated in the line up for trade unions. They anticipate a rally in Trafalgar Square to start at 2pm and finish no later than 4pm.

North London Cuba Solidarity Campaign presents a fundraiser -  
proceeds shared with the Colombia Solidarity Campaign

# Club Cuba

## Hot Latin and African sounds

### Saturday, Nov. 4th

### 8.00 - 11.30

Praxis Community Centre, Pott St, Bethnal Green  
Nearest tube: Bethnal Green. Buses: 8, 106, 253, 254, D6

## 8 - 9 Salsa and African dance class!

Tickets £6 in adv £8 on door  
enquiries [nlcsc@hotmail.com](mailto:nlcsc@hotmail.com)

The women's group meets the 2nd Wednesday of every month.

The group discusses equality issues related to women, e.g. maternity rights, equal pay, etc.

Next Meeting: Weds 8th November, 1-2pm

For further information please contact Women's Officer Carol Blackburn;

email: c.blackburn@ucl.ac.uk  
Phone: ext 46445



**Calling on all Lesbian, Gay, Bisexual and Transgender members.....**

If you are not "out" at work but would like to join an LGBT group, please send a note stating "LGBT" and give your contact details in the strictest of confidence to the UNISON Office in the internal mail. Address your post to "UCL UNISON/LGBT".

Or alternatively contact LGBT Officer Gerry Cummings: g.cummings@ucl.ac.uk



## **Black Members Group Re-Launch Weds 29th November, 9.00am Council Room Wilkins Building UCL**

**featuring  
Guest Speakers**

**Black Member's Officer and Secretary  
Urgently Needed**

The BMG are currently looking for Black or Ethnic Minority UNISON members to take up the roles of:-

Black Member's Officer

Black Member's Group Secretary

...to help with the group's meetings which usually take place once a month.

The meetings are a friendly, informal Forum to discuss any issues affecting Black and Ethnic Minority Staff.

Please contact Stephanie Smith if you are interested in either of these positions, or for venue details of BMG Re-launch.

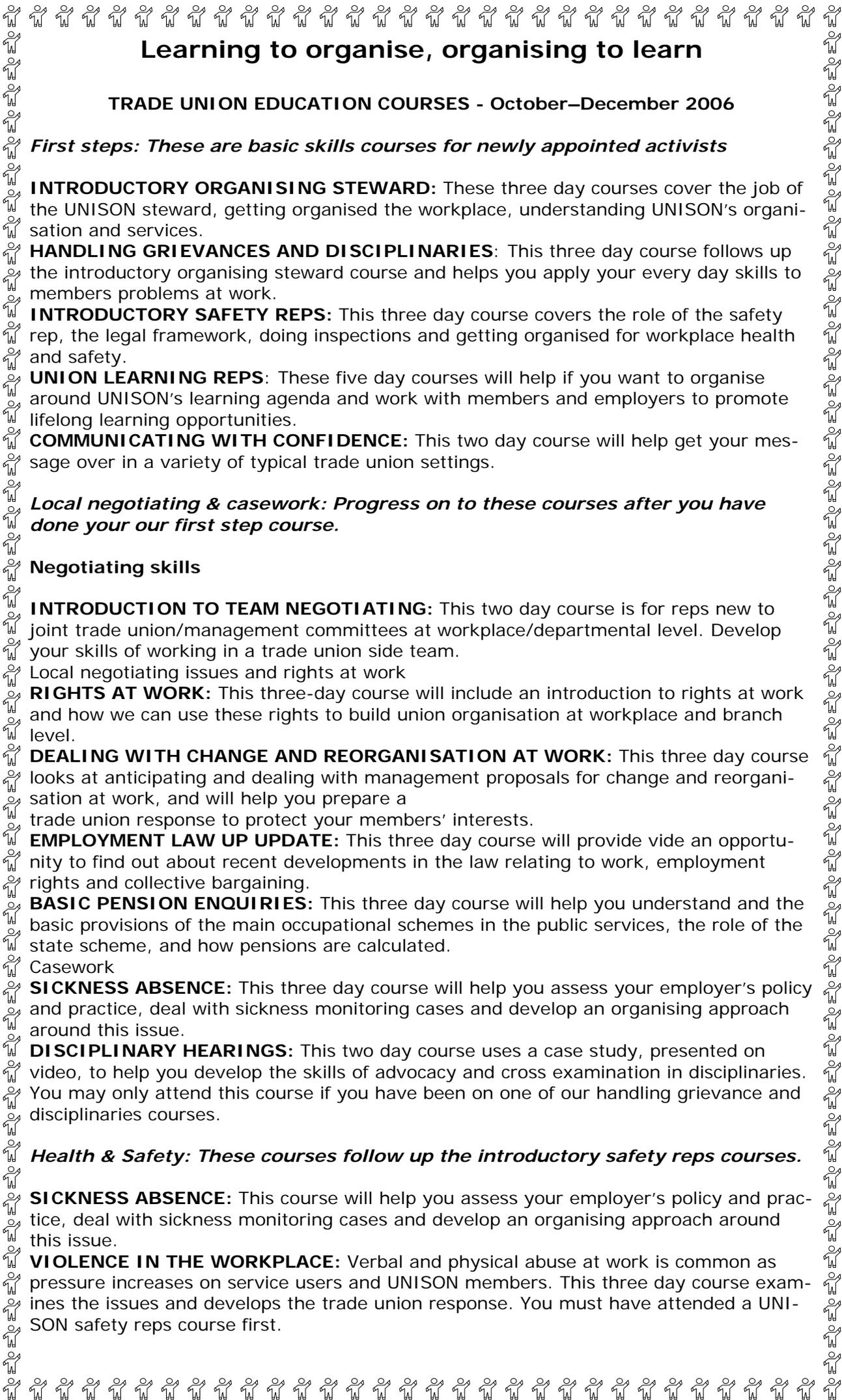
**Contact details:**

**Email:**

s.smith@public-health.ucl.ac.uk

**Telephone:**

Ext 45621



# Learning to organise, organising to learn

TRADE UNION EDUCATION COURSES - October–December 2006

*First steps: These are basic skills courses for newly appointed activists*

**INTRODUCTORY ORGANISING STEWARD:** These three day courses cover the job of the UNISON steward, getting organised the workplace, understanding UNISON's organisation and services.

**HANDLING GRIEVANCES AND DISCIPLINARIES:** This three day course follows up the introductory organising steward course and helps you apply your every day skills to members problems at work.

**INTRODUCTORY SAFETY REPS:** This three day course covers the role of the safety rep, the legal framework, doing inspections and getting organised for workplace health and safety.

**UNION LEARNING REPS:** These five day courses will help if you want to organise around UNISON's learning agenda and work with members and employers to promote lifelong learning opportunities.

**COMMUNICATING WITH CONFIDENCE:** This two day course will help get your message over in a variety of typical trade union settings.

*Local negotiating & casework: Progress on to these courses after you have done your our first step course.*

## Negotiating skills

**INTRODUCTION TO TEAM NEGOTIATING:** This two day course is for reps new to joint trade union/management committees at workplace/departmental level. Develop your skills of working in a trade union side team.

Local negotiating issues and rights at work

**RIGHTS AT WORK:** This three-day course will include an introduction to rights at work and how we can use these rights to build union organisation at workplace and branch level.

**DEALING WITH CHANGE AND REORGANISATION AT WORK:** This three day course looks at anticipating and dealing with management proposals for change and reorganisation at work, and will help you prepare a trade union response to protect your members' interests.

**EMPLOYMENT LAW UP UPDATE:** This three day course will provide vide an opportunity to find out about recent developments in the law relating to work, employment rights and collective bargaining.

**BASIC PENSION ENQUIRIES:** This three day course will help you understand and the basic provisions of the main occupational schemes in the public services, the role of the state scheme, and how pensions are calculated.

Casework

**SICKNESS ABSENCE:** This three day course will help you assess your employer's policy and practice, deal with sickness monitoring cases and develop an organising approach around this issue.

**DISCIPLINARY HEARINGS:** This two day course uses a case study, presented on video, to help you develop the skills of advocacy and cross examination in disciplinaries. You may only attend this course if you have been on one of our handling grievance and disciplinaries courses.

*Health & Safety: These courses follow up the introductory safety reps courses.*

**SICKNESS ABSENCE:** This course will help you assess your employer's policy and practice, deal with sickness monitoring cases and develop an organising approach around this issue.

**VIOLENCE IN THE WORKPLACE:** Verbal and physical abuse at work is common as pressure increases on service users and UNISON members. This three day course examines the issues and develops the trade union response. You must have attended a UNISON safety reps course first.

**STRESS IN THE WORKPLACE:** This three day course examines work-related causes of stress, and trade union strategies to get employers to take it seriously and do something about it. You must have attended a UNISON safety reps course first.

**RISK ASSESSMENTS:** This three day course will help work out what is a health and safety risk at work; how to do risk assessments; and how to get organised to make them effective. You must have attended a UNISON safety reps course first.

**HIV IN THE WORKPLACE:** This two day course aims to help understand: and: the facts about HIV/Aids; how discrimination can apply to HIV in the workplace; and how the amended Disability Discrimination Act will apply. It will help with the negotiation of workplace policies relating to HIV, especially covering confidentiality issues. Finally, it will look at international trade union responses to HIV/Aids.

***Equal opportunities: Courses to help develop equal opportunities at work and in the union.***

**HIV IN THE WORKPLACE:** see above.

**EQUALITY AND YOUR BRANCH:** This two day course, for branch equality officer, convenor of self-organised groups, and branch committee members, this course look at the equality agenda and helps develop branch organisation, bargaining and campaigning to try and achieve it.

**RACE AND SEX DISCRIMINATION:** This two day course will look at the legal definitions of race and sex discrimination and work out trade union strategies to deal with and try to prevent it happening at work.

***Organising & running your branch: For branch of officers and committee members with branch level responsibilities.***

**BRANCH ADMINISTRATION/BRANCH SECRETARIES:** This two day course is aimed especially at branch secretaries and will help with the organising and administration part of the job. It will focus on building the branch around the organising model. £30 branch fee.

**EQUALITY AND YOUR BRANCH:** see above.

**BRANCH EDUCATION:** Activist education and UNISON Lifelong learning are key to developing the all inclusive organising union. This course is for education co-ordinator and others who want to get the most for their branches from UNISON and TUC education.

**BRANCH LIFELONG LEARNING CO-ORDINATORS:** Branches with a number of union learning reps will want to try and co-ordinate their activities, keep them motivated and up to date with developments. This course is designed to help with this co-ordinating role; it will take place alongside the branch education co-ordinator course so as to facilitate some joint sessions.

**WEB PAGE DESIGN:** This three day course will help you put together a web page for your branch. It will use Front Page and the UNISON webpage template.

**END OF YEAR ACCOUNTS:** This is a one day surgery to assist branch treasurers with closing their end of year accounts. Participants may bring along their books and voucher for help and advice. This workshop is not a substitute for the two day treasurers course that we run every year.

**Lifelong learning:** Establishing a culture of learning in UNISON.

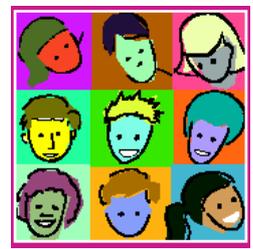
**TRAINING AND SUPPORTING UNION LEARNING REPS:** Five day courses at regional level provide an introduction to the role of the union learning rep. They offer additional opportunities to the many branch level courses that take place. Second stage age training courses for learning reps are now available for those representatives who want to improve their understanding and skills in the following areas: 1. Skills for life; 2. Dyslexia in the workplace and 3. Information, advice and guidance (IA IAG).

**BRANCH LIFELONG LEARNING CO-ORDINATORS:** see above.

**If you are interested in any of the above courses or would like to attend a course that it is not listed here, please get in touch with the Education Co-ordinator, Cristina Gardini, [c.gardini@ucl.ac.uk](mailto:c.gardini@ucl.ac.uk), 0207 679 4203.**



STRONGER IN UNISON



Open to UCL UNISON Branch Members Only (including LSHTM and RVC). Please note Branch Committee Members are excluded from this scheme

Recruit

A member

**Bonus Payment Claim Form**

This form must be completed in full for the recruitment incentive payments (any partially completed forms will be returned). Please complete in capital letters.

**Details of new member recruited**

F

M

Name .....

Address .....

Name of Department or workplace .....

Job .....

**2. Details of recruiter**

F

M

Name .....

Address .....

..... **Post Code** .....

Contact number or e-mail .....

Department or Workplace .....

Bonus Payment being claimed\*(please tick appropriate box)

£10 First member recruited

£5 for subsequent new recruit

**Confirmation Details**

(To be completed by Branch Officer not the recruiter)

I confirm that the above new member has been recruited to this branch by the recruiter named above and that a completed application form has accompanied this claim form.

Name .....Date.....

Branch Officer Position.....

Signature .....

Please Return this form together with the **completed** UNISON application form to your workplace rep , steward, Branch Officer or Stephanie Smith, Department of Epidemiology, 1-19 Torrington Place, WC1

\* Payment will be made after the first subscription is paid by the recruited member.

**NB: Branch Committee Members are not eligible to claim this bonus payment!**

# APPLICATION FORM *Join UNISON altogether a better union*

## 1. Your PERSONAL DETAILS

Please tick box below

Mrs	Ms	Miss	Mr	Other
-----	----	------	----	-------

First name	Other initial
------------	---------------

Surname/Family name	Date of birth
---------------------	---------------

Home address
--------------

National Insurance number (from your payslip)

<input type="text"/>									
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Please tick if you require materials in a different format (eg large print or Braille - Be sure to supply contact details below

Please give a telephone number/voice/text/email address for UNISON to contact you - indicate if work or home

Contact tel/voice/text/email
------------------------------

## 2. Your EMPLOYMENT DETAILS

Employer's name
-----------------

Your job title/occupation
---------------------------

Department/section
--------------------

Workplace name and address
----------------------------

Postcode

Payroll number (from your payslip)
------------------------------------

PLEASE RETURN YOUR COMPLETED FORM TO:

**Stephanie Smith, c/o Epidemiology,  
1-19 Torrington Place  
London WC1E6BT**

## 3. WHAT YOU PAY – CURRENT RATES

Please tick the appropriate box for your earnings before deductions.

### YOUR SUBSCRIPTION - WHAT YOU PAY

Weekly pay <input type="checkbox"/>	Annual pay <input type="checkbox"/>	per week <input type="checkbox"/>	per month <input type="checkbox"/>	Band
Up to £38.47 <input type="checkbox"/>	Up to £2,000 <input type="checkbox"/>	£0.30 <input type="checkbox"/>	£1.30 <input type="checkbox"/>	A
£38.48–£96.16 <input type="checkbox"/>	£2,001–£5,000 <input type="checkbox"/>	£0.81 <input type="checkbox"/>	£3.50 <input type="checkbox"/>	B
£96.17–£153.84 <input type="checkbox"/>	£5,001–£8,000 <input type="checkbox"/>	£1.22 <input type="checkbox"/>	£5.30 <input type="checkbox"/>	C
£153.85–£211.53 <input type="checkbox"/>	£8,001–£11,000 <input type="checkbox"/>	£1.52 <input type="checkbox"/>	£6.60 <input type="checkbox"/>	D
£211.54–£269.23 <input type="checkbox"/>	£11,001–£14,000 <input type="checkbox"/>	£1.81 <input type="checkbox"/>	£7.85 <input type="checkbox"/>	E
£269.24–£326.92 <input type="checkbox"/>	£14,001–£17,000 <input type="checkbox"/>	£2.24 <input type="checkbox"/>	£9.70 <input type="checkbox"/>	F
£326.93–£384.61 <input type="checkbox"/>	£17,001–£20,000 <input type="checkbox"/>	£2.65 <input type="checkbox"/>	£11.50 <input type="checkbox"/>	G
£384.62–£480.76 <input type="checkbox"/>	£20,001–£25,000 <input type="checkbox"/>	£3.23 <input type="checkbox"/>	£14.00 <input type="checkbox"/>	H
£480.77–£576.92 <input type="checkbox"/>	£25,001–£30,000 <input type="checkbox"/>	£3.98 <input type="checkbox"/>	£17.25 <input type="checkbox"/>	I
£576.93–£673.08 <input type="checkbox"/>	£30,001–£35,000 <input type="checkbox"/>	£4.68 <input type="checkbox"/>	£20.30 <input type="checkbox"/>	J
£673.08+ <input type="checkbox"/>	over £35,000 <input type="checkbox"/>	£5.19 <input type="checkbox"/>	£22.50 <input type="checkbox"/>	K

Please tick this box if you are a student member in full-time education (including student nurses or Modern Apprentices). Your subscription is £10 per

## 4. POLITICAL FUND

UNISON's **Affiliated Political Fund (APF)** is used to campaign for and promote UNISON policy and the need for quality public services within the Labour Party, locally and nationally, in Parliament and Europe. UNISON APF affiliates to the Labour Party.

UNISON's **General Political Fund (GPF)** is used to pay for campaigning at branch, regional and national levels of the union and for research and lobbying in Parliament and Europe. It is independent of support for any political party.

It is important that you indicate a choice of fund by ticking one of the boxes below. Your subscription shown above includes a political fund pay-

If you have been a member of a trade union before, please state which one:
--

The information provided by you shall be recorded by UNISON for statistical purposes and used for sending you UNISON publications, ballot forms and otherwise communicating with you. If you do **NOT** want any mailings from UNISON, besides those required by statute, please tick this box

To keep you fully informed of the services we arrange for members we want you to receive details of benefits offered by or in conjunction with UNISON's affinity partners. The affinity partners are organisations with close links to UNISON that share our ambition to provide you with the best possible range of benefits. Under the Data Protection legislation we can only disclose your details to our affinity partners with your explicit consent. Therefore if you **WANT** to receive details of the full range of benefits you **MUST** tick this box

## 5. YOUR AUTHORISATION

- I wish to join UNISON and accept its rules and constitution.
- I authorise deduction of UNISON subscriptions from my salary/wages at the rate determined by UNISON in accordance with its rules to be paid over to them on my behalf and
- I authorise my employer to provide information to UNISON to keep my records up to date
- I authorise deduction of the following Political Fund payment as part of my subscription: Tick one box only

**Affiliated Political Fund**

**General Political Fund**

Now please sign and date below.

Signature ..... Date.....

# WHO'S WHO IN UCL UNISON BRANCH

**Branch Officer Posts:**

- ★ Assistant Secretary Jane Ferrie jane@opublic-health.ucl.ac.uk
- ★ Black Members Officer (VACANT) unison@ucl.ac.uk
- ★ Chair Wendy Biggin w.biggin@ucl.ac.uk
- ★ Communications Officer Cinzia Polese unison@ucl.ac.uk
- ★ Disabilities officer Ann Tucker ann.tucker@ucl.ac.uk
- ★ Education officer Cristina Gardini c.gardini@ucl.ac.uk
- ★ Entertainments Alex Molade unison@ucl.ac.uk
- ★ Equality Sarah Alleemudder s.alleemudder@ucl.ac.uk
- ★ Health and safety Sam Atack s.atack@ucl.ac.uk
- ★ International Maria Cotera ucylmco@ucl.ac.uk
- ★ Manual Staff Coordinator Cleveland Davies unison@ucl.ac.uk
- ★ Membership Stephanie Smith s.smth@public-health.ucl.ac.uk
- ★ Minutes Andre Burbidge andre.burbidge@lshtm.ac.uk
- ★ Lesbian, Gay ,Bisexual and Transgender Gerry Cummings g.cummings@ucl.ac.uk
- ★ Retired Members Oliver Thomas unison@ucl.ac.uk
- ★ Recruitment Officer Alex Molade unison@ucl.ac.uk
- ★ Secretary Tom Silverlock t.silverlock@ucl.ac.uk
- ★ Treasurer Andre Burbidge see above
- ★ Vice-chair [VACANT]
- ★ Welfare Wendy Biggin see above
- ★ Women 's Carol Blackburn c.blackburn@ucl.ac.uk
- ★ Young person's [VACANT]

**Shop Stewards**

- ★ Porters/Post/Maintenance Rob Connell r.connell@ucl.ac.uk
- ★ Security Isaac Aresa unison@ucl.ac.uk
- ★ Security Lee Brooks unison@ucl.ac.uk
- ★ Security Martin Simukai unison@ucl.ac.uk
- ★ Refectory Cosme Santos unison@ucl.ac.uk
- ★ Refectory Comfort Asamani unison@ucl.ac.uk

- ★ Human Comm Science Sarah Alleemudder s.alleemudder@ucl.ac.uk
- ★ Library Services Bill Martin bill.martin@ucl.ac.uk
- ★ Library Services (Medical sites) Grazia Manzotti unison@ucl.ac.uk
- ★ Ramsay Catering staff Colum McDermott unison@ucl.ac.uk
- ★ Residences(joint) Yassin Benserghin y.benserghin@ucl.ac.uk
- ★ Residences (joint) Marcela( Tessie) Wanasen unison@ucl.ac.uk
- ★ LSHTM Andre Burbidge andre.burbidge@lshtm.ac.uk
- ★ Institute of Ophthalmology Laurance Dufaur l.dufaur@ucl.ac.uk

**Workplace Contacts:**

Institute of Orthopaedics Michele Pannaman m.pannaman@ucl.ac.uk

**Safety Reps**

- ★ Civil Engineering Marie Parker m.parker@ucl.ac.uk
- ★ Library Services Bill Martin bill.martin@ucl.ac.uk
- ★ Estates and Facilities Tom Silverlock see previous column
- ★ HCS Sarah Alleemudder see previous column
- ★ Residences Sam Atack see previous column
- ★ Residences Colum McDermott see previous column

**Acredited Learning Reps**

- ★ Sarah Alleemudder see previous column
- ★ Wendy Biggin see previous column
- ★ Cristina Gardini see previous column

**Delegates to Committee for Equal Opportunities**

- ★ Sarah Alleemudder see previous column
- ★ Carol Blackburn see previous column

**Health & Safety Co-ordinator**

- ★ Sam Atack See previous column

**HERA Reps**

Sarah Alleemudder, Andre Burbidge, Hazel Crossley, Jane Ferrie, Wendy Biggin, Maria Cotera, Marie Parker, Bill Savill, Rob Connell



**If you have any news or views you would like to see in UNI news, send them to: unison@ucl.ac.uk**

**Deadline for articles for next issue: 22nd November 2006**

**This newsletter is published by UCL UNISON**

**The views expressed in this newsletter are not necessarily those of the editors or UCL UNISON**



**Everybody needs a helping hand at work sometimes.**  
**Join UNISON — Britain's biggest union to get your voice heard. From negotiating better pay and conditions to supporting you in cases of disciplinary or grievance issues, advice on health and safety or education and training, your UNISON branch is there to help you. Joining UNISON gives you access to a great range of membership benefits and offers too.**  
**Join UNISON — altogether a better union.**  
**To Join contact your local UNISON rep, e-mail; unison@ucl.ac.uk or telephone 020 7679 4888 (internal extension 24888) leaving your name, department and contact details**  
**If you know someone who is interested in joining UNISON, please Pass UNI news or this slip on to them.**  
**Or call the UNISON recruitment hotline on 0800 70 70 77**