

## Bargaining Support **Negotiators' Toolkit** **Bargaining on pay**

**While most UNISON members negotiate pay nationally, a growing number of stewards and branch officers find themselves involved in negotiations with their employers on local pay and conditions.**

**Drawing up a claim, finding information and working out the figures can be confusing. This module will take you through the process step-by-step. Along the way, you can learn more about how to use spreadsheets to calculate your pay; do a survey to find out what your members want; use research and statistics to draw up a claim and evaluate an offer.**




### *Find out about pay in your organisation*

The first step in developing a pay claim is to get a picture of how things stand at the moment. That means looking at how many people are on what grade, with a breakdown by gender, part-time or full-time, and if possible race and disability. Find out the number of employees on each pay point and use that information to calculate the current pay bill. The Pay Calculator will help you work out different options for your claim, and what they will mean to your members.

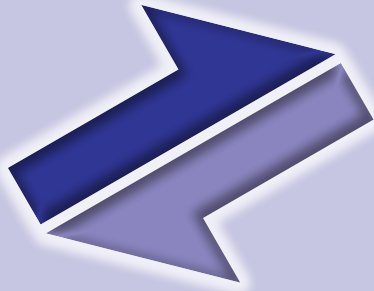
If you have a recognition agreement with your employer, you have a right to request information for collective bargaining purposes. Remember, it's important to get the number of "full-time equivalents" as this figure is crucial in calculating the value of a pay offer or claim. Your employer should also be able to provide information on earnings from overtime, standby and call out, productivity pay, unsocial hours payments and incremental progression.

Have a look at the pay calculator in your pack. At first glance it may look complicated, but it is fairly easy to use. All you need to do is fill in the white squares with the following information:

- The number of fulltime staff, part-time staff and finally full time equivalent (FTE) staff for each of the salary points.
- The current salary for each spinal point.
- The proposed % increase and the proposed flat rate increase (where applicable) as well as any minimum rate you want to achieve
- The basic working hours worked each week.



### *Use the pay calculator to see the effect of proposed pay claims & offers*



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### *Try out different combinations*

The pay calculator takes all this information and calculates how each variable would affect each pay point. Take a look along the columns to the right of "current year pay". You'll see there are columns which display the effect of a deal which includes a percentage increase and a flat rate. The next column allows you to compare a percentage increase or flat a rate. These comparisons can be very useful when there are a number of options on the table.

One way of determining what should be in your pay claim is to survey your members. A simple questionnaire will give you an accurate view of the issues that matter most to them. Involving members in the consultation will also show that the union is interested in their views and listening to them. Furthermore, by involving members in the negotiating process, you can build participation and help recruitment. To plan a membership survey, use the survey form included in this pack as a starting point and then tailor it to your needs.



### *Survey your members to find out what they want to achieve*



### *Draw up a claim to present the case for your members*

Once you know what members want and have gathered all the information together, use the model claim in your pack to draw up your claim. It has been designed to let you put in your own information, calculate pay comparisons and draw on local statistics. Notes attached to the model claim will explain what some of the key pay statistics mean and how to use them.

To evaluate an offer you need to have some understanding of the current economic conditions. For example, if RPI inflation is 4% and the offer is only a 3% pay rise, this is essentially a pay cut of 1% for members. You will also want to do look at how the offer affects different groups of your members. For more information on these issues take a look at the factsheet on 'Evaluating a pay offer' included in your pack.



### *Evaluate the offer from the employer*