



Bargaining Support **Negotiators' Toolkit** **Bargaining for recognition**

Most branches will already have agreements in place recognising the union for collective bargaining, but you may need to gain recognition for a new group of workers or strengthen an existing recognition agreement. This module will take you through the process of achieving recognition and negotiating a recognition agreement. It will give you:

- An understanding of the laws relating to recognition
- Tools to map your workplace and plan your strategy
- Model agreement to use as a basis for your own negotiations
- Information on where to find out more about recognition

*Start by finding
out what the
law says on
recognition*

Most trade unions are able to reach a voluntary agreement on recognition with their employers without using any legal procedures. Where this is not possible, workers have the right to apply to the Central Arbitration Committee (CAC) for statutory recognition. Your pack contains an overview of the law and a guide on how to use the CAC procedures to win statutory recognition. You can also download them at <http://www.unison.org.uk/acrobat/14215.pdf>. A list of resources is included in the guide to provide extra help and information on recognition.

Find out whether the union has an existing recognition agreement with your employer. Your regional organiser should be able to help. If you can't locate a hard copy, details of recognition agreements can be found on the Bargaining Information System (BIS). Details on how to access BIS are included in your pack.

*Find out whether
the union is
recognised
in your
workplace*

*Map your
branch
and target
unorganised
groups*

Whether you are seeking recognition for the first time or trying to strengthen an existing recognition agreement, you will need to map your workplace. A guide to branch mapping is included in your pack. You can get detailed, site by site information about your membership from the RMS Employers Report in BIS. Ask regional organising staff for help in running this report.

Once you have a clear map of your membership, target unorganised areas of your workplace and find out the workers' key concerns. Included in your pack is a simple questionnaire you can use to collect their views. This will help you identify the issues that you can organise and recruit around. A range of tools to help you organise and recruit can be found in the Branch Development and Organising Toolkit which can be downloaded at http://www.unison.org.uk/activists/doc_view.asp?did=1448



Bargaining Support **Negotiators' Toolkit** **Recognition continued...**




Plan a recruitment campaign

If you are seeking recognition for the first time, you will need at least 10% membership to make an application to the CAC and a much higher percentage if you want to convince your employer to grant you voluntary recognition. Use the guide in your pack on using the CAC procedure to take you through the steps to either voluntary or statutory recognition.

A good recognition agreement should contribute to positive working relations between union and management and provide effective procedures for dealing with problems and change. Your pack contains a guide to negotiating a recognition agreement, along with a model agreement for you to use as a starting point. You can also download it from http://www.unison.org.uk/bargaining/doc_view.asp?did=1048 Examples of recognition agreements in your sector or region can be found in BIS. Ask regional organising staff to help you access them.



Negotiate a recognition agreement



Negotiate time off for your stewards

Trade union workplace reps in recognised workplaces have a right to paid time off for trade union duties and training. It is very important that you negotiate enough time off to allow reps to carry out their union work effectively. It is a good idea to spread facility time as widely as possible to encourage more members to get involved in the union. A guide to negotiating time off for trade union duties is included in your negotiators' pack. It will give you step by step advice on negotiating a time off agreement. It includes a model agreement to use as a starting point. You can also download it from: <http://www.unison.org.uk/acrobat/14215.pdf>

It is important that you let UNISON know about any new or improved recognition agreement you reach with your employer. By sharing information with other branches you can help the union to spread best practice. The way to do this is to fill out the Bargaining Information System (BIS) questionnaire in your pack and return it, along with your agreement, to your Regional Organiser or send it to Bargaining Support.



Get your agreement on BIS