

Ensure council and school workers receive their pay rise in full

Branch checklist

If you are an activist or staff covering members with NJC employers, please read on.

A pay rise for council and school staff was negotiated nationally by the National Joint Council (NJC) for 2018-2020. But this agreement now needs to be implemented locally and it's UNISON activists like you that can make sure employers implement the deal in full.

What steps should you take to make sure your members get their pay rise in full? Here's a practical step by step guide for what you should do next.

Step-by-step guide to getting members their pay rise

1. Identify all members/employers entitled to NJC pay and conditions (ensure your membership records are up-to-date)
2. Make sure that you have an up-to-date version of your council's pay and grading structure, headcount and 'full time equivalent' staffing figures (by gender) for each scale point. (You will need to do this for each NJC employer covered by your branch).
3. Liaise with your Regional organising staff to establish an approach to your employer
4. Write to your employer to seek an initial meeting to discuss a timetable and arrangements for the assimilation process. Draw their attention to NJC advice that joint discussion should take place well in advance and reasonable facility time agreed
5. Identify your branch team to carry out the assimilation process and talk to GMB and Unite locally to get them involved.
6. Hold workplace meetings to tell members – and non-members – what will be happening. Make sure you have recruitment materials at each one!
7. Ensure that your branch has received the background materials [\[click here\]](#) Share out the reading! [\[click here\]](#).
8. Consult your Regional Organiser about your sign off arrangements
9. Agree consultation arrangements with members on the final proposals



Working with your employer

1. Agree arrangements and a timetable for carrying out the joint assimilation process and reaching a collective agreement. Use the NJC technical advice [\[click here\]](#) in local discussions.
2. Ensure that the branch has adequate facility time arrangements to participate in the process.
3. Identify local training and admin support needs and means of meeting them.
4. Encourage your employer to adopt the new NJC pay spine [\[click here\]](#) if they use a hybrid or local spine use the assimilation spreadsheet [\[click here\]](#) and the explanatory notes [\[click here\]](#).
5. Make it clear to your employer/s that UNISON will not accept partial implementation of the pay award or cuts to jobs and conditions to pay for it and will take all necessary steps, including industrial action, to ensure members receive the full award.

If things go wrong

1. Make sure that your Regional Organiser is involved from the start and is aware of any difficulties.
2. Make sure the branch or your Regional Organiser contacts the Local Government section immediately if it appears that your employer does not want to implement the full award, use the new NJC pay spine [\[click here\]](#) or carry out the assimilation exercise.
3. Keep members informed.
4. Discuss options for opposing employer plans to avoid full implementation or cut jobs and conditions to pay for it with members.
5. Prepare employer and membership records for further consultation and a possible industrial action ballot.

