# How to have an effective branch

## Tutors’ notes

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## Introduction

This is the new reps training course for 2022 which is designed to be run either online or face to face as a short bite size course. The course can be run for one branch or representatives of different branches.

## How these notes work

There are 4 core resources associated with the course:

1. The PowerPoint presentation, which includes visual aids, but also maintains the structure/order of the course
2. The participant’s workbook, which covers logistics, background information and activity sheets
3. The tutor’s notes which explain the activities, suggest discussion-prompts, give (loose) timings, and ‘index’ the other resources, tying the whole thing together. The words in red are the changes from online and face to face delivery.
4. As tutors who’ve committed to delivering this course, we would suggest a small amount of preparation time ahead of the course to ensure you’re familiar with the session, activities and tutor instruction.

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| **Session** | **Slide no/WB page** | **Notes** | Resources |
| **Preparation** |  | **Have the PowerPoint presentation open have with printed workbooks ready to handout.** | **PowerPoint and workbook** **Name cards, pens**  |
| **Welcome**5-10 mins |  No Slide  | * It depends on how you are using this course; it could be delivered as part of a branch meeting where no introductions are needed but if it is being used as a stand-alone course then it best that to get everyone to introduce themselves and to say if they have a current role in their branch.
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| **Workbook Learning outcomes**Introductions and objectives  | Slide 1-2/p1 | * Introduce tutor here if stand-alone course.
* Pronoun to be mentioned
* Go over housekeeping: muting mics until speaking and trying to not talk over people if online

Go through learning outcomes page 1/slide 2* To understand the role of the branch
* To understand the roles within a branch
* To be able to recruit members to be reps
* To be able to structure a branch
* To be able to engage members

Interactive course and reps are encouraged to discuss, raise items and participate in the course |  |
| **Activity A**15 mins | Slides 3-5/p1 | * **What are the duties of a branch?**

Briefly explain that the union rules place duties on every branch what do the reps think those are Use the Jamboard to write the responses use a flip chart face to face**Slide 4 & 5 go through what the rulebook says*** to maintain and /or improve the conditions of employment of Branch members and the relations between them and their employers
* to promote the policy of the Branch as agreed at a Delegate Conference or general meeting of the Branch
* to further the objects of the Union
* to carry out the policies of the Union
* to protect and promote the interests of its members
* to recruit and maintain membership
* to keep members informed of all matters advised by the National Executive Committee
* to consult with the appropriate members body who may be affected by any proposals concerning pensions in payment
* to hold an Annual or Biennial Delegate conference
 | Use Jamboard or flipchart |
| **Activity B**15 mins | Slide 6-7/p2 | **Activity B: What are the roles within a branch**With this exercise we want reps to think about the roles there are and if their branch has them. Using the chat function for them to put them up or flipchart to record them.As the exercise progresses the tutor can add to the discussion by asking if the branch has that role or who does this task in your branch.**Slide 7 has the roles in the handbook.** Explain that with the new database there will a cleaning up of the rep titles to make them clear.  | Chat function or flipchart |
| **Activity C**15 mins | Slide 8/p3 | **Activity C: Which roles have legal standing**Discuss as a big group the following: What roles have legislation that requires an employer to recognise and give paid time off for?Does your recognition agreement have any variations to the legal minimums?What are the minimum roles that need to be filled in a branch?We are looking for them to say the following:Rep/Case handler (Discuss what would a reasonable number of reps?)H&S Rep Union learning Rep (ULR) |  |
| **Activity D**15 mins | Slide 9/p3 | **Activity D: Who needs to be on a branch committee?**In a big group discuss who you would have on your branch committee?Think about the following:* Consultation
* Reporting
* Recruitment
* Campaigning

Ask them to look at the four bullet points and see which roles cover these points. Other points maybe to add to the discussion would be:* Who checks policy changes?
* How would you deal with split sites?
* How would you deal with home workers?

To sum up the discussion ask how your committee looks compared to this? |  |
| **Who would make a good rep?**10mins | Slide 10/p4 | **Who would make a good rep?**Who would make a good rep?* They are interested in getting involved with the branch
* They agree with beliefs and values of the trade union
* They are listened to and respected by colleagues
* They have a particular skill or passion for the role
* They are willing to devote time to the role

We are always conscious that reps are volunteers. Some can give a little, others can give a lot. Each person must find their own boundaries. But to most people, the role of a local representative includes one or more of the following elements:**Advice:** not necessarily able to answer all the questions, but knowing where to look for the answers.**Representation and advocacy**: standing by a member’s side or speaking on their behalf.**Negotiation**: helping to improve local working conditions.**Liaison and consultation**: passing information upwards, downwards and sideways; representing members’ views to management.**Organisation**: organising the branch, strengthening its position in the workplace.**Democracy**: representing members’ views in developing the union’s policies. |  |
| **Useful links**5mins | Slide 11/p4 | **Useful links** [Course resources – Prospect | Prospect](https://prospect.org.uk/course-resources/?s=branch%20health%20check&f=all) where the branch development template and the branch health check[Rep's and negotiator's guides (prospect.org.uk)](https://members.prospect.org.uk/resources/guides-factcards/guides) including the guide to being treasurer and the reps handbook |  |
| **Any questions** | Slide 12 | **Take any questions and advertise about the other short courses** How to take minutes at a meetingHow to have an effective union meetingHow to give an effective speech (public Speaking)How to write an effective motion?? Idea for the future?? |  |
|  |  | * End of training
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## Tutor Notes/Course Structure