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CWU Making Learning Work 20 - 21 November 2007 – Trish Lavelle
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## LETTERS TO BRANCHES (continued)

<b>847</b>	26/09/07	New Communications Tool – Screen Surrounds Launch – 26th September 2007 – Glynis Winstein
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## GENERAL

**479**

### **Equality & Diversity Mandatory Training for Branch Officials – South West**

In line with conference policy, we now require branches to submit applications for the following mandatory Equality & Diversity courses being held in the South West region:

**Monday 5th November** – Gloucester

**Tuesday 6th November** – Gloucester

Further dates and venues for other regions will be published in due course.

Nominations should be made on an application form for union courses and returned as soon as possible to **Trish Lavelle**, Head of Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; email: **mtodd@cwu.org**

**480**

### **Union Skills I Course**

The Communication Workers Union has organised a Union Skills I course, to be held at the union's Education & Training Centre at Alvescot Lodge. All courses held at Alvescot Lodge are accredited with the National Open College Network. This is a fully integrated course.

The course will be held from **18 – 22 February 2008** and the closing date for nominations is **3rd January 2008**.

The Linked Education Programme is designed to encourage members to become more active in the union. It is open to all members of the CWU, but is particularly aimed at new activists.

We particularly encourage branches to nominate women, ethnic minorities, people with disabilities and young members who are often under-represented on the CWU Education and Training Programme.

All members of the union who wish to have a working knowledge of the wider trade union and Labour movement would benefit from attending the Linked Education Programme. The courses are called 'Linked Education' because the programme comprises three distinct but connected courses, each of one week duration. It begins with the Union Skills I, followed by the Union Skills II and concludes with Union Skills III. The three parts of the course are completely self-contained, but there

are real educational benefits in completing all three parts of the programme in a year or eighteen months.

Union Skills courses attract special leave with pay. For Postal Branches, please refer to LTB No. 096/07, issued 5th February 2007.

All courses at Alvescot are residential. The cost of tuition, food and accommodation will be met from the General Fund. Branches requiring financial assistance from the General Fund to enable them to send students to the course must submit the request with the nomination, to enable the Trustees to consider the request in time.

The Education Centre can offer child-minding facilities for a maximum of three under school age children at any one time. If any applicant from your branch would like child-minding facilities, can you please advise the age and sex of the child on the application form. Further information on the child-minding arrangements will then be sent to successful applicants.

Those nominees who are Committee Members, Branch Representatives or Branch Officers are entitled to leave with pay.

Nominations should be made on the form for Education Courses, and returned to Alvescot Lodge by the closing date shown. If you nominate more than one member (a maximum of two please), indicate the order of preference if necessary and please apply for only one course at a time. If a member is refused a place, due to oversubscription, then indicate this on a subsequent application for another date.

Application forms should be addressed to **Trish Lavelle**, Head of Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; email: **mtodd@cwu.org**

**481**

### **Union Skills II Course**

The Communication Workers Union has organised a Union Skills II Course, to be held at the union's Education & Training Centre at Alvescot Lodge. All courses held at Alvescot Lodge are accredited with the National Open College Network. This is a fully integrated course.

The course will be held from **28 January – 1 February 2008** and the closing date for nominations is **13th December 2007**.

Application forms should be addressed to **Trish Lavelle**, Head of Education & Training, CWU Education & Training Centre, Alvescot

Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; email: **mtodd@cwu.org**

**482**

### **Union Skills III Course**

The Communication Workers Union has organised a Union Skills III course, to be held at the union's Education & Training Centre at Alvescot Lodge. All courses held at Alvescot Lodge are accredited with the National Open College Network. This is a fully integrated course.

The course will be held from **25 – 29 February 2008** and the closing date for nominations is **10th January 2008**.

Only members who have attended a Union Skills I/Induction and a Union Skills II course are eligible for nomination.

Application forms should be addressed to **Trish Lavelle**, Head of Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; email: **mtodd@cwu.org**

**483**

### **Health & Safety Stage I Course**

A Health and Safety Stage I course has been organised to be held at the Education and Training Centre at Alvescot Lodge. All courses held at Alvescot Lodge are accredited with the National Open College Network. This is a fully integrated course.

The course will be held from **4 – 8 February 2008** and the closing date for nominations is **13th December 2007**.

Application forms should be returned to **Trish Lavelle**, Head of Education & Training, CWU Education & Training Centre, Alvescot Lodge, Alvescot, Bampton, Oxon OX18 2PY. Telephone: **01993 843373**; Fax: **01993 840960**; email: **mtodd@cwu.org**

## EQUAL OPPORTUNITIES

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### **Harassment Complaints Database: Union Policy**

Branches are again reminded of the need to fill in the Harassment Complaints Database (HCD) Forms, as illustrated in LTB 450/04.

Please ensure that all reps have a copy of LTB 450/04 as it contains useful guidance as well as the form itself. Branches may also find LTB

289/04 useful which contains information on the Harassment Helpline and the Harassment Advice Network as well as the HCD. The completion of the HCD forms is part of our agreement with the Equal Opportunities Commission and is, therefore, CWU policy (the full agreement can be found in LTB 292/04).

The Equal Opportunities Commission has raised concerns with us regarding the completion rate, which we need to address, otherwise we will fall foul of the agreement. Therefore, please ensure that any complaint raised with branch reps by members that involves possible harassment should be notified to HQ via these forms.

We appreciate that this will add to an already busy work schedule for those reps that have the responsibility for completing them, but there is no scope for non-compliance. We must accept that this will become an accepted culture in terms of harassment reporting.

The data that will come through to HQ will be vital in enabling us to analyse and identify any obvious patterns where problems exist. We extend our appreciation to all those branches already complying with the policy and look forward to the co-operation of all branches in this matter.

Any enquiries regarding this paragraph please contact **Michèle Emerson** at CWU HQ, 150 The Broadway, Wimbledon, London SW19 1RX.

#### 485

##### **Mandatory Equality & Diversity Training**

Branch secretaries are requested to ensure that any person in their branch who has CWU rep responsibilities and has not yet completed their mandatory Equality & Diversity training are enrolled in the courses that are planned throughout the regions in the forthcoming months.

All reps must do the training – this includes divisional reps, area reps, unit reps and branch officers. For clarification on dates please contact your regional secretary.

The training has been running now for over three years and there are still a substantial number of reps who have not completed the training. Your co-operation in this matter is greatly appreciated.

Equal Opportunities Department.

#### EVENTS BULLETIN

**October 2007 – June 2008: The London Socialist Film Co-op.** There will be a number of films showing the second Sunday of every month. Film(s) includes *La Última Cena/The Last Supper* all showing Sunday 14 October 2007. Tomás Gutiérrez Alea is best known for his *Memories of Underdevelopment*. The *Last Supper* is unfairly neglected, made during the height of 'the cold war', showing a Cuba that was unknown and a history that was of little interest to audiences of that time. Discussion led by Michael Chanan, Professor of Film and

Video at Roehampton University, London, Jacqui McKenzie, Caribbean Labour Solidarity, Dionne Walker and many more. All enquiries please phone **020 7278 5764** or **www.socialistfilm.blogspot.com**

##### **Thursday 4 October 2007: Employment Law Update – Fairness at Work.** 9.30

- 4.15pm at the UCU Conference Centre, Britannia Street, London WC1. This is the third IER annual conference organised in association with the TUC and Old Square Chambers. The conference is timed to coincide with the introduction of new legislation due to come in to force on 1st October. The aim is ensure trade union representatives are kept up to date and well informed about developments in employment law. Cost IER subscribers and members £75, Trade Unions £90 and Commercial £220. For more information contact the **IER** on **0151 702 6925** or email **office@ier.org.uk**

##### **Monday 8th October 2007: Eastern Regional Retired Members' Committee Meeting.**

To be held in Community, Swinton House, 324 Gray's Inn Road, London WC1X 8D at 11am. For more information contact **Nobby Clark** Eastern Region Retired Members Secretary on **07713 155575**.

##### **Monday 8 October 2007: Organising in the UK and Beyond.** 10:30 to 16:00.

To be held at the TUC Congress House, Great Russell Street. On October 8 the TUC will host a one-day free seminar exploring how well unions in the UK have grasped the organising agenda. A key focus of the seminar will be the work that unions have done to build practical organising alliances with unions in Europe and beyond. For more information contact Paul Nowak: **pnowak@tuc.org.uk** or Alison McGarry: **amcgarry@tuc.org.uk**

##### **Tuesday 9th October 2007: Retired Members' Advisory Committee.**

The next Retired Members' Advisory Committee will take place in Room 1 at CWU HQ commencing at 1.30pm.

##### **Friday 12 October 2007 – Sunday 14 October 2007: National Youth Education Event 2007.**

The National Youth Education Event is the primary youth event run by the CWU. It brings together young (under the age of 30) activists over the course of a weekend in which they gain knowledge, skills and confidence about their role in the union and the union's work in general. For more information contact **Jo Thair** on **jthair@cwu.org** or **020 8971 7487**.

##### **Saturday 13th October: CWU Lesbian, Gay, Bisexual and Transgender Conference.**

Will be held in the Best Western Wellington Park Hotel, 21 Malone Road, Belfast BT9 6RU. There will be a social function the night before (exact

venue to be confirmed) which all delegates, observers and visitors are encouraged to attend. Further information can be obtained from the **Equal Opportunities Department** or **dgittens@cwu.org**

##### **Wednesday 17th October 2007: National Pensioners Convention Eastern Region Meeting.**

will be held at Moreton Community Centre, Symonds Road, Bury St Edmunds Suffolk at 1pm. For more information contact **Nobby Clark** Eastern Region Retired Members Secretary on **07713 155575**.

##### **Wednesday 17 October 2007: A Minimum Social Wage: the 2007 TUC Poverty Conference.**

11:00 to 16:30. To be held at Congress House. On 17 October, the International Day for the Eradication of Poverty, the network of TUC Unemployed Workers' Centres will host the 2007 TUC Poverty Conference. The theme is 'A Minimum Social Wage', and we will be developing minimum demands for benefit levels, social housing and social services. For more information contact Emma Richards **020 7467 1258**, you can download a booking form from **http://www.tuc.org.uk/extras/minimumwageform.pdf**

##### **Thursday 18 October 2007: A Rally for Trade Union Freedom and Against Inequality.**

The Joseph Rowntree Foundation published a report into poverty on 17 July 2007 showing that inequality between rich and poor has now reached levels not seen in Britain for 40 years. A second report, published simultaneously, found that the public thinks the gap between rich and poor is too large. This is an issue relevant to trade union freedom. Unions are a force for good in dealing with such inequality and unionised workers are generally not those who suffer most from low pay. The United Campaign is looking to encourage TUC and others to support the rally and of course we need much support from members and activists. There is a lot more to do to make even union members aware that trade unions are trussed up by laws in the UK that are unlawful by long standing basic international standards. And we have to go on to ensure that trade unions are free to perform their essential functions to help those who are suffering inequality. Twenty four national unions support the United Campaign and we have many regions, branches and trades councils and individual supporters too. We need your support. Visit our website **www.unitedcampaign.org.uk** for more information or contact us at **info@unitedcampaign.org.uk**

##### **Tuesday 23 October 2007: Greening the Workplace: The Role of Trade Unions Seminar.**

1.30pm – 4.15pm. To be held at the UCU Conference Centre, Britannia Street, London WC1. Climate change is most definitely a union issue. Workplaces burn energy, consume resources and generate

waste. Industry alone is responsible for over half of carbon dioxide emissions increasing the greenhouse effect every year. Speakers include: Paul Hampton, Research Writer at the Labour Research Department; Carolyn Jones, Director of the IER since its inception in 1989; Caroline Morley, Green Workplaces Project Leader at the TUC; Penny Morley, Researcher at the TGWU and Chair of the Working Level of TUSDAC and Nigel Morter, lecturer in Environmental issues at London Metropolitan University. For more information contact the **IER** on **0151 702 6925** or **office@ier.org.uk** or visit **www.ier.org.uk**

**Wednesday 24th October 2007: National Pensioners Convention.** National Rally & Lobby of Parliament for Pensioners' Rights at Central Hall, Westminster, 12noon. Speakers include: Kate Hoey, MP; Kelvin Hopkins, MP; Joe Harris, NPC; Tony Kearns, CWU; Mark Serwotka, PCS; Richard Ascough, GMB; Prof Peter Millard; Sue Bott, National Campaign for Independent Living and Hilary Fisher, End Child Poverty. Lobby of Parliament at 3pm room 16, Houses of Parliament. All CWU supported MPs invited. Further more information contact **Brian Lee/Ron Cooper**, London Regional Office, 31-41 Dallington St London EC1V 0BB.

**Friday 26 Oct 2007: TUC Work In Freedom Conference.** Time 09:30 to 17:00. Location Congress House, Great Russell Street, London WC1B 3LS. Cost £20 (includes lunch

and documentation). A TUC conference to commemorate bicentenary of the abolition of the slave trade 25 March 2007 marked 200 years – to the day – that a Parliamentary Bill was passed to abolish the slave trade in the then British Empire. This Act outlawed the slave trade throughout the former British Empire and made it illegal for British ships to be involved in the trade. Contributions at the conference will be made by speakers from Africa, American and the Caribbean and the UK. A number of workshops will be organised on: Capitalism, Slavery & Abolition; Slavery, legacy and Education; Forced Labour and the Olympics; Black Women & Slavery; Forced labour & Domestic Workers and Trafficking. The conference will highlight the role that slavery had as a system of forced labour and the legacy that is left today with racism and exclusion in the labour market. The conference will also discuss modern day slavery, forced labour and exploitation of workers in the UK and internationally. Register interest or request more information with Wilf Sullivan – **wsullivan@tuc.org.uk** or Carol Ferguson – **cferguson@tuc.org.uk**

**Wednesday 5 December 2007: Update on Equality Law – Are we Catching Up?** While we have travelled a long way in terms of equalities legislation recent reads. The complexity of discrimination legislation still make it very difficult to tackle the deep

issues of inequality in the workplace. The conference will be of interest to trade unionists, employment lawyers, academics and students. Cost IER subscribers and members £75, Trade Unions £90 and Commercial £220. For more information contact the **IER** on **0151 702 6925** or email **office@ier.org.uk**

**Tuesday 11 December 2007: Plain English Day.** Organised by the Plain English Campaign, promoting the use of clear language in government departments, local councils and business. For more information contact the **Plain English Campaign**, PO Box 3, New Mills, High Peak SK22 4QP. Phone: **01663 744409** Fax: **01663 747038** Email: **info@plainenglish.co.uk**

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If you have anything for the events bulletin page please send your contribution to:

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Wimbledon SW19 1RX  
Tel: **020 8971 7497**  
Email: **mmurray@cwu.org**

*Details must arrive nine days before publication and must include a contact phone number, brief summary of the event, email and website address. Listings are free, but inclusion is not guaranteed.*