

EQUALITY, EDUCATION & DEVELOPMENT DEPARTMENT




# EQUALITY LEADS STRUCTURE

*A new way of working and engaging*



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 The Communications Union

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# Foreword

Redesign has introduced a number of significant changes to our representative structures and our approach on equality work. We now have four NEC Equality Leads with full voting powers and four Regional Equality Lead positions in each region – totalling 40 new regional equality leadership positions nationwide.

In addition the role of Assistant Regional Secretaries has been re-clarified, expanding the role to lead on equality work with the region and act as a lead representative for Regional Equality Sub Committees.

In light of these changes, it has now become timely and necessary to re-affirm and provide clarity on the new equality lead structure and how Equality Leads/Officers, Assistant Regional Secretaries and the Equality, Education and Development department work and engage with each other moving forward.

For the purposes of visibility and transparency, the following model framework has been produced to provide a guide to help Equality Leads and potential Equality leads understand the duties and arrangements for each role and how the structure acts as an apparatus and mechanism to encourage trade union participation, support and personal development.

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# Equality lead structure



# Equality Core Objectives

1. To promote and actively campaign on CWU Equality, Education and Development policies.
2. To encourage CWU representatives and members from under-represented groups to take a more active part in branch affairs, the union in general, as well as political issues affecting the subject matter of our equality priorities.
3. To encourage CWU members from under-represented groups to become union activists and actively participate in CWU training and Education.
4. To report and raise equality matters with the respective committees.
5. To deal with equality issues and to pursue them through the equality lead structure and mainstream union structure.



# ***NEC Equality Leads: Main Duties***

1. To work under the direction of the EED dept. and NEC to oversee all equality work within the Regions.
2. To support the development of the union's equality work within the wider trade union movement, including building stronger alliances.
3. To support the development and delivery of the union's equality strategy and communication and engagement strategy.
4. To assist with implementing conference policies.
5. To support and work with Assistant Regional Secretaries and Regional Equality Leads.



# ***NEC Equality Leads: Meeting Arrangements***

1. To attend NEC meetings 7 times a year.
2. To attend and chair (on rotation) EED joint Equality Leads Meetings.
3. To attend Regular NEC Equality Lead meetings with the EED dept.
4. To attend biennial CWU national 2 day equality event and Equality day at conference.
5. To participate in TUC/Labour Party/ UNI equality meetings where required (Includes: report back).





# ***Assistant Regional Secretaries: Main Duties***

1. To work under the direction of the EED dept, NEC Equality Leads and Regional Committee.
2. To lead and be responsible for developing and delivering equality policies, aims and objectives relevant to the regional equality sub committee.
3. To liaise with the relevant CWU National, regional and branch representatives as appropriate.
4. To be responsible for dealing with all correspondence relevant to the regional equality sub-committee.
5. To prepare the agenda and minutes of the regional equality sub-committee and circulate them to:
  - Members of the regional equality sub committee
  - NEC equality Lead,
  - Equality, education and development department,
  - Regional secretary, and
  - Branch secretaries.

(Some regions may agree to delegate this work to Regional Equality Leads as a development opportunity, in which case Assistant Regional Secretaries will oversee that this work is completed).

# ***Assistant Regional Secretaries: Meeting Arrangements***

1. To attend regional executive committee meetings, 4 times a year.
2. To attend regional committees, 4 times a year, of which 1 will be a regional conference.
3. To attend regional equality sub-committee meetings, 4 times a year.
4. To attend EED joint Equality Leads Meetings.



# ***Regional Equality Leads: Main Duties***

1. To work under the direction of the Assistant Regional Secretaries and oversee all equality work with branches.
2. To support the development of the union's equality work within the wider trade union movement - TUC,/Labour Party regional equality structures and building alliances – NGO's
3. To support the development and delivery of the union's Equality, Education and Development Strategy and Communication and Engagement strategy.
4. To support and work with Branch Equality Officers to implement strategies.
5. To develop regional equality priorities and equality campaigns that support the general strategies of the union.
6. To ensure regional biennial development plans include equality objectives.
7. To liaise with the relevant CWU National, regional and branch representatives, as appropriate.

# ***Regional Equality Leads: Meeting Arrangements***

1. To attend regional sub-equality committee meetings, 4 times a year.
2. To attend regional executive committee meetings, 4 times a year.
3. To attend regional committee meetings, 4 times a year, of which 1 will be a regional conference.
4. To attend EED joint Equality Leads Meetings.



# ***Branch Equality Officers (Women's Officer, BAME Officer, Equality Officer): Main Duties***

1. To work under the direction of the Regional Equality Leads and oversee all Equality work within their pertaining branch and workplaces.
2. The Branch Equality Officer will liaise with the relevant CWU National, Regional, branch representatives and lay members as appropriate, and act as a point of contact where necessary.
3. To support the development of the union's equality work within the wider trade union movement, including building alliances with organisations that share the same values and interests as the union at a local level.
4. To support and have a leading role within the branch on the development and delivery of the union's Equality, Education and Development and communication and engagement Strategy, including delivering the priorities of the Regional Equality Sub-Committee.
5. The Branch Equality Officer's shall prepare a branch report that shall be placed before the branch committee meeting.
6. The branch Equality Officer shall prepare an annual report on behalf of the branch that shall be placed before the branch AGM.

# ***Branch Equality Officers (Women's Officer, BAME Officer, Equality Officer): Meeting Arrangements***

1. To attend Regional Equality Sub-Committee meetings, 4 times a year.
2. To attend Branch meetings and (if in situ) sub branch equality committee meetings as appropriate.
3. To attend Branch Annual General Meetings.
4. To maintain regular communication with the membership by attending ad hoc workplace union meetings.
5. Encouraged to attend regional and national equality events, including CWU biannual equality day and the dept's 2 day equality event.





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