



PUBLIC SERVICE EXECUTIVE UNION

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BC051/17

DIVERSITY SURVEY – ORGANISATION OF UNION MEETINGS

25 October 2017

Dear Branch Secretary,

An issue that arose from our survey of Union members on Diversity & Equality issues was that there seems to be a significant lack of knowledge amongst members on:

- *the timing of meetings,*
- *the suitability of locations and times at which meetings are held,*
- *the notification of meetings to members.*

Issues also identified include, a lack of knowledge amongst members as to who their representative actually is or how to find out who it is.

The Union's Diversity Committee considered these issues at a recent meeting.

The Committee believe that in organising meetings, Branch Committees should consider the following issues, to not only encourage members to attend their Branch meetings but also to try to overcome any impediments to their attendance:

- *In addition to the more formal papers, which need to be distributed, consider producing posters and fliers to remind members of the date, venue and importance of the Annual General Meetings or other meetings of members;*
- *Consider including the name of the local representative for a building or work location in every meeting notification and not just that of the Branch Secretary. Perhaps the invitations to attend a meeting which issues in a workplace should be over the signature of the local workplace representative;*
- *Check that the time and date do not clash with some other function or occasion which might affect the attendance;*
- *Consider provision of refreshments before the meeting and/or holding a social event afterwards;*
- *Invite a guest speaker on a topic of interest;*
- *Make sure reports and contributions build around members' concerns and interests;*
- *Ensure full disabled access to the meeting;*
- *Ensure the venue is easily accessible by public transport and let people know how to get there;*
- *Ensure the venue is not off putting to any groups of members, for example some members may not feel comfortable meeting in a pub;*

- *Find out what time and venue is most convenient for members - this may mean holding a series of meetings at different times and locations and then aggregating the votes from the different meetings. Consider rotating the venues used for meetings;*
- *Consider having a time at which the meeting will close. This will enable members to better plan their participation. In so far as possible the time of closure should be adhered to, as this will encourage greater attendance at meetings and may mean members will not leave the meetings before they conclude;*
- *Where possible, make arrangements for members with caring commitments;*
- *Where possible, take account of people's working patterns in deciding on the timing of meetings;*
- *Coordinate transport if a group of members needs to travel to a location.*

The Diversity Committee hope that the above guidance will prove useful to Branches and their members.

Yours sincerely,



Billy Hannigan
Deputy General Secretary

**TO: Each Branch Secretary
Executive Committee
Standing Orders Committee
HQ Staff**