

Ideas for actions...

...in your first month

This checklist is just to provide you with some ideas about what you might want to think about in your role as Equality Officer.

It is not however an exhaustive list!

Do keep us informed about any ideas you have, campaigns you run or initiatives you undertake.

Your role is yours to interpret how you wish – but the below list is a good place to start!

Ask yourself...	If not, here are some ideas....	TICK!
Does everyone in your Branch know you are the Equalities Officer?	Ask your Branch Secretary to tell all branch members that you are the Equalities Officer! You could write a couple of paragraphs about who you are and why you are interested in Equalities that should be included in a branch email / newsletter.	
Is 'Equality' on every branch meeting agenda?	Ask the Branch Secretary to put 'Equalities' on all branch meeting agendas. Then, before each meeting, do a little preparation for this section. For example, you could raise a local event and ask people to come, or you could start a discussion about something to do with equalities that has been in the news.	
Have you already done your GMB Equalities Course?	If not, phone 0208 397 8881 and ask for the Education Department to book onto the next one. Ask your Branch Secretary and GMB Officer to make sure that all activists who haven't done their equality course yet are also invited along.	
Do your workmates know about your role as Equality Officer?	At your workplace, put up a poster about Equalities on any union noticeboards. If you can, also put up a poster showing that you are the Equalities Officer for the Branch. You could include your contact details and even a photo so people can recognise you and get in touch.	
Does your Officer and Branch Officer know you are the Equality Officer?	Phone or email your GMB Officer to introduce yourself as the Equalities Officer for the Branch. Discuss any ideas you have, or ask them for ideas.	

For help with any of this work you can contact:
 Your Branch Secretary or GMB Officer
 Regional Political and Equality Officer Michelle Gordon
 via 0208 397 8881 or michelle.gordon@gmb.org.uk

Ideas for actions...

...in your first six months

Ask yourself...	If not, here are some ideas....	TICK!
Have you done your Equalities Course yet?	Contact the Education Department on 0208 397 8881 and ask to be invited to any course in the Region that is suitable for you.	
Do you feel able to offer advice now to members who may have equalities issues?	Read through the rest of this Branch Equality Officers pack and follow some of the links to other sites to learn more. Simple things like trying to watch some TV programmes or look at internet videos about equalities issues will improve your knowledge, as will following links on social media, reading short news articles or reading books.	
Have you got involved in any GMB campaigns about equalities?	Contact Michelle Gordon on 0208 397 8881 and ask her what campaigns are happening. Then make contact with other relevant people to get more involved. There is also a list of campaigns in the appendices of your Branch Equality Officers Toolkit. Use that information to start doing posters, petitions, events or anything else that you think is useful. Ask your Branch Secretary and Officer for help and support.	
Is your Branch Meeting accessible to all members?	Can all members get to the meeting at the time and date it is set? If not, does this exclude certain groups of people more than others, for instance, those who are not Workplace Organisers? Is the meeting in a pub that some people may not like to come to? Is it in a comfortable and welcoming environment to encourage people to come back to the next one? Is there full access for disabled members? If not, raise this at the Branch Meeting and try to find alternative venues / meeting times.	
Have you done anything to focus on issues of domestic violence, mental health or sexual violence that affect so many members?	Put posters up on noticeboards or in toilets about where members can find help and support for issues like domestic abuse. GMB also has posters to raise awareness and signpost members to domestic abuse charities. Can you put those up in the toilets? The same could be done for other awareness raising activity on subjects like Female Genital Mutilation (FGM), mental health, suicide, etc.	
Have you organised around any of the Equalities 'Dates' in your Toolkit?	Have a look at the list. There are lots of activities you could take part in on certain days. For example can you arrange an event in your workplace/branch for Black History Month? This could be a film showing or a stall for petition signing. On days such as "Show Racism the Red Card" you can contact the organisation and ask for resources of posters, balloons etc and can use it as opportunity to recruit and set up a stand/stall within your workplace.	
Are you helping Workplace Organisers in your branch and your workplace to use raise Equalities to the front?	Support workplace organisers to ensure equality issues are at the core of collective bargaining demands e.g. parental leave, creche facilities, disability access, under-representation of BME members in senior positions, sexual harassment/discrimination, pensions. If you are dealing with employers directly, ensure that the employer is aware that you are the Branch Equality Officer and ensure that GMB is represented on any employer equality forums e.g. Race committees, LGBTI+ engagement committees, etc. You could either go to these yourself or find another GMB member to go along.	
Are you and your colleagues involved in the unions self-organised groups?	Encourage members to engage in GMB self-organised groups (see guidance on self-organised groups in your toolkit).	
Are there workplaces within your branch or departments at your work where there are potential GMB members from under-represented groups?	For example if there is a department where there were lots of migrant worker – go and chat to the workers, find out what their issues are and explain the benefits of union membership. These discussions might give you ideas for how to get these workers involved in the union. You can also explain some of the work you are doing on equalities to them and why that is so important to the union.	

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Are there any self-organised groups in your local area / workplace / employer?	Where appropriate support members to develop local forums for self-organising groups, for example Black and Minority Ethnic, Women, Young, Disabled and/or LGBTI+ (see your toolkit on self-organised groups). It may be best to focus on one which is particularly relevant to your local area or workplace e.g. Do you have a lot of BAME workers/ women workers? Have you identified an issue with management discriminating against disabled workers?	
Is Equality included in your Branch Development Plan (completed in December every year)?	Ensure issues of equality and diversity are included in the annual branch plan. Discuss this with your Branch Secretary before December to ensure that it is included.	
Are your branch sending people to Regional Equality Conference? and Regional Women's Conference?	Regional Equality Conference (see toolkit for more info) normally takes place in November/ December – check that your branch is nominating delegates (you might like to attend or to encourage one of the other reps or members). Your branch can also send motions to the conference, if you have an idea for a motion speak to your branch secretary.	
Is Equality at the heart of your Branch nominating people for Congress and putting motions through ?	Also, at the same time in the year during December, you can encourage the Branch to do this by proposing or encourage others to propose equality related motions to annual Congress. Motions must go to Congress in December. This should be based on what you want the union to do on equalities. Also, nominate and push forward delegates to Congress who have 'protected characteristics' to encourage diversity in the GMB.	
Has your Branch ever done any equality training on issues that have arisen?	Co-ordinate training for branch activists on relevant equality issues. Contact the Regional Education Officer (0208 397 8881) to ask what training can be provided.	
Has your Branch got an Equalities Committee or Diversity Forum?	Establish an Equality and Diversity Forum in your branch where those activists/members that are interested in these issues can discuss them in more detail and come up with campaigns and activity. You could also set up an equality focused twitter account or facebook group for your branch where you can share equality information and advertise the equalities activities in your branch .	
Do you have other Branch Officers posts filled around Equality groups?	Ensure the Branch Youth Officer and Branch Race Officer posts in the branch are both filled and active. Work with other officers of the branch and workplace organisers to identify people to take on these rulebook positions. Your branch can also decide to elect branch officers for the other strands (i.e. Branch Women's Officer, Branch Disability Officer, Branch LGBTI+ Officer) you can identify people to take up these roles. Play a co-ordinating role for these strand representatives. You could also mentor and encourage branch and workplace activists from under-represented groups.	
Do your Branch Workplaces have great equalities policies in place?	Discuss this with your branch and then work with Organisers to negotiate with relevant employers for improvements in policies and procedures or for new policies where appropriate. See appendices in your toolkit for best practice policies.	

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