

Trade Union Organisation (TUO)

Branch Recruitment

January – March 2024

Following discussion in TUO meetings and reviewing recruitment and retention in 2023 we're looking to help support branches to meet new starters; to actively 'sell' what Napo does for members to both potential members and current members and to build up active membership, not by asking active members to do more, but by getting more members to do small tasks.

We want branches to look at the activities and the questions in the table below. If all these things are in place then that is great – and we may well come and ask for tips to offer to branches who are struggling. But it would be good to get all branches undertaking these activities. If you need help with specific areas or are coming across barriers please speak to your link national Officer and Official. Feel free to feedback as you go along, but please feedback by the 31<sup>st</sup> March 2024 via your link Officer and Officials.

		Actions for the branch
<p>How do you meet new starters?</p> <ul style="list-style-type: none"> <li>• Is the branch invited to new starter events for all staff? For PQiPs?</li> <li>• Do you have members in offices who will approach new staff about joining the union? Do they need support with this?</li> </ul>	<ul style="list-style-type: none"> <li>• Request all dates for set meetings from the employer</li> <li>• Can you cover these in the branch? Are some of these events regional, could they be shared with other branches?</li> <li>• Have you let your link Officer and Official know?</li> <li>• Have you got copies of the recruitment powerpoint? Are you confident talking about general trade union wins through history and also the benefits that Napo brings for members?</li> </ul>	
<p>Are you visible in workplaces? Do you know all the work places in your branch? Do they all have a Napo noticeboard? Do you have a member there who is happy to update the notice board?</p> <ul style="list-style-type: none"> <li>• Sentence Management Offices</li> <li>• Admin Hubs</li> <li>• Courts</li> <li>• APs</li> </ul>	<ul style="list-style-type: none"> <li>• Request notice boards if these aren't already in place.</li> <li>• Do a branch mapping exercise to see which members work where.</li> </ul>	

<ul style="list-style-type: none"> <li>• Prisons</li> <li>• Regional Head Office</li> <li>• CAF/CASS Offices</li> </ul>		
<p>Are your branch meetings advertised in advance? Via email? Posters on noticeboards?</p> <p>Is there time in branch meetings for members to raise issues as well as hear from Napo?</p> <p>Do you ask for feedback from members regularly and before engagement meetings with management?</p>	<ul style="list-style-type: none"> <li>• Organise branch meetings for the whole year. We shared some advice about planning branch meetings through the year, which can be found <a href="#">here</a>.</li> </ul>	
<p>Have you got recruitment materials?</p>	<ul style="list-style-type: none"> <li>• Every branch received a recruitment pack at AGM and further packs have been sent out. Remember to give plenty of time for the materials to get to you and if you have an event where you think you'll need extra materials give Annoesjka plenty of notice, please email <a href="mailto:avalent@napo.org.uk">avalent@napo.org.uk</a></li> </ul>	