

Negotiating Secretaries: Workload Audit

NASUWT
The Teachers' Union

Please return this form to:
Audit
Hillscourt Education Centre
Rose Hill, Rednal
Birmingham B45 8RS

Closing date: 20 March 2015

Personal data

Q1. Name

Q2. Please state your Local Association:

Q3. Do you hold any other NASUWT office? (Please specify)

Local	
Regional	
National	

Q4. Do you receive facility time?

YES ☐

NO ☐

Q5. Have you completed the NASUWT questionnaire on facility time sent last term?

YES ☐

NO ☐

Casework

Q6. Do you undertake any individual member casework?

YES ☐

NO ☐

Q7. How many member representation cases are you currently involved with which have required your active involvement in the last six months? (Tick one only)

None	☐	31-35	☐
1-5	☐	36-40	☐
6-10	☐	41-45	☐
11-15	☐	46-50	☐
16-20	☐	51-55	☐
21-25	☐	56-60	☐
26-30	☐	More than 60	☐

Q8. What type of cases are you currently dealing with? (Tick all that apply)

Gross misconduct

Misconduct

Informal (including support programmes) competence/capability

Formal competence/capability

Ill-health retirement

Sickness absence

Discrimination

☐
☐
☐
☐
☐
☐
☐

Grievance	☐
Financial advice/support	☐
Pensions advice/support	☐
Pay advice/support	☐
Benevolence	☐
Maternity Rights	☐
Maternity/Paternity/Adoption Leave	☐
Settlement/compromise agreements	☐
Redundancy	☐
Variations to contract (e.g. part-time working)	☐
Other (please specify)	☐

Q9. On average, what proportion of your time, Monday to Friday (during term time), is spent on individual member casework, excluding travel time? (Tick one only)

0-20%	☐
21-40%	☐
41-60%	☐
61-80%	☐
81-100%	☐

Collective Casework

(i.e. workplace issues, including representing members collectively)

Q10. Have you undertaken any collective casework in the last six months?

YES	☐	NO	☐
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Q11. How many collective cases are you currently involved with which have required your active involvement in the last six months? (Tick one only)

None	☐	31-35	☐
1-5	☐	36-40	☐
6-10	☐	41-45	☐
11-15	☐	46-50	☐
16-20	☐	51-55	☐
21-25	☐	56-60	☐
26-30	☐	More than 60	☐

Q12. What type of collective cases (affecting some or all members in an individual workplace) are you currently dealing with? (Tick all that apply)

Behaviour management	☐
Redundancies	☐
Staff restructuring	☐
Management bullying and harassment	☐
Change of employer (e.g. conversion to academy)	☐
School reorganisation (e.g. school closure/amalgamation)	☐
Variations to contracts	☐
National Action instructions	☐
Adverse changes to school policies and procedures	☐

Changes to the school day
Other (please specify)

☐
☐

Q13. On average, what proportion of your time, Monday to Friday (during term time), is spent on collective casework? (Tick one only)

- 0-20% ☐
21-40% ☐
41-60% ☐
61-80% ☐
81-100% ☐

Q14. Estimate, on average, what proportion of each week, Monday to Friday (during term time), is spent on following up or preparing for individual and collective casework. (Tick one only)

- 0-25% ☐
26-50% ☐
51-75% ☐
76-100% ☐

Q15. Estimate, on average, what proportion of each weekend, during term time, is spent on following up or preparing for individual and collective casework? (Tick one only)

- 0-25% ☐
26-50% ☐
51-75% ☐
76-100% ☐

Q16. On average, what proportion of the following holidays is spent on following up or preparing for individual and collective casework? (Tick one only)

	None	1-10%	11-20%	21-30%	31-40%	41-50%	51-60%	61-70%	71-80%	81-90%	91-100%
Autumn half term											
Christmas break											
Spring half term											
Easter break											
Summer half term											
Summer break											

General advice

Q17. What is your busiest time of day, Monday to Friday, for general telephone enquiries from members? Rank in order of busiest (1 busiest/7 least busy).

- Before 8:30 ☐
Between 8:30 and 9:30 ☐
Between 9:30 and 12:00 ☐
Between 12:00 and 14:00 ☐
Between 14:00 and 16:00 ☐

Between 16:00 and 18:30

After 18:30

Q18. On average, how many general enquiry phone calls from members do you take per day, Monday to Friday, other than for ongoing casework? (Tick one only)

0	☐	11	☐
1	☐	12	☐
2	☐	13	☐
3	☐	14	☐
4	☐	15	☐
5	☐	16	☐
6	☐	17	☐
7	☐	18	☐
8	☐	19	☐
9	☐	20	☐
10	☐	More than 20	☐

Q19. On average, how many general enquiry emails from members do you receive per day, Monday to Friday, other than for ongoing casework? (Tick one only)

0	☐	11	☐
1	☐	12	☐
2	☐	13	☐
3	☐	14	☐
4	☐	15	☐
5	☐	16	☐
6	☐	17	☐
7	☐	18	☐
8	☐	19	☐
9	☐	20	☐
10	☐	More than 20	☐

Q20. What is the busiest day of the week for general telephone enquiries, Monday to Friday, from members? Rank in order of busiest (1 busiest/5 least busy).

Monday	☐
Tuesday	☐
Wednesday	☐
Thursday	☐
Friday	☐

Q21. On average, what proportion of the weekend is spent on answering general telephone and/or email enquiries from members? (Tick one only)

0-25%	☐
26-50%	☐
51-75%	☐
76-100%	☐

Q22. When, during the weekend, are calls most regularly received? (Tick one only)

Saturday am	☐
Saturday pm	☐
Sunday am	☐
Sunday pm	☐

Q23. On average, what proportion of your holiday is spent on general telephone and/or email enquiries? (Tick one only)

None	☐
1-10%	☐
11-20%	☐
21-30%	☐
31-40%	☐
41-50%	☐
51-60%	☐
61-70%	☐
71-80%	☐
81-90%	☐
91-100%	☐
51-75%	☐
76-100%	☐

Q24. Tick the three peak months of the year for Union work.

January	☐	July	☐
February	☐	August	☐
March	☐	September	☐
April	☐	October	☐
May	☐	November	☐
June	☐	December	☐

Meetings with Employers

Q25. On average, how many hours per month, in term time, do you spend in scheduled meetings with employers (e.g. JNCs or standing Working Parties)? (Tick one only)

None	☐
1-4	☐
5-8	☐
9-12	☐
13-16	☐
17 and over	☐

Q26. On average, how many hours per month, during term time, do you spend on ad hoc meetings with employers? (Tick one only)

None	☐
1-4	☐
5-8	☐
9-12	☐
13-16	☐
17 and over	☐

Q27. On average, how many hours during your holidays do you spend in scheduled meetings with employers (e.g. JNCs or standing Working Parties)? (Tick one only)

None	☐
1-4	☐
5-8	☐
9-12	☐
13-16	☐
17 and over	☐

Q28. On average, how many hours during your holidays do you spend on ad hoc meetings with employers? (Tick one only)

None	☐
1-4	☐
5-8	☐
9-12	☐
13-16	☐
17 and over	☐

Local Association Meetings

Q29. On average, how many Union meetings do you attend per term (e.g. local general meetings/regional committee)? (Tick one only)

0	☐	6	☐
1	☐	7	☐
2	☐	8	☐
3	☐	9	☐
4	☐	10	☐
5	☐	More than 10	☐

Q30. Of the number of Union meetings above, what proportion are held during the working day? (Tick one only)

None	☐
1-20%	☐
21-40%	☐
41-60%	☐
61-80%	☐
81-100%	☐

Q31. Of the number of Union meetings above, what proportion are held after 3:30pm on a weekday? (Tick one only)

None	☐
1-20%	☐
21-40%	☐
41-60%	☐
61-80%	☐
81-100%	☐

Q32. Of the number of Union meetings above, what proportion are held at weekends? (Tick one only)

- | | |
|---------|--------------------------|
| None | ☐ |
| 1-20% | ☐ |
| 21-40% | ☐ |
| 41-60% | ☐ |
| 61-80% | ☐ |
| 81-100% | ☐ |

Q33. On average, how long do the Union meetings above last? (Tick one only)

- | | |
|-----------------------|--------------------------|
| Up to one hour | ☐ |
| Up to two hours | ☐ |
| Up to three hours | ☐ |
| More than three hours | ☐ |

Other NASUWT Meetings

Q34. In the last year have you attended any of the following? (Tick all that apply)

- | | |
|---|--------------------------|
| National Negotiating Secretaries Briefing | ☐ |
| NEM District Briefing | ☐ |
| Regional Conference | ☐ |
| National Consultative Equalities Conference | ☐ |
| Caseworkers Briefing | ☐ |
| Legal Updates | ☐ |
| NASUWT Training Event/Briefing | ☐ |
| No meetings | ☐ |
| Other (please specify) | ☐ |

Other trade union meetings

Q35. Which of the following meetings involving other unions and organisations do you attend regularly? (Tick all that apply)

- | | |
|--|--------------------------|
| Joint meetings with other teacher unions | ☐ |
| Joint meetings with non-teaching unions | ☐ |
| Regional TUC meetings | ☐ |
| Trades Councils | ☐ |
| Anti-Academies Alliance | ☐ |
| UAF | ☐ |
| Other (please specify) | ☐ |

Q36. On average, how many hours do you spend per month on the above meetings with other unions? (Tick one only)

0	☐	6	☐
1	☐	7	☐
2	☐	8	☐
3	☐	9	☐
4	☐	10	☐
5	☐	More than 10	☐

Organising

Q37. Excluding casework and Union meetings, on average, how many hours per week do you spend meeting members/representatives on organising/campaigning/recruiting? (Tick one only)

0	☐	14	☐
1	☐	15	☐
2	☐	16	☐
3	☐	17	☐
4	☐	18	☐
5	☐	19	☐
6	☐	20	☐
7	☐	21	☐
8	☐	22	☐
9	☐	23	☐
10	☐	24	☐
11	☐	25	☐
12	☐	More than 25	☐
13	☐		

Administration

Q38. Do you undertake the following activities? (Tick all that apply)

Preparing agendas for meetings	☐
Writing and distributing minutes	☐
Photocopying material	☐
Addressing and filling envelopes	☐
Responding to correspondence	☐
Writing newsletters/bulletins for members	☐
Record keeping	☐
Filing	☐
Preparing for National Conference	☐
Preparing for Regional Conference	☐
Other (please specify)	☐

Q39. On average, how much time per week do you spend on administrative activities?

Up to 0.5 days	☐	Up to 3.5 days	☐
Up to 1 day	☐	Up to 4 days	☐
Up to 1.5 days	☐	Up to 4.5 days	☐
Up to 2 days	☐	Up to 5 days	☐
Up to 2.5 days	☐	More than 5 days	☐
Up to 3 days	☐		

Q40. Does your Local Association contribute towards branch support assistant(s)?

YES ☐ NO ☐

Hours spent on union activity

Q41. In addition to your normal daily commute, how many hours per week, on average, do you spend travelling on Union business? (Tick one only)

None	☐	11-15	☐
1-5	☐	16-20	☐
6-10	☐	21 or more	☐

Q42. On average, how many hours per week do you spend on your NASUWT role? (Tick one only)

1	☐	18	☐	35	☐
2	☐	19	☐	36	☐
3	☐	20	☐	37	☐
4	☐	21	☐	38	☐
5	☐	22	☐	39	☐
6	☐	23	☐	40	☐
7	☐	24	☐	41	☐
8	☐	25	☐	42	☐
9	☐	26	☐	43	☐
10	☐	27	☐	44	☐
11	☐	28	☐	45	☐
12	☐	29	☐	46	☐
13	☐	30	☐	47	☐
14	☐	31	☐	48	☐
15	☐	32	☐	49	☐
16	☐	33	☐	50	☐
17	☐	34	☐	More than 50	☐

Q43. On average, how many hours per week do you spend teaching? (Tick one only)

None	☐	11	☐	22	☐	33	☐	44	☐
1	☐	12	☐	23	☐	34	☐	45	☐
2	☐	13	☐	24	☐	35	☐	46	☐
3	☐	14	☐	25	☐	36	☐	47	☐
4	☐	15	☐	26	☐	37	☐	48	☐
5	☐	16	☐	27	☐	38	☐	49	☐
6	☐	17	☐	28	☐	39	☐	50	☐
7	☐	18	☐	29	☐	40	☐	More than 50	☐
8	☐	19	☐	30	☐	41	☐		
9	☐	20	☐	31	☐	42	☐		
10	☐	21	☐	32	☐	43	☐		

NASUWT

The Teachers' Union

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The largest teachers' union in the UK