

PRINT QUESTIONNAIRE

Information provided in this questionnaire is strictly confidential and will only be used for the compilation of data for this project.

Where answers indicate **Y/N/DK** (Code Y=Yes, N=No, DK=Don't Know) please circle the appropriate answer. For other questions, please either tick or circle appropriate answer or write in your response in the space/box provided.

Branch Company

Is your company a member of the B.P.I.F. ? **Y/N/DK**

A Compliance with National Agreement

1 How would you assess your knowledge of the detail of the National Agreement?
Very Good/Fairly Good/Fair/Poor

2 What is the length of your working week excluding overtime (hours)?

3 What is the length of the average working week including overtime?

4 The BPIF/GPMU Agreement gives you 5 weeks plus 1 day holiday
Do you get: **More**..... **Same**..... **Less**.....?

5 Do you receive the BPIF annual increase? **Y/N/DK**

6 Does your company calculate for machine/photocomposition extras when paying the increase? **Y/N/DK**

7 The BPIF Agreement provides for overtime to be paid at weekdays for the first 5 hours at times one and a half then double time, Saturdays first four hours at time and a half, then double time, Sundays all at double time
Do you get: **Better**..... **Same**..... **Less**.....?

8 Does your firm currently have apprentices? **Y/N** How many?
How many are female?

9 Does your firm use a) **Temporary Staff** **Y/N/DK** How many?

b) **Part-time Staff** **Y/N/DK** How many?

B Union Organisation

1 How many members are in your chapel?
What does this represent? **100%-75%/75%-50%/less than 50%**

2 How often does the Chapel meet each year?
Weekly/fortnightly/monthly/quarterly/other

3 How many members usually attend?

4 What is the most important issue facing the Chapel at the moment?

.....

5 Have you had time off for trade union training in the last two years?
Y/N How many days?

6 How many hours per week on average do you have off for trade union duties?

7 Do you have difficulties getting time off for trade union training/activities Y/N

8 How would you describe your chapel approach to management? **Militant/Active/Passive**

C New Technology

1 Have any new technologies been introduced in the last three years? Y/N

2 If yes, what were they?

.....

3 Did this lead to job loss? Y/N If yes, how many people?

4 Did this lead to job transfer? Y/N/DK

5 Were the changes:

- a) **imposed**
- b) **introduced after consultation**
- c) **introduced after negotiation?**

6 Did the union influence changes? Y/N

7 What effect has the change had on union power?

Increased/decreased/no change

D Management Style

Would you describe your management's style as: (please tick as many boxes as you wish)

- | | | | |
|---------------|--------------------------|-------------------|--------------------------|
| Family firm | <input type="checkbox"/> | Autocratic | <input type="checkbox"/> |
| Reliable | <input type="checkbox"/> | Team based | <input type="checkbox"/> |
| Informal | <input type="checkbox"/> | Crisis management | <input type="checkbox"/> |
| Paternalistic | <input type="checkbox"/> | Unpredictable | <input type="checkbox"/> |

E	Flexibility	
1	Are GPMU members required to work flexibly?	Y/N
2	Are GPMU members willing to work flexibly?	Y/N
3	Are GPMU members required to work flexibly:	
	a) within departments	Y/N
	b) between departments	Y/N
4	Do assistants run machines/equipment alone?	
	often/occasionally/never	
5	Do you have local arrangements for keeping machines running?	Y/N
6	Have flexible working practices caused problems between union members?	Y/N
7	Have flexible working practices caused problems between union members and non-members?	Y/N
8	Has work become more or less intensive in the last three years?	
	More..... Same Less.....?	
9	Has work become more or less stressful in the last three years?	
	More..... Same..... Less.....?	
10	What effect has flexible working practices had on union power?	
	More..... Same..... Less.....?	
11	Has Health and Safety become more or less important in the last three years?	
	More..... Same..... Less.....?	
12	Do you have a Chapel appointed Health and Safety Committee Rep?	Y/N
13	Do you have a Health and Safety Policy?	Y/N
14	Is time-off given for Health and Safety representatives' training?	Y/N

F Equal Opportunities

1 How many women are employed in the following sections:

- | | |
|-------------------------|----------------------|
| a) Pre-press | <input type="text"/> |
| b) Press | <input type="text"/> |
| c) Post Press | <input type="text"/> |
| d) Clerical/Admin | <input type="text"/> |
| e) Other work | <input type="text"/> |
| f) Management/Directors | <input type="text"/> |

2 Does your firm have an equal opportunities policy? Y/N

3 Has the Chapel taken up any of the following issues:

- | | |
|---------------------------------------|-----|
| Sexual harassment? | Y/N |
| Racial harassment? | Y/N |
| Equal pay? | Y/N |
| Disability discrimination? | Y/N |
| Bullying? | Y/N |
| Other equality issues (please state)? | |

.....

4 Do part timers get the same basic pay as full timers? Y/N/DK

5 Do part timers get the same extras as full timers? Y/N/DK

6 Would you say that your firm was helpful when family problems arise (e.g. childcare, family sickness)? Y/N

7 Have you received training on equal opportunities? Y/N

8 Who provided the training?

GPMU/your management/other

**CURRENT BRANCH
STRUCTURE
(ENGLAND AND WALES)**

- A = Cumbria
- B = North East of England
- C = Leeds & Central Yorks
- D = West Yorkshire
- E = North Lancs
- F = The Wolds
- G = Greater Manchester
- H = South Yorkshire
- J = Central Midlands
- K = Merseyside, C Lancs & N Wales
- L = Birmingham & West Midlands
- M = Leicester & East Midlands
- N = Ouse Valley
- P = Anglia
- Q = Norwich & North Anglia
- R = Herts & Essex
- S = South Wales & Shires
- T = Home Counties West
- U = Chiltern & Thames Valley
- V = Greater London Region
- W = Kent
- X = Mid-Southern
- Y = Wessex
- Z = South West



= 1 Response
 = 2 Responses

CHAPEL ORGANISATION

Number of Employees:

ALL TU

Union membership Overall:

per department: pre press
press
post press
admin/sales
other

union density.

Chapel structure:

Single chapel
More than one
Chapel split

Member representation:

Is F/MOC elected

Is there a chapel structure

How do you communicate with members

Do you hold chapel meetings / how frequent

Who / how many attends chapel meetings

Who doesn't attend and why

Relationship with management:

What are the main issues

Is the chapel militant/active/passive

WORKPLACE DETAIL.

Flexibility:

Is the workforce flexible – within departments
across departments

Does the chapel have rules to regulate flexibility
or manning levels

Are there effective:

Disciplinary and
grievance procedures

health and safety policies

Is the chapel involved in health and safety

Are health and safety issues left to management

Equal opportunities policy.

Training:

Is training a feature at the company

Are there any apprentices/trainees –

Which departments: pre-press

press

post-press

Are there any female apprentices/trainees

Is training used as part of the flexibility process

Has there been any training in connection with union duties in the last 12 months

Is time off for union training a problem

Impact of the BPIF agreement.

Length of working week (excluding overtime)

Length of working week (including overtime)

Shift premium

Overtime premium

Call out money

Holiday entitlement

Calculation for holiday pay

Do class I, II, III differentials apply

Is there a sick scheme

Does the company pay the BPIF increase

Does the chapel negotiate over and above the BPIF terms

How aware are the members aware of the provisions contained in the BPIF agreement

Does the agreement help raise the profile of the

union in the workplace

Do members feel the union makes a difference

Attitude to union membership.

How do union members in the workplace respond to the following membership issues:

Levels of subscription / value for money

The service provided by the union

Accessibility to union resources

Relationship with F/MOC

Relationship with branch/national officers

Individual.

Are you a full time/part time employee?

How long have you worked here?

What department do you work in?

Are you paid as Class I,II,III.?

What's it like working in a printers in Norwich – have you any experience of printing outside of the area?

How do you think the wages compare to other areas?

Are you a member of the GPMU ?– *if not, what are your reasons for not joining/leaving?*

Do you know who the FOC/MOC is?

Do you attend chapel meetings? – *if not, what are your reasons?*

If there were chapel meetings, would you attend?

Do you think the union is effective in this company?

Are you aware of the BPIF agreement?

Do you believe that your terms and conditions are: in line with/better than/worse than those in the agreement?

Do you think the agreement is important to your pay and conditions?

Do you always get the rise? – do you get Class I,II,III.

Do you get a machine/photocomposition extra?

MANAGEMENT.

Name of company:

How many employees

Nature of the business.

i.e. general print.

What is your customer base:

Mainly local?

What's it like being a printer in Norwich?
(do you have any experience or knowledge of
the industry outside of the local area)

Do you think that location matters?

Are you a member of the BPIF?

Do you recognise unions?

Which ones?

Are you aware of union activity at your
workplace?

Attitude to: Union recognition
Member representation

Do you follow the terms and conditions of the BPIF agreement?

Do you differentiate between grades – classes I, II, III.

Do you calculate for machine/photocomposition extras.

Does the presence of a union impinge in areas of: Competitiveness

Business planning

Profitability

Company Relationship with: Union at chapel level

Union at branch level
Union at national level

How does the union policy/activity impact on the company with regard to:

Working practices: is the union approach:

Constructive/supportive
restrictive

BPIF national agreement:

Are the terms/conditions
representative of the industry

Does the agreement create a level
playing field

Does the annual review and
settlement help with business
forward planning

Does the agreement keep the
union out of the workplace

What are the major industrial relations issues from the management point of view.

Does the existence of a chapel structure help or hinder management functions

Does the chapel impose rules on working practices

Do you feel that there exists a partnership relationship between the chapel and
management.

Would the company prefer to deal with the workforce without the presence of a TU.

Do you have company policies on: Training
Discipline and grievance procedures
Health and Safety
Equal opportunities

BAS/PH

24 January 2003

Mr Jim Telford
83 Briars Lane
HATFIELD
Herts
AL10 8EX

Dear Mr Telford

Thank you for your letter of 22 January regarding your PhD research into workplace organisation in the general print sector.

Unfortunately we are unable to accommodate your request for access to our site as we are currently undertaking secure and confidential work for a major client, which precludes visits to our Leeds factory.

I would like to take this opportunity however to thank you for the interest you have shown in communisis chorleys and wish you every success with your studies.

Yours sincerely

Pat Houshon
pp **Beverley Sinclair**
Divisional HR Manager

BAS717/ph

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a communisis company

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Ms. Beverly Sinclair,
H.R. Manager,
Communis Chorley,
Sandlers Way,
Manston Lane,
Leeds.,
LS15 8AH.

22nd January, 2003

Dear Ms. Sinclair,

I am currently undertaking a part-time PhD project at the University of Hertfordshire Employment Studies Research Unit/Business School researching workplace organisation in the general print sector where terms and conditions of employment are influenced by the G.P.M.U./B.P.I.F. Agreement. My colleague Brian Brock, Branch Secretary of Leeds and Central Yorkshire Branch, provided me with your details as an employer who might be able to assist me in my research.

I am writing to enquire if you are in a position to allow me access to your company in Leeds in order to interview a representative sample of the workforce (possibly a management representative, two employees from each of the production departments, plus a union representative). While I am myself a G.P.M.U. Branch Secretary in the South East Region, I can assure you that all information gathered will be treated in the strictest confidence in accordance with university rules and procedures. I would be happy to discuss this further with you and look forward to your response.

Yours sincerely,

Jim Telford.

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Hatfield,
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AL10 8EX.

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Mr. R. Lonsdale,
Managing Director,
Qualvis Litho,
854 Melton Road,
Leicester,
LE4 8BT.

27th January, 2003

Dear Mr. Lonsdale,

I am currently undertaking a part-time PhD project at the University of Hertfordshire Employment Studies Research Unit/Business School researching workplace organisation in the general print sector where terms and conditions of employment are influenced by the G.P.M.U./B.P.I.F. Agreement. My colleague Rose Mooney, Branch Secretary of Leicester & East Midlands Branch, provided me with your details as an employer who might be able to assist me in my research.

I am writing to enquire if you are in a position to allow me access to your company in Leicester in order to interview a representative sample of the workforce (possibly a management representative, two employees from each of the production departments, plus a union representative). While I am myself a G.P.M.U. Branch Secretary in the South East Region, I can assure you that all information gathered will be treated in the strictest confidence in accordance with university rules, procedures and ethics. I would be happy to discuss this further with you and look forward to your response.

Yours sincerely,

Jim Telford.