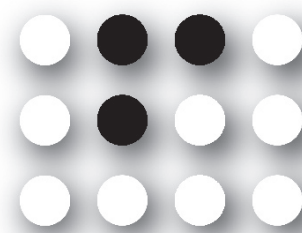


97th  
annual  
report

# Labour Research Department



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## 2009 an overview

With the UK in deep recession throughout most of the year, 2009 presented major challenges for the Labour Research Department, both in terms of how to respond to it in our publications and research and in how to deal with it in terms of our own organisation and finances.

In publications and research, the recession and its consequences were a consistent theme, with a booklet on redundancy law, *Labour Research* articles on short-time working and factory occupations, regular *Workplace Report* coverage on both pay freezes and pay increases, and a joint publication with the TUC on bargaining in the downturn.

In organisational terms, we were pleased to record a number of positive outcomes for the year, despite the difficult background. Sales of our booklets were up 13% in volume terms, as compared with 2008, and outside the normal booklets programme we sold 7,600 copies of a booklet setting out employment rights in Polish and more than 5,000 of the bargaining in the downturn booklet.

Together with a recovery in income from LRD Publications Online, this meant that our overall income from the sales of publications was higher in 2009 than in 2008, despite falls in the income from our weekly and monthly publications.

Affiliations also held up relatively well in the circumstances, with losses due to workplace closures and falling membership being largely offset by new affiliates. Overall the number of affiliates fell by only 1.8%.

Together with tight controls on spending, this meant that the LRD ended the year with a small surplus of £3,358 after tax. Although this is a wafer thin margin of only 0.3% on sales of £1,033,408, it is a positive starting point for what is likely to be an equally difficult year in 2010.

### **Labour Research**

The Department's flagship magazine began the year with the annual examination of the year ahead for trade unionists which, in view of the recession, painted a gloomy picture. The reality turned out to be even worse. In the same January issue, we also examined the plight of migrant workers in the recession, plus continuing campaigns for a decent state pension and changes to the benefit regime affecting lone parents.

Over the course of the year the magazine examined union-based issues, such as campaigns against the far right; the situation of black and minority ethnic officials, unions' use of new media, their involvement in credit unions, and the relationship between the unions and the Labour Party.

Bargaining in the recession was analysed along with the prevalence of pay freezes, as was the upsurge in factory occupations, the employment prospects for older workers, and short-time working. Workers in the informal economy and union views on the plight of undocumented workers were examined as was the 10th anniversary of the National Minimum Wage.

The fate of the Private Finance Initiative, the future of outsourced local authority services and whether social enterprises were set to deliver more public services were just some of the public sector issues addressed.

Equality issues covered included: how LGBT History Month is helping overcome the legacy of Section 28; and the under-representation of minority ethnic people in politics.

The garment industry in Bangladesh, unions in Iraq, and the future for General Motors Europe were overseas issues analysed.

The effects of blacklisting in the construction industry, and corporate liability over work-related deaths were examined.

As the year drew to a close, we covered the union perspective on climate change and the latest proposals on care funding.

*Labour Research's* circulation at December 2009 was 4,380, a fall of 6.4% on a year earlier.

### **Workplace Report**

In 2009, *Workplace Report* successfully broke stories on pay freezes as the economy tumbled into recession, with data showing that unions were negotiating to preserve jobs, and accepting pay freezes and even cuts as a result.

Using data from the Payline database and drawing on the network of workplace contacts, the magazine covered all the headline

bargaining stories on the economy from a union perspective, looking in depth at the tough negotiating situations and innovative responses by unions in the motor industry, for example, as well as providing key comparative information to reps. The magazine's regular analysis of the growing divide in pay deals between freezes and above inflation settlements showed that long-term deals helped to deliver some pay stability across the economy.

With its monthly press release based on the unique resource of Payline information about changing trends in negotiated wage settlements, *Workplace Report* has received increased media coverage and interest, regularly being picked up by local and national publications and web media. It has also been able to use some of that data for the first time to predict coming trends in pay bargaining.

Using the strength and depth of Payline's information *Workplace Report* has also produced original features and news stories and made full use of the contacts it has among workplace reps in surveys and updates. These have included bargaining predictions for the year, working from home policies, shift pay and London Weighting, among others, as well as the regular pay round analysis the magazine provides. The magazine has also produced strong features on issues central to current economic debate and union concern such as public sector pay, climate change, pensions and equal pay reviews. We are extremely grateful to all those who have helped us with information over the year.

2009 has been a difficult year but has enabled *Workplace Report* to highlight the work of union reps in challenging circumstances. Despite the downturn, *Workplace Report's* circulation stood at 1,555, a fall of 61 copies or 3.7% on the year.

### **Safety rep**

*Safety rep* is a monthly bulletin bringing together the health and safety pages from *Labour Research* and *Workplace Report*.

This year it has continued its coverage of asbestos-related issues, such as unions' campaigns to ensure workers with pleural plaques get compensation. Wide coverage was also given to the blacklisting of health and safety reps in the construction industry and the CWU communications workers' campaign against dangerous dogs.

The circulation at the end of 2009 stood at 1,973, a 29.3% fall on a year earlier. The fall is largely due to the loss of a large bulk subscription from a national union.

## Ken Gill

We were sad to learn of the death on 23 May of former colleague Ken Gill.

Ken was a member of the LRD executive committee from 1969 to 1974 in the period leading up to his election as general secretary of AUEW (TASS), the white collar union in engineering. This was a time of major growth for the LRD with the number of affiliated organisations rising from 1,206 to 1,612 and three additional research staff being appointed. Ken pushed hard to ensure that LRD took full advantage of the new opportunities provided by the expansion of the union movement, and met the challenges presented by the Tory government of the time.

LRD continued to work closely with him after he left the executive, and the LRD undertook a number of studies for AUEW (TASS), covering deindustrialisation, among other topics.

### Fact Service

LRD's weekly publication provides a wide range of statistics and union-oriented news for subscribers. It includes official statistics on inflation, average earnings and unemployment, along with news of interest to readers, such as directors' pay, political donations, inequality and TUC surveys.

The circulation was 858 at the end of 2009 – down by 32 copies or 3.6% on the previous year. The number of subscribers opting to receive *Fact Service* by e-mail was down by three to 236 at the end of 2009.

### Booklets

We published a total of eleven booklets in 2009, some being regular annual titles and others responding to events and demand from our affiliates.

We began the year with the fifth edition of *Case law at work* covering employment law cases during 2008. February saw a new booklet on *Redundancy law*. March was the 2009 edition of *State benefits and tax credits*, while April saw a new title *Disciplinary and grievance procedures*.

In May, we published our annual guide to *Law at work* and this was once again our bestseller by far. A new title was produced in June, *Unions and climate change* being a response to the increased interest in environmental issues.

July saw our annual guide to *Health and safety law*, followed by *Contracts of employment* in September. In October, we published *Stress and mental health at work* which was a new title as was November's

*Employment tribunals*, which looked at changes in the way ETs are run. We finished the year with *Learning and skills at work*. As always we continued to sell significant numbers of booklets previously published.

A total of 93,448 booklets were sold in 2009, up 13% on 2008.

We continued to produce customised versions of our booklets for affiliated unions with their own covers in many cases. In 2009 this included supplies of the *Law at Work* to the GMB general union, teaching union NASUWT, public services union PCS, road transport union URTU, shopworkers' union Usdaw, lecturers' union UCU, transport union RMT and two regions of general union Unite. The *Unions and climate change* booklet was taken in bulk by public services union UNISON and manufacturing union Community.

### Research publications

LRD produced two publications in 2009 which were outside the normal range of booklets and magazines. *Organising and bargaining in the downturn – a guide for unions*, was originally produced for the TUC who distributed it widely at both national and regional level. It looked at the threat that the recession posed to terms and conditions, jobs and union organisation and how unions were responding. Because we felt it had a general relevance we also offered it to our affiliates and we were pleased that in addition to the 3,000 provided to the TUC we sold a further 2,150.

The second publication was a new edition of the Polish language employment rights guide *Prawo w pracy – twoje uprawnienia*, first published in 2007. The 2009 edition included a new chapter on redundancy, as well as being completely updated. Total sales at 7,800 were up on those for the first edition in 2007.

### Commissioned research

The LRD undertook a number of major pieces of research for outside bodies over the course of the year, with those commissioning the work including both those for whom we have worked over many years as well as some organisations new to us.

The TUC has regularly used the LRD to carry out research on its behalf and 2009 was no exception. We again undertook the two-yearly Equality Audit for the TUC, which involves a survey of all affiliated unions. The final document was presented to the TUC Congress in September. We also prepared a TUC booklet on apprentices, produced as *Apprenticeships are union business: a guide for union negotiators and reps*. Other work for the TUC included an examination of the use of agency workers; a survey on how environmental concerns were being taken up in the workplace, the results of which were incorporated into an LRD booklet; and a survey of TUC staff.

The Fire Brigades' Union is another organisation that regularly commissions research work from LRD and in 2009 we undertook several projects for them. These included a major survey of duty systems across the fire and rescue service, work on the impact of climate changes, and research on flood and water management. Other UK unions for whom we did work in the course of the year included UNISON – on union structures, the GMB – on equality reps, UCU – on pay in

further education, Community – a health and safety survey, the Chartered Society of Physiotherapy – on RSI, and the broadcasting union BECTU, to whom we provided our regular negotiating briefs.

In 2009, we for the first time carried out work for the CCISUA, one of the bodies bringing together unions representing UN staff. At the request of the CCISUA we looked at two issues, payments made at the end of service and the employment of temporary staff. We also for the first time won a tender to do work for the advisory, conciliation and arbitration service Acas, looking at the use of their collective conciliation service. This work will continue into 2010.

At European level, we undertook a survey of union action on migrants for the European Public Sector Unions (EPSU) and work on national industrial relations for the European Trade Union Institute, as well translating material for the Hans Böckler Foundation.

### Electronic services

LRD currently offers two electronic services, Payline and Publications Online.

The subscriber base to Publications Online increased during 2009 and we think that there is potential to further increase it during 2010. The GMB and the NUJ expanded their subscriptions to cover all members.

We made Freedom of Information requests to collect data about civil service agreements and council grading to improve Payline coverage of these areas. We have added an option for password-free access to Payline based on the referring URL.

We have continued to provide material for the TUC UnionReps newsletter and in 2009 we began providing content to the TUC UnionProfessionals website.

### Enquiry service

The enquiry service is exclusively available to affiliates and individual members. We continued to receive large numbers of enquiries on employment law, pay and conditions, and health and safety.

Many of the enquiries on pay and conditions issues were answered by referring people to our Payline database of collective agreements.

### Promotion

The main innovation in our promotion work during the year was the introduction of a new LRD e-newsletter, which is sent out monthly and now has 4,300 opted-in subscribers. We also started using the social network sites Facebook and Twitter to raise our profile.

However, we have continued to use other more traditional mechanisms to promote the work of LRD and in 2009 we set up more regional and national union arrangements to insert LRD material into branch mailings. Successful postal campaigns in 2009 included: a customised package deal mailing with a free booklet offer to union branches, mailings to non *Labour Research* and Booklet subscribers, converting hard copy *Fact Service* subscribers to receiving *Fact Service* by e-mail and approaching branches to purchase bulk subscription of *Workplace Report* and LRD Booklets for their reps.

We also mailed those subscribers and affiliate who have lapsed since 2007, which

## LRD booklets 2009

Title	Month published	Quantity sold
Case law at work 2008/09	January	5,507
Redundancy law	February	9,439
State benefits & tax credits 2009	March	4,853
Disciplinary & grievance procedures	April	11,196
Law at work 2009	May	18,317
Unions and climate change	June	5,920
Health and safety law 2009	July	9,547
Contracts of employment	September	6,531
Stress and mental health at work	October	5,027
Employment tribunals	November	6,222
Learning and skills at work	December	5,607
Plus booklets published in previous years		5,282

led to a number re-subscribing or re-affiliating, as well as allowing us to continue to clean our database by providing reasons for the non-renewals.

E-mail campaigns were also very successful: e-mailing those about to lapse both one and two months prior to their end date stabilised affiliation figures towards the end of the year.

Regular booklet package mailings and online promotions were done through the year, such as the Employment law package which consisted of the *Law at work 2009* and five editions of Case law, and the Health and safety package consisting of three health and safety booklets. As well as increasing sales of the individual booklets, they are also effective in converting single copy purchasers into annual booklet subscribers. We also devoted an increased effort to encouraging unions to take customised versions of our booklets, and, as noted in the paragraph on Booklets, 2009 saw more unions taking this up.

This year LRD attended several union conferences, including those of the teaching union NUT, the communication workers' union CWU, UNISON and the TUC. In each the aim is to increase union membership awareness of LRD and sell our publications and services. Sales at the UNISON conference focused on affiliation with *Workplace Report* and booklet subscriptions. We had a great response selling 19 booklet subscriptions and 21 affiliations with and without *Workplace Report*.

## Affiliation

There were 1,578 organisations and individuals affiliated to the LRD at the end of 2009, down from 1,607 at the end of 2008. The 1.8% decline in affiliations was reflected across all categories of affiliates.

Affiliated national unions fell in number as a result of mergers and the lapsing of the ceramics union Unity.

## Staff

The only member of staff to leave during 2009 was Paul Hampton, who had been our health and safety and the environment researcher for seven years. He left to take up a post with the Fire Brigades' Union at the end of the year.

During the year members of staff spoke at a number of events including a conference in Paris organised by the CGT. This was the culmination of a multinational project on Restructuring and European Workers' health in which LRD were partners and Paul Hampton introduced our report.

Lionel Fulton spoke at an EPSU seminar on trade union action in support of migrant workers and staff in migration services.

In June, Clare Ruhemann gave a presentation on research done on the NUT and the Organising Agenda to the union's Working Party on support for local associations and divisions, and in October she gave a presentation to UNISON's Regional Convenors Seminar in Birmingham on research done on the state of UK unions 2009.

Paul Hampton also spoke at a TUC seminar on the environment in June, as well as at a Prospect young members' conference in September and at Battersea and Wandsworth TUC on the environment in October. He chaired a workshop at an ETUC conference in Brussels in October.

Lewis Emery spoke at a Low Pay Commission research workshop in October.

## Executive committee

In April 2009, Pam Cole, Jim Guild, Phil Hanks and Chris Lines stood down from the executive committee. They have our thanks.

## Finance

The LRD achieved a small surplus of £3,358 after tax in 2009. This was down on the £13,253 obtained in 2008, but it was a reasonable result, in the light of the difficult economic conditions during the year.

Total income was slightly lower, at £1,033,408 in 2009 compared with £1,046,148 – a 1.2% fall. However, in the expectation that 2009 would be a difficult year, we also budgeted to cut expenditure, and we were able to achieve this. Total spending in 2009 was £1,028,910 as compared with £1,031,038 in 2008 – a 0.2% reduction.

On the income side, the value of the sales of publications rose by 2.3%, from £580,717 to £594,265, as increases in the sales of LRD Booklets, Research publications and LRD Publications Online more than offset falls in the receipts from regular publications and advertisements. LRD Booklets continue to represent a very major part of our income, accounting for a third of the total.

There was also a slight increase in income from affiliation fees, which rose by 1.5% from £198,057 in 2008 to £200,969 in 2009. However, income from commissioned research and LRD Payline both fell.

On expenditure, we were able to limit the increase in staff costs, by far the largest item, to just 0.7% in 2009. This reflects a very modest pay settlement and the fact that a member of staff was on maternity leave for most of the year. However, her absence did result in greater use of freelance writers, particularly for *Labour Research*, and this is the main factor behind the increase in its costs.

Spending on rates, lighting, heating, cleaning and insurance went up by 54.2% from £23,233 to £35,816. The main reason for this was that, as a result in a change of local authority policy, we have lost the benefit of the discretionary rate relief that we previously enjoyed.

However, in most other areas we were able to cut spending as compared with 2008.

Capital spending was higher, at £6,339 in 2009 as compared with £4,635 a year earlier, because of the need to replace the server for our computer network.

## LRD's national TUC affiliates

Accord	
Advance AEP	Association of Educational Psychologists
ASLEF	Associated Society of Locomotive Engineers and Firemen
Aspect	Association of Professionals in Education and Children's Trusts
BACM-TEAM	British Association of Colliery Management – Technical, Energy and Administrative Management
BALPA	British Air Line Pilots Association
BDA	British Dietetic Association
BECTU	Broadcasting, Entertainment, Cinematograph and Theatre Union
BFAWU	Bakers, Food and Allied Workers' Union
BSU	Britannia Staff Union
Community Connect *	The Union for Life The union for professionals in communications
CSP	Chartered Society of Physiotherapy
CWU	Communication Workers Union
EIS	Educational Institute of Scotland
Equity	
FBU	Fire Brigades' Union
FDA	The union of choice for senior managers and professionals in public service
GMB	Britain's General Union
MU	Musicians' Union
NACO	National Association of Co-operative Officials
napo	The trade union and professional association for family court and probation staff
NASUWT	The Teachers' Union formerly Nautilus UK
Nautilus International	
NGSU	Nationwide Group Staff Union
NUJ	National Union of Journalists
NUM	National Union of Mineworkers
NUT	National Union of Teachers
PCS	Public and Commercial Services Union
POA	The professional trade union for prison, correctional and secure psychiatric workers
Prospect	
RMT	National Union of Rail, Maritime and Transport Workers
SCP	Society of Chiropractors and Podiatrists
SoR	Society of Radiographers
Surge	formerly the Skipton Staff Association
TSSA	Transport Salaried Staffs' Association
UCAC	Unbed Cenedlaethol Athrawon Cymru
UCATT	Union of Construction, Allied Trades and Technicians
UCU	University and College Union
UNISON	
Unite	the union
URTU	United Road Transport Union
Udaw	Union of Shop, Distributive and Allied Workers

\* merged with Prospect in 2010

## Executive committee 2009/10

**Chair** Helen Donoghue

**Hon Treasurer** Howard Marchant

**Vice-Chair** David Ayrton

### Members

Sam Apter Richard Ascoug

Paul Bell \* Kyran Conolly \*\*

John Earls \*\* George Georgiou

Dave Gott Gary Jones

Denis Lenihan \* Steve Lewis

Mary Nicholas Simon Parry

David Powell John Rimmer \*

Colin Surrey \*

\* joined April 2009 \*\* co-opted

## LRD affiliation figures

	End 2008	End 2009	Change
National unions*	61	56	-5
Union regions	56	53	-3
Union branches	1,032	1,006	-26
Workplace committees	57	51	-6
Trade councils	26	23	-3
Education**	—	43	+43
Labour parties/groups & co-ops	9	8	-1
<b>Total affiliates</b>	<b>1,241</b>	<b>1,240</b>	<b>-1</b>
Individuals	284	269	-15
Associates & miscellaneous groups	82	69	-13
<b>Total</b>	<b>1,607</b>	<b>1,578</b>	<b>-29</b>

\* includes non-UK unions, \*\* re-assigned affiliates

# Labour Research Department and L.R.D. Publications Ltd

	2009 £	2008 £
<b>Combined Balance Sheet as at 31 December 2009</b>		
<b>Fixed assets</b>		
Freehold Property, 78 Blackfriars Road, SE1.		
Land at cost	8,750	8,750
Buildings at written down value	42,792	43,403
Office equipment at written down value	8,824	13,089
	<u>60,366</u>	<u>65,242</u>
<b>Current assets</b>		
Stock of publications (note 4)	14,230	13,745
Sundry debtors and prepayments	93,614	69,543
Cash on deposit at bank	158,946	176,160
Cash at bank	55,919	49,821
Cash in hand	80	169
	<u>322,789</u>	<u>309,438</u>
<b>Less Current liabilities</b>		
Corporation tax payable (note 6)	1,090	1,807
Monies received in advance	0	0
Eva Reckitt beneficiaries	0	51,425
Sundry creditors and expenses accrued	84,498	78,664
	<u>85,588</u>	<u>131,896</u>
Net Current assets	<u>237,201</u>	<u>177,542</u>
	<u>£297,567</u>	<u>£242,784</u>
<b>Financed by:</b>		
<b>General Fund</b>		
Balance as at 1 January 2009	222,681	209,428
Surplus for year	3,358	13,253
Balance as at 31 December 2009	<u>226,039</u>	<u>222,681</u>
<b>Other Reserves</b>		
Transfer in year	51,425	-
	<u>51,425</u>	<u>-</u>
<b>Premises Fund</b>		
Balance as at 1 January 2009	19,958	19,958
Transfer from Appeal Fund	145	-
	<u>20,103</u>	<u>19,958</u>
<b>Appeal Fund</b>		
	145	145
Transfer to Premises Fund	(145)	-
	<u>-</u>	<u>145</u>
	<u>£297,567</u>	<u>£242,784</u>
<b>Combined Revenue Account for the year ended 31 December 2009</b>		
<b>Income</b>		
Sales of publications (note 1)	594,265	580,717
Affiliation fees (note 3)	200,969	198,057
Commissioned research	136,290	159,607
LRD Payline	93,472	97,058
Donations	6	0
Royalties/Rental	5,614	3,562
Bank interest received	2,792	7,147
	<u>1,033,408</u>	<u>1,046,148</u>
<b>Expenditure</b>		
Printing and distribution of publications (note 2)	219,178	206,114
Commissioned research costs	4,774	7,796
Salaries, national insurance and pension costs	683,119	678,688
Rates, lighting, heating, cleaning and insurance	35,816	23,233
Printing and stationery	5,541	7,497
Postage and telephone	16,502	15,513
Reference material and archiving	6,880	10,023
Research and travel	784	3,198
Advertising and promotion expenses	16,712	24,083
Audit and accountancy	5,991	5,923
Bank Charges	2,325	2,222
Conferences	596	663
Support and maintenance of IT equipment	11,602	11,992
Decorations and repairs to premises	2,856	15,618
Miscellaneous expenses	5,019	4,350
Staff training	-	4,107
Depreciation (note 5b)	11,215	10,018
	<u>1,028,910</u>	<u>1,031,038</u>
<b>Surplus before taxation</b>	4,498	15,110
Taxation (note 6)	1,140	1,857
<b>Surplus carried forward</b>	<u>£3,358</u>	<u>£13,253</u>

## Notes to the accounts

	2009 £	2008 £
<b>1. Sales of publications</b>		
Labour Research	60,933	75,564
Advertising	26,185	35,360
Fact Service	29,732	30,637
Workplace Report	57,211	61,704
LRD Booklets	338,584	313,461
Research publications	25,011	3,044
LRD Publications Online	40,156	37,589
Safety Rep	16,453	23,358
	<u>594,265</u>	<u>580,717</u>
<b>2. Printing and distribution of publications</b>		
Labour Research	72,835	65,643
Fact Service	18,699	18,397
Workplace Report	24,590	30,339
LRD Booklets	88,240	83,246
Research publications	6,528	55
Safety Rep	8,286	8,434
	<u>219,178</u>	<u>206,114</u>
<b>3. Affiliation fees</b>		
National trade unions	82,141	76,855
Trade union districts	3,681	3,420
Trade union branches	88,440	88,821
Shop steward's committees	3,052	3,291
Trades councils	1,235	1,629
Labour parties and miscellaneous	6,509	6,806
Individuals	15,911	17,235
	<u>200,969</u>	<u>198,057</u>
<b>4. Stock of publications</b>		
Stock has been valued at the lower of cost and net realisable value.		
<b>5. Accounting policies</b>		
(a) <i>Basis of accounts</i>		
The financial statements have been prepared under the historical cost basis of accounting and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).		
(b) <i>Depreciation:</i>		
<i>Freehold property</i>		
An apportionment has been made between the cost of land and building. Depreciation is provided on the freehold building in order to write this asset off over its estimated useful life of 100 years from the date of purchase in 1964. No depreciation is provided on freehold land.		
<i>Office equipment</i>		
The basis for depreciation is 20% per annum on cost.		
<b>6. Taxation</b>		
Taxation has been provided at 21%.		
<b>Independent auditors' statement</b>		
We have audited the combined financial statements of both the Labour Research Department and L.R.D. Publications Ltd., in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland) and have reported separately.		
In our opinion the combined financial statements of Labour Research Department and L.R.D. Publications Ltd. give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the combined state of affairs of Labour Research Department and L.R.D. Publications Ltd. at 31 December 2009, and of the combined surplus for the year then ended.		
<b>Hard Dowdy</b>		
a trading style of:		
Chantrey Vellacott DFK LLP		
Chartered Accountants		
Statutory Auditor		
LONDON		

5 March 2010