Notes for running member meetings between 4 – 14 October 2022

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# Background information

The member meetings have three goals:

1. Explain the bargaining process;
2. A chance for members to hear about the core claims flowing from our Maranga Mai! campaign, and;
3. An opportunity for members to discuss and propose other claims.

There will be a wide range of meetings, from small informal meetings in a ward or unit, through to larger meetings in auditoriums.

Organisers will run additional meetings in order to provide members with the opportunity to attend a claims meeting. These meetings will be listed on the NZNO website and details sent to members. We will also run online meetings and have a claims survey to ensure all members have an opportunity to participate. These will also be listed on the NZNO website and details sent to members.

# Checklist of resources needed

* Meeting notice to advertise your meeting(s).
* NZNO letter to HNZ about member meetings.
* This document to guide you through the meeting.
* Member handouts about the Maranga Mai! Core claims and the bargaining process.
* Form to record the meeting results before they are entered into the Survey Monkey tool.

# Before the meeting

1. Read through this meeting guide and think about how you will present the information.
2. Decide how the meeting(s) will occur. The meetings can be run in their wards or units, or you can book a room to run the meeting. Meetings can either be run as a single meeting of 30 – 40 minutes or be split up over a number of 10-minute sessions.
3. Arrange the meeting with the appropriate manager, e.g. CNM if you are running a meeting for a ward or unit. Or with HR/ER if you are running a meeting that is open to all members.
4. As a delegate, you are entitled to conduct these meetings during your work time using clause 23 of our collective agreement. You just need to arrange that with your manager first. The letter sent to Te Whatu Ora confirms the expectations and timeframes for these meetings.
5. Advertise the meeting in your workplace. You can use the meeting notice included in this meeting pack. There are two options, a word document you can edit and print, or a pdf you can print and write in the details of the meeting.
6. NZNO members covered by the NZNO/HNZ collective agreement (previously called NZNO/DHB MECA) are entitled to be released from work to attend meetings and they should arrange this with their manager. People who are not members of NZNO are not entitled to be released to attend these meetings.

# Running the meeting

Open the meeting and welcome members. Explain that the meeting is for NZNO members covered by the collective agreement. Members who are working at the time are entitled to be paid for the time spent at this meeting. You do not need to take an attendance list. People who are not members are welcome to join NZNO and attend the meeting and can do so at this web address: <https://www.nzno.org.nz/join>.

In this meeting(s), we will:

1. Explain the bargaining process;
2. Provide a chance for members to hear about the core claims flowing from our Maranga Mai! campaign
3. Provide an opportunity for members to discuss and propose other claims.

# Part one: The bargaining process

When we negotiate our collective agreement, we do it together and as a result we are stronger and have more bargaining power. Our collective agreement covers a range of Nursing and Midwifery roles and the claims we take into the negotiations will address the issues raised by members from all roles.

Distribute the handout which explains the bargaining process and go through each step with members. Each step in the process is described below.

# Maranga Mai!

Our Maranga Mai! campaign sets the five fixes needed to improve our health system. ‘Maranga Mai’ means ‘Rise Up!’ and this campaign is a call for NZNO members, whatever sector they work in, to come together and take united action.

We want to win the political and resourcing commitments needed to address the nursing shortage crisis permanently – and across the whole health sector.

The five fixes are:

1. te Tiriti actualised within and across the health system
2. more nurses across the health sector
3. pay and conditions that meet nurses’ value and expectations
4. more people training to be nurses
5. more Māori and Pasifika nurses.

The five fixes inform some of the core claims for bargaining, which we’ll discuss later in the meeting.

# Recruiting members

We are stronger when we stand together. Increasing the number of NZNO members increases our power in the negotiations and makes our campaign actions more effective.

# Initiation

This is a formal notification to Te Whatu Ora to start bargaining. NZNO initiated bargaining on 16 September.

# Delegate training

We ran online training for NZNO delegates to prepare for member meetings. Delegate and member leadership and action is vital to our success, and we want to make sure everyone can participate.

# Negotiation team nominations

Our negotiation team will be made up of 10 delegates, a member of the NZNO Board and a member of Te Poari, twelve members in total, which is the same number of members we had in the previous negotiations. All members in the negotiation team must work for Te Whatu Ora and be covered by the collective agreement we negotiate.

Reflecting NZNO’s commitment to te Tiriti and to authentically honour our partnership, the composition of the negotiation team should reflect equal representation of Māori delegates. There are also a number of other criteria we are looking to meet in the composition of the negotiation team, and these can be found in the nomination form here: [https://www.nzno.org.nz/Portals/0/Files/Documents/Groups/Health Sectors/DHB/Bargaining/2022-09-delegate-nomination-form.docx](https://www.nzno.org.nz/Portals/0/Files/Documents/Groups/Health%20Sectors/DHB/Bargaining/2022-09-delegate-nomination-form.docx).

After the nominations have closed, NZNO’s national delegates committee for Te Whatu Ora, which includes one delegate from every district, will select 10 delegates for the negotiation team. Members will then vote to endorse all members on the negotiation team in an online ballot before negotiations.

# Member meetings

NZNO members meet to discuss their employment issues and proposed claims for negotiations. After member meetings have been completed a set of claims is prepared. Members then endorse the claims in an online ballot before negotiations.

# Campaign actions

Throughout our campaign members will take part in national & local actions with the aim of highlighting our issues and persuading Te Whatu Ora to agree with members claims. This year, we have a particular focus on health and safety, which covers a range of issues from unsafe staffing to strengthening the role of Health and Safety reps. These actions will be coordinated locally between NZNO organisers, delegates, and active members. If your area needs another delegate, more information can be found on the NZNO website: <https://www.nzno.org.nz/get_involved/delegates>

# Negotiation team meeting

Before the negotiations start, your negotiation team will meet to prepare for negotiations.

# Negotiation

NZNO and Te Whatu Ora negotiation teams meet to negotiate the collective agreement. We have confirmed the first negotiation dates for 27 and 28 October, before of collective agreement expiry date of 31 October. Note that because we have initiated bargaining, our collective agreement continues to apply for a further 12 months after 31 October 2022.

# Reporting back

NZNO members are kept informed on the progress at negotiations throughout the process. After each day of negotiations, a short update will be posted on our private Facebook group, which is open to all NZNO members working for Te Whatu Ora. <https://www.facebook.com/groups/nznohnztewhatuora>. After each set of negotiations, a longer, more detailed, message will be sent to all members explaining what happened and the next steps.

Occasionally, there will be member meetings held where members will have the opportunity to hear about and discuss what is happening in negotiations and provide guidance to your negotiation team.

# National delegate reference group formed

During the bargaining there will be times where your negotiation team needs guidance from a wider group of delegates. We will set up a delegate reference group which includes six delegates from each district (a total of 120 delegates) to provide that guidance.

# Settlement

Once we have negotiated all our claims with Te Whatu Ora, the employer makes an offer to settle in a written agreement detailing what has been agreed at negotiations.

# Ratification

Members vote to either accept or reject the offer made by Te Whatu Ora. This process will include providing information about the proposed settlement and will be conducted using an online ballot. The proposed collective agreement will be ratified (accepted) if a majority of NZNO members who are covered by the proposed collective agreement, and who vote, vote in favour of accepting the agreement.

## Part two: Maranga Mai! and other core claims

In this part we look at some claims we propose to take into bargaining, covering issues important to members. The proposed claims describe how we propose to address the issues and specific wording for these claims will be provided to members before the claim’s endorsement ballot.

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The five fixes are:

1. Te Tiriti actualised within and across the health system;
2. More nurses across the health sector;
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4. More people training to be nurses;
5. More Māori and Pasifika nurses.

The five fixes inform the core claims for bargaining, either directly, e.g. through wages and conditions that meet nurses and midwives value and expectations, or indirectly, by creating a health sector which attracts and retains nursing and midwifery staff.

# Maranga Mai! core claims:

**Pay claim:**

We propose a wage claim which addresses the increased cost of living faced by members.

**Safe working conditions:**

These claims fall into two categories.

* Where CCDM is not yet implemented, minimum staffing levels using nurse to patient ratios will apply. These ratios will be based on current ratios in place in other territories and domestic and international research. The ratios will form a minimum staffing level and can be increased where needed.
* Strengthening the role of Health and Safety reps. This year, we have increased our use of the Health and Safety at Work Act to ensure a safe workplace for members, often with a particular focus on staffing levels. This has seen a number of H&S reps issue performance improvement notices (PIN notices) to Te Whatu Ora with recommendations on improving the situation, many of which have been upheld by Worksafe, the Government Department responsible for health and safety. We propose changes to our collective agreement which improve training for health and safety reps and strengthens their role in the workplace.

**Actualising te Tiriti:**

Māori members are often asked to use their cultural knowledge and skills in the workplace, e.g. playing a leading role in powhiri, or providing guidance about te ao Maori. We propose a claim which recognitises members using these skills / knowledge.

# Unfinished business:

Following the last negotiations, we agreed to keep working with Te Whatu Ora on three other claims we weren’t able to agree on; professional development for Health Care Assistants; access to professional supervision for new grads and newly appointed senior nurses; and recognition for members performing the ‘nurse in charge’ or ‘duty leader’ role. We have received information from Te Whatu Ora about what the various districts do in these areas, and we propose to take these claims back into bargaining.

Another claim advanced in the previous negotiations is recognition for nurse prescribers, which remains an issue which needs to be addressed in the collective agreement.

## Part three: Additional claims

Our core claims represent solutions to the major issues facing members, we will also take a limited number of additional claims into bargaining. Generally speaking, the claims we take into negotiations need to be widely felt, meaning that the claim is one that is supported by a wide group of members and deeply felt, meaning that the claim is one that members care deeply about. We are also mindful that there are issues which effect a smaller group of members and that these issues may be deeply felt, but not widely felt.

Use the questions below to prompt members about any additional claims. Use the form to record the meeting results before entering them into the Survey Monkey tool.

What additional claims do members propose for the bargaining?

Are those claims widely felt and deeply felt?

What is the rationale for these claims?

# After the meeting

Thank members for their participation and remind them that our power in these negotiations comes from them actively participating.

Remind members that the draft final claims and negotiation team will be endorsed by members in an online ballot between 18 and 25 October.

Finally, enter the results for each meeting separately into the survey monkey survey you will be sent a link to. Please enter the results as soon as possible after you have completed the meeting and no later than midday 14 October.

## FAQs

# What is the timeline leading up to bargaining?

We have agreed to meet with Te Whatu Ora for bargaining on 27 and 28 October, before our collective agreement expires. A timeline of other steps in the bargaining process is below:

|  |  |
| --- | --- |
| **Action** | **Timeframe** |
| Initiate bargaining | 16th September |
| Online training for delegates on the claims process  Multiple sessions over 2-week period | 27th September – 30th September |
| Delegates and organisers run member meetings. | 4th – 14th October |
| Member claims survey | 4th – 11th October |
| National zoom meetings on the bargaining process and Maranga Mai core claims | 4th – 11th October |
| Nominations for negotiation team | 22nd – 30th September |
| Finalise claims for endorsement | 14th October |
| WOCs/local delegate committees endorse nomination for negotiation team | 3rd – 7th October |
| National Delegates Committee select delegates for the negotiation team | 10th October |
| Online endorsement ballot for claims, negotiation team and ratification process by members | 18-25 October |
| Bargaining begins | 27 and 28 October |

# Are these meetings paid?

These meetings are being run using the provisions of the Employment Relations Act and are paid for members working at the time.

# How many members will be part of the negotiation team?

In the previous bargaining we increased the number of members from six to twelve. We did this to ensure a fair geographical, occupational and skill representation. This negotiation team also includes twelve members, all of whom will be employed by Te Whatu Ora and covered by the collective agreement.

# What will member representation on our negotiation team look like?

Ten of the twelve members of the negotiation team will be nominated by members and selected by the HNZ national delegates committee. Additionally, there will be a member of the NZNO Board and a member of Te Poari. The previous negotiation team included a member of the NZNO Board and a member of Te Poari, although this was not a specific requirement. This connection was useful in making sure all parts of NZNO were involved and appropriate because the collective agreement with Te Whatu Ora sets the standard for our negotiations across the health sector. After selection, the negotiation team will be endorsed by members through an online ballot.

# What are the criteria used to select the delegates to join the negotiation team?

The criteria for selection can be found on the nomination form here: [https://www.nzno.org.nz/Portals/0/Files/Documents/Groups/Health Sectors/DHB/Bargaining/2022-09-delegate-nomination-form.docx](https://www.nzno.org.nz/Portals/0/Files/Documents/Groups/Health%20Sectors/DHB/Bargaining/2022-09-delegate-nomination-form.docx)

# Where can I find out more about the Maranga Mai! campaign?

You can find out more at: <https://maranga-mai.nzno.org.nz>.

# What is happening with our pay equity claim?

Our pay equity claim is being considered and decided by the Employment Relations Authority (ERA).

We have submitted the rates we believe should be paid and these include an adjustment for the increases that the comparator occupations have received since the pay data was collected. We’ve also said that depending on how long the case takes, that these rates should be reviewed again to ensure they are current.

# How is pay equity connected to this bargaining?

Although pay equity and bargaining are both about how much members are paid, they are different processes. Our pay equity claim and claim for pay equity back pay to 31/12/2019 will ultimately decide members pay rates, but that could take some time. That’s why we are also raising a wage claim to cover the increased cost of living.