

TUO 08/2025

Draft guidance for increasing attendance at branch meetings, membership, and developing activists

Resolution:

17. Improving Napo Membership

This conference believes Napo has the ability to recruit significant numbers of new members and improve the functioning of branches.

Conference resolves to:

- convene a working party to identify good practice branch practice;
- organise a national virtual tour of the working party to meet with branch executives;
- develop branch plans to increase:
 - a) attendance at meetings,
 - b) profile of the union,
 - c) membership and activity of members.

Proposer: West Yorkshire Branch

Suggested branch guidance:

- 1) Call an extraordinary meeting on a subject that has mass interest e.g. pay, workloads, retention, government direction for probation service.
- 2) Invite members and non-members alike.
- 3) Get as big a name speaker as possible and make sure there is a national Napo officer on the platform as a debate is more interesting to people. Also give the meeting a punchy title such as: Can We Win a Fair Pay Deal
- 4) The date should be ASAP but guided by the availability of the main speaker.
- 5) Email out the members asking them to invite their colleagues who are not members and, also where possible email whole offices.
- 6) Email out regular reminders of the meeting in days leading up to it explicitly asking people to make the effort to attend.

- 7) Hold the meeting remotely or as a hybrid but not just in person.
- 8) On the day of the meeting send out as many personal emails as possible inviting people to the meeting.
- 9) The meeting should not run through normal business such as apologies, minutes etc
- 10)The chair should consciously bring energy and enthusiasm into the meeting.
- 11)Have some people prepared with questions and contributions to get discussion going.
- 12)The chair should spend some time in the meeting talking about the importance of joining Napo
- 13)The chair should encourage anyone who wishes to become involved in the exec or would like more information about the union to let them know at the end of the meeting or contact them afterwards.
- 14)If anyone in the meeting makes a useful contribution or appears more than averagely interested in the union ask if they wish to be coopted onto your exec.
- 15)Arrange a series of short meetings for members only on what to do if they find themselves subject to a formal process : sickness absence, disciplinary, performance improvement, grievance etc
- 16) Organise similar meetings for manager members who have been given responsibility for implementing such procedures where good practice will be explored.