Labour Research Department

PayLine
LRD PayLine is the Department’s internet-based pay and conditions information service. It contains the details of more than 2,000 collective agreements and users can obtain information on specific settlements or a number of settlements covering particular groups of workers.

During the year the key development was a decision to change the charging structure for the service, making it easier for national unions to extend it to local negotiators. This is in line with the decentralisation of bargaining which has taken place and the intention is that local bargainers should have direct access to information that they need in their own negotiations.

This possibility was taken up by a number of unions during 2002, including the GMB and RMT, and the interest shown by other unions suggests that the ability to extend access to the service in this way considerably improves the value of LRD PayLine.

Considerable effort has been invested in extended the content of the database, with new agreements being added on a regular basis. The Department is very grateful to all...
### LRD Booklets

<table>
<thead>
<tr>
<th>Title</th>
<th>Sold*</th>
<th>Month published</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redundancy law</td>
<td>7,674</td>
<td>February</td>
</tr>
<tr>
<td>Winning equal pay</td>
<td>5,510</td>
<td>March</td>
</tr>
<tr>
<td>State benefits 2002</td>
<td>5,660</td>
<td>April</td>
</tr>
<tr>
<td>The law at work 2002</td>
<td>16,876</td>
<td>May</td>
</tr>
<tr>
<td>Health &amp; safety law</td>
<td>10,984</td>
<td>June</td>
</tr>
<tr>
<td>Transfers – a guide to TUPE</td>
<td>5,663</td>
<td>July</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>4,717</td>
<td>August</td>
</tr>
<tr>
<td>Pensions under threat</td>
<td>4,801</td>
<td>September</td>
</tr>
<tr>
<td>Temporary workers</td>
<td>4,562</td>
<td>October</td>
</tr>
<tr>
<td>Tackling stress at work</td>
<td>4,993</td>
<td>November</td>
</tr>
<tr>
<td>Total</td>
<td>71,440</td>
<td></td>
</tr>
<tr>
<td>Plus booklets published in previous years</td>
<td>10,867</td>
<td></td>
</tr>
<tr>
<td>Total booklets sold in 2002</td>
<td>82,307</td>
<td></td>
</tr>
</tbody>
</table>

those trade unionists who send in information. Without them the service could not be provided.

**Booklets**

During 2002 LRD published 10 booklets, with *The Law at Work* and *Health & safety law* selling well as usual. Another regular title, *State Benefits*, increased its sales on the previous year. As well as updates on regular topics such as redundancy and pensions, we also produced a guide to *Winning equal pay* — a topic last covered in 1997 — and one on *Rehabilitation*, a relatively new area for negotiators.

A total of 82,307 booklets were sold during the year (including those provided to affiliates and subscribers) — around 1,500 down on the previous year. However income was up by 9% to £191,382, possibly indicating that single copies or smaller bulk purchases may be accounting for a greater proportion of sales than before. However, unions continued to place larger bulk orders for booklets with covers tailored for their union (in particular for the *Law at Work* and *Redundancy*), and UNISON commissioned a version of *Work-life balance* (published in 2001) adapted for their members.

The number of booklet subscriptions rose again to 1,244 at the end of the year, up 91 on the previous year.

**Commissioned research**

The amount of commissioned research undertaken again grew substantially in 2002 and during the year a number of new organisations made use of this service for the first time. These included: the PCS, which has asked for a survey of its members in the Department of Work and Pensions; the Community and District Nursing Association, for whom the Department reviewed the extent of elderly abuse; the NUT, which is looking for a report on its local representatives; and the European Trade Union Confederation, for whom the Department is starting an examination of unions’ actions to combat racism and support migrant workers across Europe.

Organisations which already ask the Department to undertake commissioned research have continued to do so and in some cases this work has expanded.

For example, as in previous years the Department has produced the Trade Union Trends series of surveys for the TUC as well as providing technical support on other surveys. However, in 2002 the Department also undertook a survey of union reps for the TUC, carrying out work in support of the TUC’s new Union Finder website and began work on the major TUC *Equities Audit*.

National unions, such as UNISON, the T&G and the GMB, have continued to make substantial use of the Department’s research capabilities, with, for example, reports on school meals and teaching assistants being produced for UNISON, work being undertaken on the magazine *Workplace Record* for the T&G and a series of analyses being produced on PFI issues for the GMB.

During the year the Department also undertook work on the firefighters’ pay formula for the FBU, on the situation in the higher education sector for NATFHE, on pay levels for the CSP and other unions representing health staff, and the regular review of the film and TV industry for BECTU.

As in a number of recent years the Department again worked with the German trade union research body the Hans-Böckler-Stiftung to produce an English-language version of their magazine Mbitbestimmung. It also undertook work on European works councils for the European Trade Union Institute.

**Bargaining Report**

*Bargaining Report* continued to monitor the main issues for negotiators during the year. Workplace surveys covered computer workstation health and safety, first aid allowances, union recruitment, redundancy and the right to be accompanied to disciplinary hearings. A major survey on information and consultation practice was published to coincide with the LRD conference in April.

The usual annual surveys covered London weighting, equal pay, shift pay and bargaining in Europe, along with maternity pay and leave, paternity leave and adoption leave. A major survey on information and consultation practice was published to coincide with the LRD conference in April.

Unfortunately, circulation fell by 2.7%, finishing the year at 1,923 — a disappointing result after the figure had remained stable in 2001.

**Safety rep**

*Safety Rep*, launched in 2000, is a four-page monthly bulletin bringing together health and safety information published in Labour Research and Bargaining Report. It is aimed at safety reps who would not normally see these two publications.

Circulation fell during the year from 3,854 to 3,678. However, revenue was maintained and the total number of subscribers rose from 355 to 384, after a dip in the first half of the year.

The Department is planning to undertake a readership survey, make changes to the layout and organise a targeted marketing drive to improve circulation.

**Fact Service**

Labour Research Department’s weekly publication provides a wide range of statistics and union-oriented news to subscribers. Official statistics on inflation, average earnings, and unemployment are covered along with news on directors’ pay, political donations, disputes and TUC surveys. Other key subjects included income and wealth inequality as well as PFI, the NHS and local government.

Once again more subscribers have opted to receive *Fact Service* by email and the numbers have now reached 210. This means they receive *Fact Service* up to five days earlier than the printed version in text or pdf format, enabling them to cut and paste articles of interest into their own documents, such as branch newsletters.

Unfortunately circulation fell again during 2002 ending the year at 1,276 — down 53 or 4% on the previous year.

**Affiliation**

Overall affiliation fell by 1.8% — a disappointing result but slightly better than the 3% dip in 2001. Branch affiliations also fell — by 1.2% — again marginally better than the 1.4% drop in 2001.

**Enquiry Service**

We continued to deal with a large number of telephone enquiries. These were mostly from affiliated organisations and the press. The areas generating most enquiries were pay and conditions, employment law and health and safety. Demand from affiliates for the company enquiry service held up over the year with 60 enquiries covering 81 companies.

**Promotion**

The Department significantly stepped up its efforts in this area 2002, with a full-time marketing worker joining the existing member of staff with a part-time responsibility for this area.

This resulted in a higher activity in the area of marketing than for some time, as
Roger Simon — an obituary

Roger Simon, who died last October at the age of 88, was the Secretary of the Labour Research Department (LRD) for 12 years between 1965 and 1977 but his connection with the LRD spanned 63 years.

His initial association with the LRD came as one of a volunteer group of local government experts who wrote for a new publication, launched in 1939, called Local Government News Service. In 1958 Roger gave up his local government career and came to work full-time for the LRD. His key area of expertise and interest was economics, which he had studied at Cambridge in the 1930s.

In 1965 Roger became Secretary of the LRD, a post which he held until 1977. He had already played a crucial role in the move from previously rented premises to the LRD’s current offices the year before and his period as Secretary saw an enormous strengthening in the position of the Department.

The number of affiliated organisations rose from 1,060 at the end of 1965 to 1,832 at the end of 1977 and well as the use of a number of techniques not taken up by the Department in the past. These include cards bound in the publications, e-mail and fax campaigns and carrier sheets (material sent with the address details.)

Considerable effort went on LRD Booklets and this paid off in particular in terms of higher income. The LRD conference on information and consultation also benefited substantially from additional time to make the appropriate material available and also to evaluate some of the early campaigns. It is also clear that successful marketing is a long-term process.

The intention is that marketing work should be both more targeted and more successful in 2003.

LRD Development Fund

The original appeal had raised around £100,000 but the final bill from the building work, IT investment and related costs came to £127,000, leaving a gap to plug. The Department launched a further appeal at the end of the year and nearly £11,000 came in by the end year to help plug the gap. LRD staff and the executive are extremely grateful to the organisations and individuals who have generously donated money over the last three years.

Staff

There were quite a few changes among staff during the year. In a new development LRD decided to appoint a full-time marketing worker and Shenaz Navaz took up her post at the beginning of the year.

J. Morrison, who had been employed on a temporary basis to help deal with an increase in demand for work on public services left at the end January.

Health and safety worker Sheila Robin left at the end of March having covered for Andrea Oates during her maternity leave. As Andrea returned part-time the Department decided to advertise for a full-time health and safety and general researcher and appointed Paul Hampton, who took up the post in July.

Shortly afterwards Rachel Aldred also joined the staff. She was appointed on a temporary basis to do research on public services and the private finance initiative which continued to be important areas of commissioned research.

The executive committee would like to thank the continuing efforts of its long-serving volunteer worker — Noreen Branson.

Finance

There was an after-tax surplus of £1,965 in 2002, a sharp drop on the surplus after tax of £44,460 in 2001 and a reminder of the narrow margins on which the Department operates.

Income rose by 3.0% to £884,834 in 2002 with a major increase coming in commissioned research, which generated £209,178 in 2002 compared with £172,176 in 2001. Income from the sales of publications on the other hand was down at £409,596, compared with £420,050 the year before. The key reason for the lower income from publications was the disappointing sales of our main regular publications, which all saw their figures fall. This follows a growth in income from this source in 2001.

Expenditure rose by 8.7% to £883,101. This increase was broadly as expected in the light of a decision to increase staff numbers slightly as well as to use the opportunity provided by last year’s surplus to bring the pay of the research staff more in line with that paid in union research departments. Expenditure on research projects, at £29,588, was also considerably up on 2001, reflecting the much larger amount of work being undertaken.

Capital spending was considerably higher than in recent years at £6,260. This includes £5,030 spent on the building in connection with the Development fund appeal. However, the bulk of the remainder was spent on new computer equipment, including new terminals and a new server.

The remaining refurbishment of the building, on which £26,110 was spent in 2002, has been accounted for in the Development fund and does not appear in the Combined Revenue Account.

Executive Committee 2002-2003

Hon. President Bob Dalziel
Chair Helen Donoghue
Hon. Treasurer Howard Marchant
Vice-Chair Alan Sapper
Sam Apter, Dave Baker, Eddy Batchelor, James Burke, Chris Finnerty, Gary Jones, David McCulloch (co-opted), Dave Gott, Steve Lewis, Mary Nicholas, David Tarren, Peter Terry, Enrico Tortolano
Combined Balance Sheet
as at 31 December 2002

<table>
<thead>
<tr>
<th>2002</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>£</td>
<td>£</td>
</tr>
</tbody>
</table>

**Fixed assets**
- Freehold property, 78 Blackfriars Road, SE1.
- Land at cost
  - 8,750
  - 8,750
- Buildings at written down value
  - 41,288
  - 41,959
- Office equipment at written down value
  - 37,512
  - 23,592
- **Total Fixed Assets**
  - 87,550
  - 74,301

**Current assets**
- Stock of publications and work in progress
  - 8,086
  - 10,285
- Sundry debtors and prepayments
  - 91,186
  - 91,518
- Cash on deposit at bank
  - 119,012
  - 133,169
- Cash at bank
  - 31,345
  - 28,465
- Cash in hand
  - 478
  - 307
- **Total Current Assets**
  - 250,107
  - 263,744

**Less Current Liabilities**
- Corporation tax payable (note 6)
  - 998
  - 1,757
- Monies received in advance
  - 11,795
  - 12,474
- Eva Reckitt beneficiaries
  - 9,425
  - 9,425
- Sundry creditors and expenses accrued
  - 89,652
  - 75,400
- **Net Current Assets**
  - 138,237
  - 164,688

**Financed by:**
- **General Fund**
  - Balance as at 1 January 2002
    - 212,452
    - 167,992
  - Surplus for year
    - 1,965
    - 44,460
  - **Total General Fund**
    - 214,417
    - 212,452
- **Development Fund**
  - Balance as at 1 January 2002
    - 6,579
    - 65,711
  - Donations received in year
    - 10,943
    - 675
  - Expenditure in year
    - (26,110)
    - (59,667)
  - **Net Surplus**
    - (8,588)
    - 6,579

**Premises Fund**
- Balance as at 1 January 2002
  - 19,958
  - 19,958

**Notes to the accounts**

1. **Sales of publications**
   - Labour Research
     - 63,991
     - 72,246
   - Advertising
     - 17,373
     - 17,311
   - Fact Service
     - 35,738
     - 36,358
   - Bargaining Report
     - 60,123
     - 64,599
   - LRD Booklets
     - 190,905
     - 175,367
   - Research publications
     - 5,684
     - 18,988
   - LRD Publications Online
     - 15,691
     - 15,212
   - Safety Rep
     - 20,091
     - 19,969
   - **Total Sales of Publications**
     - 409,596
     - 420,050

2. **Printing and distribution of publications**
   - Labour Research
     - 52,209
     - 49,220
   - Fact Service
     - 19,042
     - 20,180
   - Bargaining Report
     - 19,206
     - 19,947
   - LRD Booklets
     - 52,277
     - 50,203
   - Research publications
     - 705
     - 6,659
   - Safety Rep
     - 7,418
     - 6,658
   - **Total Printing and Distribution**
     - 150,857
     - 152,867

3. **Affiliation fees**
   - National trade unions
     - 74,150
     - 71,449
   - Trade union districts
     - 4,436
     - 4,687
   - Trade union branches
     - 77,061
     - 76,480
   - Shop stewards’ committees
     - 5,344
     - 6,195
   - Trades councils
     - 1,757
     - 1,761
   - Labour parties and miscellaneous
     - 10,087
     - 11,204
   - Individuals
     - 17,130
     - 17,682
   - **Total Affiliation Fees**
     - 189,965
     - 189,458

4. **Stock and work in progress**
   - Stock and work in progress have been valued at the lower of cost and net realisable value.

5. **Accounting policies**
   (a) **Basis of accounts**
     - The accounts have been prepared under the historical cost basis of accounting and in accordance with the Financial Reporting Standard for Smaller Entities (applicable June 2002).

   (b) **Depreciation:**
     - Freehold property
       - An apportionment has been made between the cost of land and buildings. Depreciation is provided on the freehold buildings 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.
     - Office equipment
       - The basis for depreciation is 20% per annum on cost.

6. **Taxation**
   - Taxation has been provided at 10%. (2001 20%) on bank interest received gross. There was an overprovision of £638 in 2001.

**Independent auditors’ statement**
We have audited the financial statements of both the Labour Research Department and L.R.D. Publications Ltd. in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards and have reported separately.

In our opinion the combined financial statements of Labour Research Department and L.R.D. Publications Ltd. at 31 December 2002, and of the combined surplus for the year then ended.

**Hard Dowdy**
Chartered Accountants
Registered Auditor
23/28 Great Russell Street, London WC1B 3NG
10 February 2003