

# GLOSSARY OF TERMS

A glossary of terms and acronyms used in this public consultation.

Acronym/Term	Definition/Description
<b>Agricultural Wages Board for Northern Ireland</b>	This is a statutory body which meets three times a year, to determine the minimum gross wages payable to agricultural workers and to set some conditions for holiday and sick pay entitlement.
<b>Agency Worker</b>	Person employed by an Employment Business to be sent out on assignment where they will work under a manager or supervisor or the control of the hirer.
<b>CIPD</b>	Chartered Institute of Personnel and Development
<b>Code of Practice</b>	A code of practice sets out guidelines for people to follow in a specific area of law.
<b>Collective Bargaining</b>	Collective bargaining is the process by which representatives of trade unions negotiate with employers on behalf of their members in respect of employees' terms and conditions of employment.
<b>DfE / The Department</b>	Department for the Economy
<b>EAI</b>	Employment Agency Inspectorate
<b>EASI</b>	Employment Agency Standards Inspectorate
<b>Employee</b>	<p>The main people in work are employees. A person is classed as an employee if they work under a contract of employment.</p> <p>Employees are entitled to all statutory employment rights, subject to the length of time they have worked for their employer. Some rights require the employee to have been working continuously in the same job for a certain amount of time to qualify. Employees have responsibilities towards their employer, such as making sure they turn up for work.</p> <p>The legal definition of an employee, a contract of employment and a worker can be found in article 3 of the Employment Rights (Northern Ireland) Order 1996<sup>108</sup>.</p>

<b>Acronym/Term</b>	<b>Definition/Description</b>
<b>GDPR</b>	General Data Protection Regulations
<b>GLAA</b>	Gangmasters and Labour Abuse Authority protects workers from exploitation by operating a licensing scheme in agriculture, horticulture, shellfish gathering and associated processing and packaging sectors.
<b>Hirers</b>	Hire private recruitment agencies to find workers for them.
<b>HMRC</b>	His Majesty's Revenue and Customs
<b>Industrial Action</b>	Industrial action is when employees take action against their employer because of a work dispute.
<b>Industrial Court</b>	The Industrial Court's main function is to adjudicate on applications relating to statutory recognition and derecognition of trade unions for collective bargaining purposes, where such recognition or derecognition cannot be agreed voluntarily.
<b>Industrial Tribunal</b>	Industrial tribunals are independent judicial bodies in Northern Ireland that hear and determine claims concerning employment matters. These include a range of claims relating to unfair dismissal, breach of contract, wages and other payments as well as discrimination on the grounds of sex, race, disability, sexual orientation, age, part time working and equal pay.
<b>International Labour Organisation (ILO)</b>	The ILO brings together governments, employers and workers of 187 Member States, to set labour standards, develop policies and devise programmes promoting decent work for all women and men.
<b>KID</b>	Key Information Document
<b>Labour Relations Agency (LRA)</b>	The Labour Relations Agency was established in 1976 with responsibility for promoting the improvement of employment relations in Northern Ireland. It is independent and publicly funded.
<b>Large Business</b>	Business with 250 or more employees
<b>LMEO</b>	A labour market enforcement order (LMEO) is an order which prohibits or restricts the person against whom it is made from doing anything set out in the order, or requires the person subject to the LMEO to do what is set out in the order.

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<b>LMEU</b>	A labour market enforcement undertaking (LMEU) is an undertaking by the person entering into it to comply with any prohibitions, restrictions and requirements set out in the undertaking.
<b>LPC</b>	Low Pay Commission - independent body that advises the UK Government on the levels of the National Minimum Wage, including the National Living Wage.
<b>Medium Business</b>	Business with between 50 and 249 employees
<b>Micro Business</b>	Business with 9 or fewer employees
<b>NISRA</b>	Northern Ireland Statistics and Research Agency
<b>ONS</b>	Office for National Statistics
<b>Organisation for Economic Co-Operation and Development (OECD)</b>	This is an international organisation that works with governments, policy makers and citizens, to establish evidence-based international standards, as well as finding solutions to a range of social, economic and environmental challenges.
<b>Prohibition Order</b>	On application by the Department, an industrial tribunal may by order prohibit a person from carrying on, or being concerned with the carrying on, of any recruitment agency (employment agency) or employment business. This order is referred to as a Prohibition Order.
<b>Recruitment Agency</b>	Largely come in two forms. <b>Employment Agencies</b> are hired to introduce workseekers to the hirer. <b>Employment Businesses</b> are hired to supply workers to the hirer.
<b>Scrutineer</b>	For a ballot for industrial action, where more than 50 members have the right to vote, a union must appoint a qualified independent person as the 'scrutineer' of the ballot.  They must be, to the best belief of the union, independent of the union and able to carry out their duties competently, such as producing a report on the conduct of the ballot.
<b>Sectoral collective bargaining</b>	This is the process by which representatives of trade unions negotiate with employers on behalf of their members in respect of employees' terms and conditions of employment on a sector-wide basis.

<b>Acronym/Term</b>	<b>Definition/Description</b>
<b>Service Charge</b>	An amount added to the customer's bill before it is presented to the customer. It may be discretionary or mandatory.
<b>Small and Medium Sized Business (SME)</b>	Collective term to reference businesses with between 1 and 249 employees.
<b>Small Business</b>	Business with between 10 and 49 employees
<b>Social Dialogue</b>	Refers to discussions, consultations, negotiations and joint actions involving organisations representing the social partners – employers and workers.
<b>Statutory Recognition</b>	Under the statutory recognition process, if an employer does not voluntarily recognise a trade union, it may apply to the Industrial Court for the legal right to be recognised by an employer for collective bargaining over pay, hours and holidays, in respect of a group of workers in a particular “bargaining unit”.
<b>Swedish Derogation</b>	This is a reference to “pay between assignment” contracts as it relates to Regulation 10 of the Agency Workers Regulations (Northern Ireland) 2011.
<b>Tip or gratuity</b>	A spontaneous payment offered by a customer. This can be in cash, as part of a cheque payment, as a specific gratuity on a credit or debit card payment or paid using a digital payment service or application.
<b>Trade union</b>	A trade union is an organisation with members who are usually workers or employees. The principal purpose of a trade union is the regulation of relations between workers and employers.
<b>Trade Union Official</b>	Trade union officials represent, train and advise union members; carry out research and develop policy.
<b>Tronc</b>	A common term for an arrangement used to distribute tips, gratuities and service charges. Many different specific arrangements exist, but in simple terms it refers to a common fund where tips left by customers are pooled before being distributed between workers.
<b>Workplace Relations</b>	Workplace relations references the relationships between employers and employees in a workplace.

**Acronym/Term**      **Definition/Description****Worker**

A worker is any individual who works for an employer, whether under a contract of employment (in which case they are an employee), or any other contract where an individual undertakes to do personally any work or services (in which case they are a “limb b” worker).

Limb b workers are entitled to some statutory employment rights and protections, such as the National Minimum Wage/National Living Wage, holiday pay and protection against unlawful discrimination. They are entitled to fewer rights than employees, but in return, have increased flexibility over when, how much, and where they work.

The legal definition of an employee, a contract of employment and a worker can be found in article 3 of the Employment Rights (Northern Ireland) Order 1996.

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**Workseekers**

Persons registered with Recruitment Agencies to be introduced to prospective hirers, in the hope of finding employment with them either as employees, or as workers.

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**Zero hours contract**

‘Zero hours contract’ is generally a non-legal term used to describe many different types of casual agreements between an employer and a worker and may mean different things to different people. Generally, however, it is suggested that such contracts consist of those where the employer is not obliged to offer work and therefore the worker is not certain of having an opportunity to work.

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