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Staffordshire Branch

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📘 Staffordshire UNISON

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Annual General Meeting 2021



Virtual Meeting

**Tuesday 9th February 2021
at
5.00pm**

**Staffordshire Branch of UNISON
56 Eastgate Street
Stafford
ST16 2LY**

UNISON Workplace Representatives

UNISON is a democratic organisation, which aims to put its members at the heart of everything that it does. The Workplace Representative is UNISON's most important link between the union and its members.

TYPES OF REPRESENTATIVES

Steward

UNISON aims to have at least one Steward in each workplace.

A Steward is elected annually by the members that they represent. A UNISON Steward is the first and main contact with the union for members. The role includes talking to members; distributing information and obtaining members' views (effectively being their spokesperson) for that workgroup; recruiting and organising in the workplace; undertaking representation work; and the attendance of Branch Executive meetings, to ensure members' views are heard and brought forward to the Branch.

Elected Stewards have access to paid time off for training, meetings with members and managers, and access to UNISON advice, information, mentoring and support from Branch and Regional Officers.

Health & Safety Representative

Health & Safety Representatives are elected on an annual basis.

A Health & Safety Representative has the right to training and to raise issues which affect the health & safety of members. In some cases the Health & Safety Representative and the Steward are the same person but they have two separate roles. The Safety Representatives and Safety Committees Regulations of 1977, regulation 4 part 2a, requires that employers allow union Health & Safety Reps paid time off, as is necessary, during working hours to perform their functions.

The role includes making representations, on behalf of members on health and safety or welfare matters; inspecting designated workplace areas; investigation potential hazards, complaints by members and causes of accidents, dangerous occurrences and diseases.

Workplace Contacts

This is an ideal role for members who would like to get more involved in UNISON, but who do not want to take on the full role of elected Steward. You do not need to be elected to be a workplace contact, but members you support need to establish a democratic way of agreeing who the contact will be.

Workplace Contacts can get involved in various ways, including: being a point of contact between members and the Branch; supporting existing Stewards or Branch Officers; recruiting members; supporting members at work; distributing information and helping with Branch organising.

Union Learning Representative

Union Learning Representatives work closely with the Branch Education Officer to promote learning. They are entitled to paid time off to undertake their role for training and have access to support from the Branch and Regional Office.

You do not need to be elected to hold this post, but the post has to be ratified by the Branch Executive Committee on an annual basis. The role includes analysing learning or training needs; providing information and advice about learning or training; working with the Branch to promote workplace learning with employers.

Equality Representative

Equality Representatives work closely with the Branch Equalities Officer, ranging from the promotion of diversity management to helping ensure legal compliance and conducting audits. They can raise awareness of issues relating to equality and diversity, raise the profile of equal treatment of workers on the grounds of gender, age, religion, sexual orientation, disability, etc. and engage employers on a range of equality issues.

Equality Representatives have no statutory rights to paid time off to undertake duties, training or facilities. Training is available to undertake the role and facilities arrangements and time are negotiated at a local level with the employer.

If you are interested in any of these roles and want to know more, please contact the Branch for further details on **01785 245000 or visit our website at www.staffordshireunison.org.uk**

A nomination form is available overleaf to complete and return to the Branch.

Workplace Representative Nomination Form 2021



Steward and Health & Safety Rep authorisation is renewed on an annual basis. For continued authorisation as an accredited representative of the Branch in 2021 until the AGM in 2022 **existing & new applicants** must complete this form & return it to the Branch office.

	New	Re-elected	Standing Down		New	Re-elected	Standing Down
Steward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Union Learning Rep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety Rep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equality Rep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Details:

Mr / Mrs / Miss / Ms / Other:	Membership Number:	Home Address:
First name:	Date of Birth:	
Surname:	NI Number:	

Employment Details:

Employer:	Workplace Name & Address:
Workplace(s) Covered:	

Contact Details:

Home Tel Number:	Work Tel Number:	Mobile Tel Number:
Email Address:		

Mailing Preferences:

After your appointment you will receive the following mail – please indicate where you would like to receive it:	Mailing Type	Home	Work
	Activist's mailing from Branch		<input type="checkbox"/>
Activist's mailing from Region		<input type="checkbox"/>	<input type="checkbox"/>
UNISON Focus		<input type="checkbox"/>	<input type="checkbox"/>

Proposed & Seconded By (Must be Staffordshire UNISON Members):

Proposed By – Print Name:	Seconded By - Print Name:
Signature:	Signature:
Membership No:	Membership No:

Declaration:

I certify that I am willing to serve as a Workplace Representative for the year 2021, I am a current member of the Branch and eligible for election. I also agree to undertake suitable training as a Steward within two years of my election.	
Signed:	Dated:

Nomination approved by Branch Secretary:

Signed:	Dated:
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Notification sent to Employer: YES/NO Date:

Return your completed nomination form to:

Staffordshire Branch of UNISON, 56 Eastgate Street, Stafford. ST16 2LY

BRANCH OFFICER NOMINATION FORM

This form must be completed by all nominees for Branch Officer posts and returned to the Branch Office no later than **Tuesday 8th December 2020**. As recommended by the UNISON National Office, Candidates should provide an election address of no more than 500 words with their nomination.

If more than one nomination is received for an Officer post, members will be notified, and a postal ballot will take place.

Nomination for the Post of: _____
(See List provided) _____

Title: _____

Surname: _____

Forename(s): _____

Workplace Address: _____
(including Postcode) _____

Work Telephone Number: _____

Department/Workgroup: _____

Current Job Title: _____

UNISON Membership Number: _____

Contact Telephone Number: _____

Home **Work**

Signed by
Nominee: _____

Date: _____

Proposed By
Print Name: _____

Seconded By
Print Name: _____

Signature: _____

Signature: _____

Officer Posts - Staffordshire Branch of UNISON

A number of functions are defined within the rule book as the responsibility of specific Branch Officers. However these tend to be general statements, covering overall responsibility for the proper running of the branch, each of which entails a large number of tasks.

All branch officers are bound by the collective responsibility of national, regional and Branch policy and decisions taken by the Branch Committee.

Outlines of all the Branch Officer Roles are available from the Branch Office.

- Chairperson
- Vice Chairperson
- Branch Secretary
- Assistant Branch Secretary (3 Posts)
- Assistant Branch Secretary (Fire & Rescue Service - must be from this employer)
- Assistant Branch Secretary (Ofsted - must be from this employer)
- Branch Treasurer
- Health & Safety Officer
- Welfare Officer
- Equalities Co-Ordinator
- Women's Officer
- Black Members Officer
- Communications Officer
- International Relations Officer
- LGBT Officer
- Young Members' Officer
- Auditor
- Members Services Officer
- Disabled Members Officer
- Environmental Officer

**NOTICE OF THE ANNUAL GENERAL MEETING TO BE HELD ON
TUESDAY 9TH FEBRUARY 2021**

****Please note this meeting will take place virtually****

To: All Members of The Staffordshire Branch of UNISON

The Annual General Meeting of the Branch will be held virtually by **Staffordshire Branch of UNISON**, on **Tuesday 9th February 2021 at 5.00pm**.

An invitation notice will be sent to all members approximately 6 weeks before the meeting date, this will include the online registration details for the meeting.

Remember that this provides an opportunity for the general membership of the Branch to participate in Branch affairs and to influence policy. If you wish to change existing UNISON policies, or to initiate new policies, this is your chance!

Kind regards

A handwritten signature in black ink that reads "Michael Vaughan". The signature is written in a cursive style with a horizontal line underneath the name.

**Mike Vaughan
Branch Secretary**

A G E N D A

- 1. WELCOME**

- 2. NOTIFICATION OF BRANCH OFFICERS**

- 3. ELECTION OF THE BRANCH EXECUTIVE COMMITTEE**

- 4. MINUTES of the Aggregate Annual General Meeting held on Tuesday 4th February and Wednesday 5th February 2020**

- 5. ANNUAL REPORT: to receive the Annual Report from all Branch Officers which will be tabled at the meeting.**

- 6. STATEMENT OF ACCOUNTS: to receive the Branch Treasurers Statement of Accounts for the twelve months to 31st December 2020**

- 7. HONORARIA PAYMENTS PROPOSAL**

- 8. ELECTION OF DELEGATES**

- 9. MOTIONS: Must be submitted in writing and received at least 7 days before the meeting.**

MINUTES OF THE AGGREGATE ANNUAL GENERAL MEETINGS HELD ON TUESDAY 4TH FEBRUARY & WEDNESDAY 5TH FEBRUARY 2020

ATTENDANCE

39 Members were present over both meetings, and 1 apology was received

1. WELCOME

Nigel Brindley, Acting Branch Chair introduced himself and welcomed everyone to the meetings. Nigel advised the meeting that Hilary Mellor was standing down as Branch Secretary and acknowledged Hilary's hard work and commitment during her time at Staffordshire UNISON.

2. NOTIFICATION OF BRANCH OFFICERS

The Acting Branch Chair advised there were still some posts vacant and invited any interested parties to come forward for election.

Camelia Baylis put forward for the position of Assistant Branch Secretary.
Proposed by: M Vaughan / Seconded by: Stuart Nixon

The Acting Branch Chair advised that the nomination for Communication Officer was submitted after the deadline. This was unopposed.

A question was raised about the absence of an Auditor. The Branch Treasurer responded that if an Auditor didn't come forward then advise would be sought from the UNISON National Office.

The Acting Branch Chair advised on the results of the ballot for the Election of Branch Secretary.

The Branch Officers posts were agreed as:

Branch Secretary	Mike Vaughan
Chairperson	Nigel Brindley
Vice Chairperson	Stuart Nixon
Asst Branch Secretary	Nigel Brindley
Asst Branch Secretary	Kate Salter
Asst Branch Secretary	Mandy Dancocks
Asst Branch Secretary	Camelia Baylis
Asst Branch Secretary (FRS)	Tim Wareham
Asst Branch Secretary (OFSTED)	Carolyn Thompson
Branch Treasurer	Kate Salter
Health & Safety Officer	Mike Vaughan
Welfare Officer	Helen Smith
Equality Officer	Mandy Dancocks
Communications Officer	Dan Watson
Disabled Members Officer	Vacant
Women's Officer	Vacant
Education Co-ordinator	Vacant
Black Members Officer	Vacant

International Officer	Vacant
Young Members Officer	Vacant
LGBT Officer	Vacant
Member Services Officer	Vacant
Environmental Officer	Vacant
Auditor	Vacant

The Branch Officer posts were agreed by the meetings.

The Branch Officers posts are subject to ratification by the Regional Office.

3. ELECTION OF BRANCH EXECUTIVE COMMITTEE

15 nominations for Workplace Stewards were received.

WORKPLACE STEWARD NOMINATIONS

Name	Workplace
Mick Barker	Chartwells - Grounds Service
Camelia Baylis	Care Proceedings - Lichfield
Marguerita Brown	Burton & South Derbyshire College
Liz Chadwick	The De Ferrers Academy
Kay Clarke	The De Ferrers Academy
Agata Dorrington	St Peters Primary Academy
Cherie Hughes	Burton & South Derbyshire College
Sue Insull	Families & Communities – SP1
John Kaye	JETS – Staffordshire Fire & Rescue
James McKenna	Thomas Alleyne's High School
Stuart Nixon	Staffordshire Place
Shani Salter	Sir Graham Balfour Mat
Helen Smith	Targeted Services - Stafford
Diane Walsh	East Staffordshire Children's Centre/The Grange
Dan Watson	Hednesford Valley High School

HEALTH & SAFETY REPRESENTATIVE NOMINATIONS

6 nominations for Health & Safety Representatives were received.

Name	Workplace
Nigel Brindley	Staffordshire UNISON
Mandy Dancocks	Staffordshire UNISON
Agata Dorrington*	St Peters Primary Academy
Sue Insull	Families & Communities – SP1
John Kaye	JETS – Staffordshire Fire & Rescue
Dan Watson	Hednesford Valley High School

*It was noted that this nomination had been missed off the original listing

UNISON LEARNING REP NOMINATIONS

1 nomination for Learning Rep was received.

Name	Workplace
Tim Wareham	Fire & Rescue HQ

Mike Vaughan stated the request he had made at the 1st Aggregate AGM meeting for a nomination to be deferred had caused controversy and therefore he withdraws the request, adding that this would be dealt with separately.

All nominations were accepted.

4. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 12th FEBRUARY AND 13th FEBRUARY 2019

The minutes of the 2019 AGM were agreed to be a true record.

Proposed by: M Vaughan / Seconded by: K Salter – Tuesday 4th February 2020

Proposed by: L Chadwick / Seconded by: D Watson – Wednesday 5th February 2020

5. ANNUAL REPORT

The Reports from the Branch Officers were presented to the meetings. Any questions on the Annual Reports should be forwarded to the Branch.

6. STATEMENT OF ACCOUNTS

The Statement of Accounts was tabled at the meetings.

The Branch Treasurer delivered an overview of the accounts.

The Branch Treasurer referred to Item 6 point 6.4 on the financial report:

‘It is proposed that this Property Fund is established and £350,000 is transferred from the Industrial Action Fund’.

At the 1st Aggregate AGM meeting a question was raised regarding Staffordshire County Council providing property for UNISON business. The Branch Treasurer responded that this measure is put in place as a safeguard for any future issues we may have with alternative accommodation.

A counter proposal was put forward:

‘The money is moved when the membership threshold falls below the number agreed for Staffordshire County Council to provide accommodation ‘

A vote took place on both proposals the original proposal '*It is proposed that this Property Fund is established and £350,000 is transferred from the Industrial Action Fund*' was passed at both meetings

The Acting Branch Chair thanked the Branch Treasurer for her hard work following in the footsteps of the former Branch Treasurer.

Any questions on the Statement of Accounts should be forwarded to the Branch.

7. HONORARIA PAYMENTS

The Proposed Honoraria Payments were presented to the meeting.

A vote was passed, and these were approved by the Meeting.

8. ELECTION OF DELEGATES

Nominations for the floor:

Regional Local Government Committee – C Baylis

Local Government Conference – C Baylis

Branch Staffing Committee/Appeals Committee – Carolyn Thompson

The Election of Delegates is as follows:

Committee			Nominations
County H&S Committee		1	Nigel Brindley
(Includes Schools)		2	Sue Insull
Branch H&S Officer + 5 Seats		3	Mandy Dancocks
GENERAL-1023		4	Dan Watson
		5	Mike Vaughan
		6	
Regional Local Gov Committee	3 Female	1	Camelia Baylis
6 Seats TBC		2	
UNISON-9009		3	
	3 General	4	Nigel Brindley
		5	Mike Vaughan
		6	
	Reserve		
West Midlands Regional Council	5 Female	1	
8 Seats TBC		2	
UNISON-9008		3	
		4	

Committee			Nominations
		5	
	2 General	6	Nigel Brindley
		7	Mike Vaughan
	Reserve		
Local Govt Conference Delegates	6 Female	1	Helen Smith
7 Seats TBC		2	Liz Chadwick
UNISON-9001		3	Camelia Baylis
The delegation must comply with UNISON's rules on fair representation and proportionality,		4	
		5	
		6	
	1 General	1	Mike Vaughan
	Reserve		Tim Wareham (Visitor)
National Conference Delegates	5 Female	1/S	Carolyn Thompson
6 Seats TBC		S	
UNISON-9001		2	Helen Smith
The delegation must comply with UNISON's rules on fair representation and proportionality		3	Liz Chadwick
		4	Kate Salter
		5	
	1 General	6	Tim Wareham
	Reserve		
Donations, Affiliations & Gifts Committee		1	Kate Salter
5 Members		2	Helen Smith
(at least 3 members to make decision)		3	Liz Chadwick
		4	Stuart Nixon
		5	Jim McKenna
Branch Staffing Committee (4)		1	Tim Wareham
Branch Appeals Sub Committee (3)		2	Nigel Brindley
Committee members will be selected from the list to sit on either the Staffing Committee or Appeals Committee as required		3	Kate Salter
		4	Sue Insull
		5	Mandy Dancocks
		6	Dan Watson
		7	Liz Chadwick
		8	Stuart Nixon
		9	Jim McKenna
	10	Carolyn Thompson	

Committee		Nominations
North Staffs TUC	1	Mike Vaughan
UNISON-9010	2	
	3	
	4	
East Staffs TUC	1	Mike Vaughan
UNISON-9011	2	Liz Chadwick
	3	
	4	

All of the above nominations were accepted by the meetings.

For further information on any of these committees please contact the Branch.

9. MOTIONS

A motion was submitted from the Acting Branch Chair

'If at any time an election of any Officer position within the Staffordshire Branch of UNISON is called, and provided that we follow UNISON's Code of Good Branch Practice then we propose that Branch Employed Staff will carry out any teller function in this process'

A question was raised on the independence of the tellers. Branch Employed Staff are independent as they are not UNISON members and therefore have no voting rights.

A vote took place.

This motion was passed.

10. ANY OTHER BUSINESS

Prize Draw

The winners of the prize draw sponsored by LV were drawn and presented with Love 2 Shop vouchers.

1st prize – £50

2nd prize - £30

3rd prize - £20

There Being No Further Business the meetings closed.



**To update your details and communication preferences please
visit: <https://www.unison.org.uk/my-unison>**

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www.staffordshireunison.org.uk**

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twitter.com/staffsunison**

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www.facebook.com/staffsunison**