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Staffordshire Branch

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Staffordshire UNISON

@staffsunison

Annual General Meeting 2023



Virtual Lunchtime Meeting

Wednesday 8th February 2023
at
12.30pm

Virtual Evening Meeting

Wednesday 8th February 2023
at
5.00pm

Please Note: Attendance at one meeting only is required

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 at 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 of 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 must 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 2023

Steward and Health & Safety Rep authorisation is renewed on an annual basis. For continued authorisation as an accredited representative of the Branch in 2023 until the AGM in 2024 **existing & new applicants** must complete this form & return it to the Branch office.



	New	Re-elected	Standing Down
Steward	☐	☐	☐
Health & Safety Rep	☐	☐	☐

	New	Re-elected	Standing Down
Union Learning Rep	☐	☐	☐

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:

	Mailing Type	Home	Work
After your appointment you will receive the following mail – please indicate where you would like to receive it:	Activist's mailing from Branch	☐	☐
	Activist's mailing from Region	☐	☐
	UNISON Focus	☐	☐

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 2023, 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 6th December 2022**. 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:

Signature:

Seconded By
Print Name:

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)
- Branch Treasurer
- Health & Safety Officer
- Welfare Officer
- Equalities Co-Ordinator(s)
- Women's Officer
- Communications Officer
- International Relations Officer
- Young Members' Officer
- Auditor
- Environmental Officer
- Labour Link Officer

**NOTICE OF THE AGGREGATE ANNUAL GENERAL MEETINGS TO BE HELD ON
WEDNESDAY 8TH FEBRUARY 2023 AT 12.30pm AND 5.00pm**

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

To: All Members of The Staffordshire Branch of UNISON

The Aggregate Annual General Meeting of the Branch will be held virtually by **Staffordshire Branch of UNISON**, on **Wednesday 8th February 2023 at 12.30pm and 5.00pm**. Please note attendance at one meeting only is required.

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 Annual General Meeting held on Wednesday 9th February 2022

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 2022

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 ANNUAL GENERAL MEETINGS HELD ON WEDNESDAY 9TH FEBRUARY 2022

ATTENDANCE

33 Members were present, and 5 apologies were received

1. WELCOME

Nigel Brindley, Branch Chair introduced himself and welcomed everyone to the meeting.

The Branch Chair advised that the meeting was being recorded and that any telephone callers to the meeting would be asked to identify themselves. The Branch Chair asked that all questions be raised through the Q&A function only.

The Branch Chair explained how the proposal/seconding of any business should be done by using the 'raise hand' function and telephone callers will be asked to give their vote individually.

The Communications Officer will confirm the results of any polls which may cause a short delay at times. The Communications Officer will advise when the poll is completed.

All members who have registered to vote should have received an email advising them of the agenda and the reports which are available on the website.

2. NOTIFICATION OF BRANCH OFFICERS

The Branch Chair read out the positions and the nominations received, followed by the vacant posts. All posts have already been proposed and seconded. Anyone interested in the vacant posts should contact the Branch Office.

The Branch Officers posts were agreed as:

Branch Secretary	Mike Vaughan
Asst Branch Secretary	Nigel Brindley
Asst Branch Secretary	Mandy Dancocks
Asst Branch Secretary	Kate Salter
Asst Branch Secretary (FRS)	Tim Wareham
Chairperson	Nigel Brindley
Branch Treasurer	Kate Salter
Health & Safety Officer	Mike Vaughan
Equality Co-ordinator	Mandy Dancocks
Communications Officer	Dan Watson
International Officer	Mike Vaughan
Auditor	Claire Bruus
Asst Branch Secretary (OFSTED)	Vacant
Welfare Officer	Vacant
Women's Officer	Vacant
Education Co-ordinator	Vacant
Lifelong Learning Co-ordinator	Vacant

Young Members Officer
Environmental Officer

Vacant
Vacant

A vote took place via a poll.

Poll result:

For: 100%
Against: 0%
Abstention: 0%

The Branch Officer posts were accepted by the meeting.
The Branch Officers posts are subject to ratification by the Regional Office.

3. ELECTION OF BRANCH EXECUTIVE COMMITTEE

The following nominations were received, proposed and seconded and read out to the meeting by the Branch Chair.

WORKPLACE STEWARD NOMINATIONS

Name	Workplace
Daniela Ballantine	SCC – Springvale Office & Cannock Children's Centre
Mick Barker	Chartwells - Grounds Service
Marguerita Brown	Burton & South Derbyshire College
Liz Chadwick	The De Ferrers Academy
Karen Giles	Bhylls Acre Primary School
Andy Hollinshead	South Staffordshire College
Kelvin Jones	Paulet High School
Mark Lawrence	Staffordshire County Council – SP1
Jim Smith	Entrust
Diane Walsh	East Staffordshire Children's Centre/The Grange
Kay Walsh	The De Ferrers Academy
Tim Wareham	Staffordshire Fire & Rescue

HEALTH & SAFETY REPRESENTATIVE NOMINATIONS

Name	Workplace
Nigel Brindley	Staffordshire UNISON
Mandy Dancocks	Staffordshire UNISON
Andy Hollinshead	South Staffordshire College
Robert Phillips	South Staffordshire College
Jim Smith	Entrust
Dan Watson	Hednesford Valley High School

UNISON LEARNING REP NOMINATIONS

Name	Workplace
Tim Wareham	Fire & Rescue HQ

EQUALITY REP NOMINATIONS

Name	Workplace
Daniela Ballantine	SCC – Springvale Office & Cannock Children's Centre

A vote took place via a poll.

Poll result:

For: 100%

Against: 0%

Abstention: 0%

All nominations were accepted.

4. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 4th FEBRUARY 2021

The Branch Chair advised the minutes are available on the Staffordshire UNISON website.

The minutes of the 2021 AGM were agreed to be a true record.

Proposed by: M Vaughan

Seconded by: K Salter

5. ANNUAL REPORT

The Branch Chair advised that the reports from the Branch Officers are available on the website. Any questions on the Annual Reports should be forwarded to the Branch.

6. STATEMENT OF ACCOUNTS

The Branch Chair handed the meeting over to Kate Salter, Branch Treasurer.

The Branch Treasurer delivered an overview of the accounts. The information is available on the Branch website.

A vote took place on the acceptance of the accounts via a poll.

Poll result:

For: 100%

Against: 0%

Abstention: 0%

All accounts were accepted.

The Branch Chair asked if there were any questions for the Treasurer.

Mike Vaughan asked for a point to be minuted. The Branch is currently purchasing a new building, an issue has arisen involving UNISON's national rules which means when any building is purchased UNISON nationally nominate 3 trustees who are technically the owners of the building, they act on behalf of the national Union. The Branch has asked for a Staffordshire representative to be included but this has been rebuffed and the Branch has been referred back to the rules. The concern for the Branch is that the money that is being used to buy the building is solely the money from Staffordshire UNISON members and is being used to buy a building to stabilise and secure the future of the Branch. Effectively the Branch is giving its prime asset to national UNISON, this is a concern that in the future national UNISON may decide to do something else with the building then they can overrule the Branch's wishes. Mike acknowledged information given to him by Mandy Dancocks in relation to putting a direction on the building on the land registry, but we have been told it doesn't fit with UNISON rules. Mike has asked for it to be recorded in the minutes that when the building is purchased it should be seen as the property of Staffordshire UNISON, Mike has asked for it to be minuted at every AGM to ensure the issue isn't forgotten in the future. As Branch Secretary, Mike will keep trying to get this amended, Mike has spoken to the National Executive Committee Members and there is a review due of all UNISON's property across the UK and is hoping this will open the door to getting this rule changed, at the very least there should be somebody from the local branch as a trustee. Each year whilst Mike is Branch Secretary and hopefully his successors will follow suit in recording at each AGM that the building belongs to Staffordshire UNISON.

The Branch Chair advised that support had been given to keep this issue addressed at each AGM via the chat function.

The Branch Chair advised that a few comments had been made in the chat function agreeing with the point of the building being acknowledged as belonging to the Branch.

Questions on the Financial Report were read out:

- Is there a plan to make another local levy?
The Branch Treasurer responded to advise there are no plans at present to introduce another local levy.

7. HONORARIA PAYMENTS

The Proposed Honoraria Payments were presented to the meeting.

The Branch Chair asked if there were any questions on the honoraria proposal.

Questions on the Honoraria were read out:

- How are they devised in terms of value, through a job evaluation process?
The Branch Treasurer responded that she was unsure of the question and asked for clarification. The question was expanded upon and the question raised was whether the honoraria payments are looked at through a job evaluation process. The Branch Treasurer advised the 10% is set out as part of UNISON's rules and the Branch cannot exceed that amount. This year's proposal equates to 5.37% of the income the Branch receives for funding purposes. The Treasurer responded to the question regarding overtime submission in that overtime was not claimed separately. A discussion took

place regarding future consideration for job evaluation and recording overtime. The Branch Treasurer advised that a system was in place at the Branch to consider all contributions made by the Branch Officers with regards to the honoraria payments, this decision is made by the Leadership Team at the Branch based on additional out of hours activities.

The Honoraria payments were proposed by K Salter / seconded by L Chadwick

A vote took place via a poll:

Poll result:

For: 86%
Against: 3%
Abstention: 11%

The honoraria proposal was accepted.

9. ELECTION OF DELEGATES

The Branch Chair read out the election of delegates for the benefit of the meeting.

The Election of Delegates is as follows:

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

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

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	Marguerita Brown
	4	
Wolverhampton & Bilston TUC	1	Mike Vaughan
	2	
	3	
	4	

The Branch Chair advised anyone wishing to put themselves forward for any of the committees to contact the Branch.

A question was raised about the meetings remain virtual rather than travelling to Birmingham. The Branch Chair responded that the format of the meetings was decided by the National or Regional Committee. The Branch Secretary added that UNISON Nationally has looked at hybrid meetings and whether or not they should go to all virtual meetings. In respect of the hybrid meetings, UNISON are suggesting that the technology does not yet exist to ensure that the people that are virtual aren't disenfranchised as opposed to the people who are physically at the meeting.

A further question was raised regarding the gender requirements for the Health & Safety seats. The Branch Secretary responded that there are no gender requirements, but you do need to be a Health & Safety Rep and have to be a Staffordshire County Council employee as it is a Staffordshire County Council committee.

A vote took place via a poll:

Poll result:

For: 100%
Against: 0%
Abstention: 0%

The Branch Delegation was accepted.

9. MOTIONS

The following motion was submitted by Mike Vaughan, Branch Secretary.

EMERGENCY MOTION - DEFEND PAUL HOLMES

This Branch condemns the decision of Kirklees Council on 2nd of February 2022 to dismiss UNISON National President Paul Holmes.

Paul has been Branch Secretary of the Kirklees UNISON branch for 32 years.

Paul has been a council employee for 48 years and a Union steward for 46 years. He has a completely unblemished record in his 48 years with the council. The decision to dismiss him is completely indefensible. It follows him being suspended by the council for 2 years and 2 months.

The investigation into this issue by a private consultant finished 18 months ago.

Paul will not let this issue rest. He could have retired with 48 years' service, but he is determined to clear his name and let everyone know the real reasons behind his dismissal.

We believe that these reasons are that Paul undertook the activities of an independent trade union, UNISON. No trade union can accept that an employer should dismiss a union representative for carrying out their trade union duties and activities.

National UNISON is supporting Paul Holmes with an application for Interim Relief because of Trade Union victimisation by his employer. National UNISON accepts that there is no conduct basis to the false allegations made against Paul.

We resolve:

1. To send a message of support and solidarity to Paul Holmes.
2. To send a protest to the Leader and Chief Executive of Kirklees Council calling upon them to reinstate Paul Holmes.
3. To send this motion to the general secretary of UNISON, Christina McAnea, calling for UNISON to provide Paul Holmes with the fullest support using the full resources of the trade union.

Proposed by: M Vaughan

Seconded by: K Salter

A question was raised asking if allegations had been made from activists of the Branch regarding his behaviour. The Branch Secretary responded that there is going to be an employment tribunal as well as an appeal against the dismissal and is therefore not able to discuss the allegations, but the case is clearly victimisation by an employer because of his trade union activities, stating that UNISON would not take the case on if it wasn't clear that this is victimisation.

Poll result:

For:	78%
Against:	4%
Abstention:	18%

This motion is carried.

10. ANY OTHER BUSINESS

Ashley Morley, Regional Officer thanked the Branch for their hard work and the enthusiasm shown during events and campaigns, particularly over the COVID period, stating *'it was a difficult landscape out there and you really are leading the way fighting for your members and you should be proud of your efforts'*.

The Branch Chair thanked everyone for attending the meeting confirming that the meeting was quorate.

Special thanks was given to Kate Salter for her hard work in undertaking the Branch Treasurer role and acknowledgment and thanks was given to Dan Watson, Communications Officer for ensuring the meeting went ahead as smoothly as possible.

A big thank you was given to the Branch Office staff and to Ashley Morley, Regional Officer for all his support over the last 12 months.

There being no further business the meetings closed at 6pm.



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

Don't forget to check our website for all the latest news & info
www.staffordshireunison.org.uk

You can also find us on Twitter
twitter.com/staffsunison

And by searching for us on Facebook
www.facebook.com/staffsunison



Please click [here](#) for further information