



UNISON

Staffordshire Branch

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 Staffordshire UNISON
 @staffsunison

Annual General Meeting 2027

Together we are stronger

Empowering members wherever you work

Why join?

Join UNISON to get support when you need it and stand up for better pay and conditions in your workplace



A friend at work you can trust



Free legal advice and compensation



Great money saving deals and discounts



Courses to help you learn and grow



A helpline open until 11pm every week



A unique charity for when times are tough

Virtual Lunchtime Meeting

11th February 2027
at
12.30pm

Virtual Evening Meeting

11th February 2027
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.

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.

Green Rep

Workplace environmental representatives aim to raise awareness and ensure that the workforce is involved in environmental policies and actions to 'green the workplace'.

Organisations are far better placed than individuals to install cost-effective green measures and agree collective ways to change our behaviour at work – such as through recycling schemes.

Union action to green the workplace can help ensure that financial savings from resource and energy efficiency ease the pressure on other costs and helps to protect jobs. The need to strengthen the link between sustainable workplaces and sustainable jobs has never been more urgent

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 the **UNISON National website** at **www.unison.org.uk/get-involved/being-a-rep****

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

Workplace Representative Nomination Form 2027

Authorisation for Steward and other Representative roles is renewed annually. To maintain or obtain authorisation as an accredited representative of the Branch for 2027, until the AGM in 2028, **all existing representatives and new applicants must complete this form and return it to the Branch Office.**



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

	New	Re-elected	Standing Down
Union Learning Rep	☐	☐	☐
Equality Rep	☐	☐	☐
Green 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 2027, 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 UNISON, 7 Ferranti Court, Gillette Close, Staffordshire Technology Park, Stafford, ST18 0LQ** or via email unison@staffsunison.org.uk

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 **Thursday 17th December 2026**. 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)
- Black Members Officer
- Women's Officer
- Communications Officer
- LGBTQ+ Officer
- International Relations Officer
- Young Members' Officer
- Auditor
- Environmental Officer
- Labour Link Officer

**NOTICE OF THE AGGREGATE ANNUAL GENERAL MEETINGS TO BE HELD ON
THURSDAY 11TH FEBRUARY 2027 AT 12.30pm AND 5.00pm**

****Please note these meetings 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 **Thursday 11th February 2027 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 12th February 2026

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 2026

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 THURSDAY 12TH FEBRUARY 2026

ATTENDANCE

64 Members were present over both meetings, and 2 apologies were received.

1. WELCOME

Dan Watson introduced himself as Chairperson and welcomed everyone to the meetings.

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 results of the polls will be read out for recording purposes.

All members should have received an email with the registration details of the meetings and advised that the agenda and the reports are available on the website. The information is also available to download when entering the zoom webinar.

2. NOTIFICATION OF BRANCH OFFICERS

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

The Branch Officers posts were shown on screen.

Branch Position	Nominations Received
Branch Chairperson	Dan Watson
Branch Vice Chairperson	VACANT
Branch Secretary	Mike Vaughan
Assistant Branch Secretary (SCC release time – 3 posts)	Kate Salter Mandy Dancocks
Assistant Branch Secretary (FRS)	VACANT
Branch Treasurer	Kate Salter
Health & Safety Officer	Mike Vaughan
Welfare Officer	VACANT
Equalities Co-ordinator	Mandy Dancocks
LGBTQ+ Officer	Mandy Dancocks
Women's Officer	VACANT
Communications Officer	Dan Watson
International Relations Officer	Mike Vaughan

Young Members Officer	VACANT
Auditor	Claire Bruus
Environmental Officer	VACANT
Labour Link Officer	VACANT

A vote took place via a poll.

Poll result

Lunchtime meeting

For:	93%
Against:	3%
Abstention:	3%

*Afternoon meeting:

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

*At the afternoon meeting it was reported that the Branch Secretary and the Branch Treasurer were unable to vote for this agenda item due to a technical issue; their votes would be collated separately by email and recorded along with the electronic votes.

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

Nominations for Workplace Representatives were received as follows.

All nominations are already proposed and seconded prior to the meeting; they are read out for approval at the AGM.

WORKPLACE STEWARD NOMINATIONS

Name	Workplace
Mick Barker	The Glen Group - Grounds Service
Marguerita Brown	Burton & South Derbyshire College
Margaret Gosling	Newcastle & Stafford College Group
Denise Gould	East Staffs Borough Council
Kirstie Harvey	Newcastle & Stafford College Group
Sue Skerry	Staffordshire County Council – SP1
Jim Smith	Entrust
Tina Spinks	Hawthorne Resource Centre
Liz Taylor	Horton Lodge Special School
Dan Watson	Hednesford Valley High School

HEALTH & SAFETY REPRESENTATIVE NOMINATIONS

Name	Workplace
Ryan Benbow	Newcastle & Stafford College Group
Margaret Gosling	Newcastle & Stafford College Group
Mandy Dancocks	Staffordshire UNISON
Kate Salter	Staffordshire UNISON
Jim Smith	Entrust
Mike Vaughan	Staffordshire UNISON
Dan Watson	Hednesford Valley High School

UNISON EQUALITY REP

Name	Workplace
Ryan Benbow	Newcastle & Stafford College Group

A vote took place via a poll.

Poll result

Lunchtime meeting

For:	97%
Against:	0%
Abstention:	3%

Afternoon meeting:

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

It was reported that the Branch Secretary and Branch Treasurer were now able to vote.

All nominations were accepted.

A question was raised at the afternoon meeting:

Q. How many members were currently online?

A. The Branch Chairperson responded that there were currently 19 members at the meeting.

4. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 12th FEBRUARY 2025

The minutes of the 2025 AGM were agreed to be a true record.

No questions were raised.

Lunchtime meeting: Proposed by: M Dancocks / Seconded by: S Fox

Afternoon meeting: Proposed by: L Taylor / Seconded by: S Fox

Please note for clarification, the seconders on both meetings are different members with the same details.

5. ANNUAL REPORT

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 accounts have been fully audited, and the information is available on the Branch website.

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

Poll result

Lunchtime meeting:

For:	97%
Against:	0%
Abstention:	3%

Afternoon meeting:

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

All accounts were accepted.

7. HONORARIA PAYMENTS

The Proposed Honoraria Payments were presented to the meeting.

A question was raised at the afternoon meeting:

Q. What about the Branch Staff who have expenses to claim and can't get honoraria?

A. The Branch Treasurer responded that the Branch Employed Staff do not come under UNISON rules because they are not permitted to be members of the union. The rules in the financial handbook do not apply to Branch Employed Staff.

**Lunchtime meeting: Proposed by: S Broughton / Seconded by: M Gosling
Afternoon meeting: Proposed by: L Wood / Seconded by: L Hulstone

A vote took place on the acceptance of the honoraria via a poll:

Poll result

Lunchtime meeting:

For:	79%
Against:	0%
Abstention:	21%

**An oversight was made at the lunchtime meeting in asking for the proposer and seconder of the honoraria, this was rectified and the poll was run again.

Afternoon meeting:

For:	96%
Against:	0%
Abstention:	4%

The vote was passed, and the honoraria were approved by the Meeting.

8. ELECTION OF DELEGATES

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

The Election of Delegates is as follows:

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

Committee			Nominations
	2 General	6	Mike Vaughan
		7	
	Reserve		
Local Govt Conference Delegates	5 Female	1	Denise Gould
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		
National Conference Delegates	5 Female	1 / S	Denise Gould
6 Seats TBC		S	
UNISON-9001		2	Margaret Gosling
The delegation must comply with UNISON's rules on fair representation and proportionality		3	Kate Salter
		4	
		5	
	1 General	6	Mike Vaughan
	Reserve		
Donations, Affiliations & Gifts Committee		1	Kate Salter
5 Members (must include Branch Treasurer)		2	Mandy Dancocks
(at least 3 members to make decision)		3	Dan Watson
		4	Marg Gosling
		5	Denise Gould
Branch Staffing Committee (4)		1	Mandy Dancocks
Branch Appeals Sub Committee (3)		2	Denise Gould
Committee members will be selected from the list to sit on either the Staffing Committee or Appeals Committee as required		3	Margaret Gosling
		4	Dan Watson
		5	Kate Salter
		6	Liz Taylor
		7	Tina Spinks
North Staffs TUC		1	Mike Vaughan
UNISON-9010		2	
		3	
		4	

Committee		Nominations
East Staffs TUC	1	Mike Vaughan
UNISON-9011	2	Denise Gould
	3	
	4	
Wolverhampton & Bilston TUC	1	Mike Vaughan
	2	
	3	
	4	

Poll result

Lunchtime meeting:

For:	97%
Against:	0%
Abstention:	3%

Afternoon meeting:

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

All of the above nominations were accepted by the meetings.

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

9. MOTIONS

No motions were received.

10. ANY OTHER BUSINESS

The Branch Chair thanked everyone for attending, also thanking all the Branch Officers, Stewards, and Health & Safety Reps in their workplaces across the county that give up their time to support UNISON members.

Members attendance at the AGM is really appreciated, without the business being done and votes on important issues taking place it effectively shuts us down as a Branch, the Branch Chair once again thanked everyone for giving up their time to attend.

Anyone wishing to be a Workplace Representative please contact the Branch, we need as many people as we can get, especially to relieve some of the pressure on the Branch Officers who work flat out.

There being no further business the meetings closed.



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