



# Annual General Meeting 2018

56 Eastgate Street  
Stafford  
ST16 2LY

01785 245000  
unison@staffsunison.org.uk

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## Lunchtime Meeting

**Tuesday 13th February 2018  
at  
12.30pm**

## Afternoon Meeting

**Thursday 15th February 2018  
at  
5.00pm**

**Please Note: Attendance at one meeting only is requested**

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

# Application to Join UNISON



Please complete in block capitals in black ink and return to either your Workplace UNISON Representative or post it to the address on the next page.

## Personal Details:

<b>Mr / Mrs / Miss / Ms / Other:</b>	<b>Surname:</b>	
<b>First name:</b>	<b>Middle Initial(s):</b>	
<b>Date of Birth:</b>	<b>NI Number:</b>	
<b>Home Address:</b>		
<b>Ethnic Origin:</b>		
<input type="checkbox"/> White UK	<input type="checkbox"/> Black UK	<input type="checkbox"/> Asian UK
<input type="checkbox"/> White Other	<input type="checkbox"/> Black Other	<input type="checkbox"/> Indian
<input type="checkbox"/> Irish	<input type="checkbox"/> Black African	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Chinese	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Pakistani
		<input type="checkbox"/> Asian Other

## Employment Details:

<b>Employer:</b>
<b>Department:</b>
<b>Job Title:</b>
<b>Payroll Number (from payslip):</b>
<b>Workplace Name &amp; Address:</b>

## Contact Details:

<b>Home Tel No:</b>	<b>Mobile Tel No:</b>
<b>Email Address:</b>	

## What You Will Pay:

Tick	Band	Annual Pay	Subscriptions	
			Weekly	Monthly
<input type="checkbox"/>	A	Up to £2000	£0.35	£1.50
<input type="checkbox"/>	B	£2001 to £5000	£0.86	£3.70
<input type="checkbox"/>	C	£5001 to £8000	£1.27	£5.50
<input type="checkbox"/>	D	£8001 to £11000	£1.57	£6.80
<input type="checkbox"/>	E	£11001 to £14000	£1.86	£8.05
<input type="checkbox"/>	F	£14001 to £17000	£2.29	£9.90
<input type="checkbox"/>	G	£17001 to £20000	£2.70	£11.70
<input type="checkbox"/>	H	£20001 to £25000	£3.28	£14.20
<input type="checkbox"/>	I	£25001 to £30000	£4.03	£17.45
<input type="checkbox"/>	J	£30001 to £35000	£4.73	£20.50
<input type="checkbox"/>	K	Over £35001	£5.24	£22.70

Tick this box if you are a Student Member. Your subscription is £10 per year

## Data Protection:

<p><b>UNISON will process your membership information together with other information for administration, statistical analysis, conducting ballots and other statutory requirement purposes.</b></p>	
<p>We may also send you newsletters, journals, surveys, and let you know about educational and campaigning matters. We will disclose your information to our service providers and agents for these purposes.</p> <p><input type="checkbox"/> If you <b>DO NOT</b> want any mailings from UNISON, besides those required by statute, as shown in the box above, please tick this box.</p>	<p>We may share your information with organisations with whom we have a business relationship for your benefit. We, or they, may contact you by mail, telephone, SMS, fax or email to let you know about goods, services or promotions which we think may be of interest to you.</p> <p><input type="checkbox"/> If you <b>DO NOT</b> wish to receive such information, please tick this box.</p>

## Political Fund:

<p>UNISON's <b>Affiliated Political Fund (APF)</b> is used to campaign for and promote UNISON policy and the need for quality public services within the Labour Party, locally and nationally, in Parliament and Europe. UNISON APF affiliates to the Labour Party.</p>	<p>UNISON's <b>General Political Fund (GPF)</b> is used to pay for campaigning at branch, regional and national levels of the union and for research and lobbying in Parliament and Europe. It is independent of support for any political party.</p>
<p><b>It is important that you indicate a choice of fund by ticking one of the boxes below. Your subscription shown above includes a political fund payment so you do not pay any more by being in one of the funds.</b></p>	

## Authorisation:

<ul style="list-style-type: none"> <li>• I wish to join UNISON and accept its rules and constitution.</li> <li>• I authorise deduction of UNISON subscriptions from my salary/wages at the rate determined by UNISON in accordance with its rules to be paid over to them on my behalf and I authorise my employer to provide information to UNISON to keep my records up to date</li> <li>• I authorise deduction of the following Political Fund payment as part of my subscription (<i>tick one box only</i>):</li> </ul> <p><input type="checkbox"/> <b>APF</b>                      <input type="checkbox"/> <b>GPF</b></p>	<p><b>Signed:</b></p>
	<p><b>Dated:</b></p>

Return your completed form to:

**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.

### Environmental Representative

Environmental Representatives focus on the climate change agenda and changes in work organisation and green workplace projects.

Environmental Representatives have no statutory rights to paid time off to undertake duties, training or facilities arrangements and times 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](http://www.staffordshireunison.org.uk)**

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

# Workplace Representative Nomination Form 2018



Steward and Health & Safety Rep authorisation is renewed on an annual basis. For continued authorisation as an accredited representative of the Branch in 2018 until the AGM in 2019 **existing & new applicants** must complete this form & return it to the Branch office.

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

	New	Re-elected	Standing Down
Union Learning Rep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equality Rep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental 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 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 2018, 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 12<sup>th</sup> December 2017**

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 Overleaf)** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Forename(s):** \_\_\_\_\_

**Workplace Address:**  
**(Including Postcode)** \_\_\_\_\_

**Work Telephone Number:** \_\_\_\_\_

**Department/Workgroup:** \_\_\_\_\_

**Current Job Title:** \_\_\_\_\_

**UNISON Membership Number:** \_\_\_\_\_

**Contact Telephone Number:** \_\_\_\_\_

**Home**       **Work**

**Proposed By:** \_\_\_\_\_ **Seconded By:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# 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
- Equality Officer
- Women's Officer
- Black Members Officer
- Communications Officer
- International Officer
- LGBT Officer
- Young Members Officer
- Auditor
- Members Services Officer
- Disabled Members Officer

**NOTICE OF THE AGGREGATE ANNUAL GENERAL MEETINGS TO BE HELD ON  
TUESDAY 13<sup>TH</sup> FEBRUARY 2018 AT 12.30PM  
AND  
THURSDAY 15<sup>TH</sup> FEBRUARY 2018 AT 5PM**

**To: All Members of The Staffordshire Branch of UNISON**

The aggregate Annual General Meetings of the Branch will be held at **Staffordshire Branch of UNISON, 56 Eastgate Street, Stafford, ST16 2LY** on **Tuesday 13<sup>th</sup> February 2018 at 12.30pm** and **Thursday 15<sup>th</sup> February 2018 at 5.00pm**. Please note attendance at one meeting only is required. A calling notice will be sent to all members approximately 6 weeks before the meeting dates.

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!

Members should bring their current membership card or proof of membership (a current payslip showing UNISON deductions will be acceptable). Branch Office Staff will check your membership upon arrival.

Light refreshments will be available at both meetings.



**Hilary Mellor  
Branch Secretary**



# **A G E N D A**

- 1. GUEST SPEAKERS – TBA**
  
- 2. MINUTES of the Aggregate Annual General Meeting held on Thursday 15<sup>th</sup> March 2017**
  
- 3. ANNUAL REPORT: to receive the Annual Report from all Branch Officers which will be tabled at the meeting.**
  
- 4. STATEMENT OF ACCOUNTS: to receive the Branch Treasurers Statement of Accounts for the twelve months to 31st December 2017**
  
- 5. HONORARIA PAYMENTS PROPOSAL**
  
- 6. NOTIFICATION OF BRANCH OFFICERS**
  
- 7. ELECTION OF THE BRANCH EXECUTIVE COMMITTEE**
  
- 8. ELECTION OF DELEGATES**
  
- 9. MOTIONS: Must be submitted in writing and received at least 7 days before the meeting.**

## **MINUTES OF THE INQUORATE ANNUAL GENERAL MEETING HELD ON THURSDAY 16<sup>th</sup> FEBRUARY 2017**

24 Members were present and 7 apologies were received.

**GUEST SPEAKERS** - Steph Alexander and Janine Plant from Staffordshire Women's Aid.

Sue Insull welcomed the guest speakers from Staffordshire Women's Aid. Steph and Janine gave a very informative talk about the wide range of services offered by Staffordshire Women's Aid and how views towards domestic violence have changed over the years.

Information was tabled including flyers for Free Training for Businesses, helpline cards and advice on how to obtain support.

A question and answer session took place covering various aspects of the work of Staffordshire Women's Aid.

Staffordshire Women's Aid are thankful for any donations given, particularly practical items and will work with the Branch in the future regarding this.

### **PRIZE DRAW**

The results of the prize draw were:

1<sup>st</sup> prize - Eda Jacobs  
2<sup>nd</sup> prize - Janine Morgan  
3<sup>rd</sup> prize - Tim Wareham

All prize winners kindly requested that their winnings be donated to Staffordshire Women's Aid.

As the meeting was not quorate the business of the branch could not go ahead, a discussion took place regarding the importance of the AGM. A quorate AGM must be held before 31<sup>st</sup> March 2017, details of the reconvened AGM would follow.

**The Meeting Closed At 7:10pm**

**MINUTES OF THE ANNUAL GENERAL MEETING HELD ON  
THURSDAY 15<sup>TH</sup> MARCH 2017  
LUNCHTIME MEETING & AFTERNOON MEETING**

Lunchtime Meeting: 63 Members were present and 5 apologies were received.  
Afternoon Meeting: 21 Members were present

**1. WELCOME**

The acting Branch Chair, Nigel Brindley welcomed everyone to both the meetings and the Fire Drill was explained.

**2. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 25<sup>TH</sup> FEBRUARY 2016**

The minutes of the 2016 AGM were agreed to be a true record.

**3. ANNUAL REPORT**

The Reports from the Branch Officers were presented to the meetings.

**4. STATEMENT OF ACCOUNTS**

As the Branch Treasurer could not be present at the Lunchtime meeting the Statement of Accounts were read out. The Local Levy and Hardship Fund was explained to the meeting. The meeting was advised any further questions regarding the accounts would be sent to the Branch Treasurer. There were no further questions.

At the afternoon meeting the Branch Treasurer advised on the Branch funding and the additional costs supporting the non-core membership.

The Review of Branch Expenses was explained. The changes were agreed.  
Proposed by D Willetts / Seconded by T Thompson-Edwards.

**5. HONORARIA PAYMENTS**

The Proposed Honoraria Payments were presented to the meeting. A question was raised whether the honoraria payments were based on an hourly rate. The Branch Treasurer responded that the payments were agreed in recognition for the work undertaken and were not based on an hourly rate.

The payments were proposed by S Hewitt, seconded by C Baylis and accepted unanimously.

**6. NOTIFICATION OF BRANCH OFFICERS**

At the lunchtime meeting the Branch Secretary explained the importance of the Branch Officer roles being fulfilled and going forward this would have a positive impact on negotiations with the Employers.

The Branch Secretary advised on the reduction in Assistant Branch Secretary roles from 4 to 3 this was due to a reduction in facilities time from Staffordshire County Council.

A question was raised why the Vice Chair role had been omitted from the document outlining the vacant Officer Roles. It was acknowledged that this was a mistake and the Vice Chair role should have been included.

**The Branch Officers posts were agreed as:**

Branch Secretary	Hilary Mellor
Chairperson	Sue Insull
Vice Chairperson	Vacant
Asst Branch Secretary	Nigel Brindley
Asst Branch Secretary	Tony Thompson-Edwards
Asst Branch Secretary	Kate Salter
Asst Branch Secretary (FRS)	Tim Wareham
Asst Branch Secretary (OFSTED)	Carolyn Thompson
Branch Treasurer	Malcolm Kidd
Health & Safety Officer	Vacant
Welfare Officer	Kate Salter
Equality Officer	Hilary Mellor
Women's Officer	Susan McKeown
Black Members Officer	Camelia Baylis
Communications Officer	Vacant
International Officer	Vacant
Education Co-ordinator	Vacant
Young Members Officer	Vacant
LGBT Officer	Vacant
Member Services Officer	Vacant
Disabled Members Officer	Vacant
Auditor	Val Cooper

**7. ELECTION OF BRANCH EXECUTIVE COMMITTEE**

23 nominations for Workplace Stewards were received.

**WORKPLACE STEWARD NOMINATIONS**

<b>Name</b>	<b>Workplace</b>
Mr William Arkesden	Nether Stowe High School
Mr Michael Barker	Chartwells Grounds Services
Mrs Camelia Baylis	Families First - Lichfield Area Office
Mrs Marguerita Brown	Burton & South Derbyshire College
Mrs Elizabeth Chadwick	Academy - The De Ferrers Academy
Mr Christopher Ham	Waterhouses Primary School
Mr Craig Dunn	Biddulph LST
Mr Robert Heath	Newcastle College
Mr Steve Hewitt	Stafford (Wedgwood) Area Office
Mrs Deborah Hill	Academy - Sir Graham Balfour High School
Mrs Susan Insull	Stafford (SP2) Area Office
Mrs Eider Jacobs	Finance - SP1
Ms Mandy Jardine-Dancocks	Staffordshire County Council – Wedgwood Building
Mr Kelvin Jones	Paulet High School
Ms Alison Morgan	Newcastle College
Miss Mandy Neale	Fire & Rescue HQ
Mr Stuart Nixon	Staffordshire ICT
Mrs Ann Sexton	Academy - University Academy Kidsgrove - High
Mr Michael Steer	Stafford College
Ms Diane Walsh	IF - Burton Resource Centre
Mr Daniel Watson	Hednesford Valley High School
Mr David Willetts	Staffordshire ICT
Miss Hayley Yates	Queens Croft Community High School

## HEALTH & SAFETY REPRESENTATIVE NOMINATIONS

7 nominations for Health & Safety Reps were received.

Name	Workplace
Mr Nigel Brindley	Staffordshire UNISON
Mr Christopher Ham	Waterhouses Primary School
Mrs Susan Insull	Stafford (SP2) Area Office
Ms Mandy Jardine-Dancocks	Staffordshire County Council – Wedgwood Building
Ms Alison Morgan	Newcastle College
Mrs Carolyn Thompson	OFSTED
Mr David Willetts	Staffordshire ICT

## UNISON LEARNING REP NOMINATIONS

3 nominations for UNISON Learning Reps were received.

Name	Workplace
Mr Craig Dunn	Biddulph LST
Mr Stuart Nixon	Staffordshire ICT
Mr Tim Wareham	Staffordshire Fire & Rescue

## EQUALITY REP NOMINATIONS

1 nomination for Equality Rep was received

Name	Workplace
Mr Christopher Ham	Waterhouses Primary School

## ENVIRONMENTAL REP NOMINATIONS

1 nomination for Environmental Rep was received

Name	Workplace
Mr Christopher Ham	Waterhouses Primary School

**RESOLVED:** All of the above nominations were accepted by the meeting.

### 8. MOTIONS

No motions had been submitted.

### 9. ANY OTHER BUSINESS

A question was raised regarding the NEC elections. The Branch Secretary responded that the delegates were put forward to the Branch Executive Committee and nominations forwarded to the Regional Office accordingly.

The Chairperson from the Staffs Sports and Social Club introduced himself and promoted the Club to all Staffordshire County Council employees.

There Being No Further Business the meetings closed as follows:

Lunchtime Meeting Closed At 12:50pm

Afternoon Meeting Closed at 5pm

# Member Details Update



## YOUR PERSONAL DETAILS

Title	First Name	Initial(s)	Surname
Home Address			Postcode

## YOUR CONTACT DETAILS

Home Tel Number	Mobile Tel Number
Email Address	

## YOUR EMPLOYMENT DETAILS

Employer's Name	
Department	
Job Title	
Workplace Name & Address	Postcode

Signature	Date
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Please Return to:  
Staffordshire Branch of UNISON  
56 Eastgate Street, Stafford. ST16 2LY

UNISON  
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UNISON acts as an Introducer Appointed Representative to the Liverpool  
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[www.staffordshireunison.org.uk](http://www.staffordshireunison.org.uk)

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