



AGM Booklet

27, 28, 29, 30 and 31 March 2017

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UNISON: the public service union

Central Attic, County Hall

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Branch Secretary: Dan Sartin

If calling ask for:

or email:

Your Ref:

Our Ref:

February 22nd 2017

Dear branch member,

UNISON West Sussex – Annual General Meeting

I would like to invite you to the Branch's Annual General Meeting for 2017. We will be holding our AGM over five separate meetings this year, and I hope you will be able to make one of them.

12.30-1.30pm

Monday 27 March

Tuesday 28 March

Wednesday 29 March

Thursday 30 March

Lecture theatre, Crawley Library, Crawley, RH10 6HG

Conference room 1, Durban House, Bognor Regis, PO22 9RE

Conference room 4, Centenary House, Worthing, BN13 2QB

Goodwood room, County Hall North, Horsham, RH12 1XH

4:30-9.00pm

Friday 31 March

Martlets Restaurant, County Hall, Chichester, PO19 1RQ

A **quiz and curry night** immediately follows the shortened AGM format event in Chichester, with free dinner for all and a free bottle of wine for groups of four or more. Additionally, if you want to bring your own beer, wine or soft drinks, you are very welcome to do so. The Chichester event is advance-ticketed only, so to book your tickets please visit our website at www.unisonwestsussex.org.uk

Enclosed with this AGM mailing are the following:

1. Agenda
2. Minutes of 2016 AGM
3. Branch rules including proposed amendments
4. List of your Branch Officers and Workplace Reps for 2017/18
5. Honoraria payments
6. The branch Annual Report for 2016.

I look forward to seeing you.

Yours sincerely

Dan Sartin
Branch Secretary

UNISON West Sussex

Annual General Meeting

12.30-1.30pm

Monday 27 March	Lecture theatre, Crawley Library, Crawley, RH10 6HG
Tuesday 28 March	Conference room 1, Durban House, Bognor Regis, PO22 9RE
Wednesday 29 March	Conference room 4, Centenary House, Worthing, BN13 2QB
Thursday 30 March	Goodwood room, County Hall North, Horsham, RH12 1XH

4:30-9.00pm

Friday 31 March	Martlets restaurant, County Hall, Chichester, PO19 1RQ
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AGENDA

1. Welcome from Branch Chair.
2. To approve the Minutes of the AGM held on 29, 30 and 31 March 2016 (ENCLOSED).
3. To approve changes to the branch rules proposed by the Branch Committee (ENCLOSED).
4. To approve Branch Officers and Workplace Representatives for 2017/18 (ENCLOSED).
5. Branch Finance and Accounts for 2016:
 - 5.1 To approve the accounts (TO BE TABLED);
 - 5.2 To agree honoraria payments (ENCLOSED).
6. To approve the branch Annual Report (ENCLOSED), and receive any questions from members.
7. Close of meeting.

UNISON West Sussex

Minutes of the aggregate Annual General Meetings held on March 29th, 30th and 31st at Worthing, Horsham and Chichester

Present: Ian Harvey (Chair), Dan Sartin (Branch Secretary), Karen Daubney (Deputy Branch Secretary), Sarah Cawston (Vice Chair), Jennie Barrett (Branch Treasurer) and 65 members.

In attendance: James Ellis and Brian Walter (Branch Negotiations' Officers), Peter Scott-Presland (Speaker), Sarah McGreal (Regional Organiser, UNISON SouthEast), Christine Baseotto (Regional Development Officer LV), Thomas French and Cathy Leng (Minutes)

1. Welcome

The Chair welcomed everyone to the meeting.

2. Minutes of the aggregate Annual General Meetings held 19th, 23th and 24th March 2015

There were no matters arising and actions were reported as completed.

Resolved: The minutes of the AGMs 19th, 23th and 24th March 2015 were approved unanimously as a correct record.

3. Approval of Branch Officers and Workplace Representatives for 2016/17

Resolved: Nominations for Branch Officers and Representatives were approved unanimously.

4.1 Branch Finance and Accounts for 2015

Daniel Sartin and Jennie Barrett reported on the Branch Finance and Accounts for 2015. The accounts had been audited and submitted to UNISON Head Office and Jennie had been praised for her prompt and clear accounts by the auditor. There had been an increase in income in 2015; the projected deficit was less than expected and the general reserves stood at around £76k. Dan reported that there was still an issue with the amount of Branch funding received and raised the branch's motion to National Conference.

A member asked why regional pool funding was not in the 2015 accounts and Daniel said this was for projects and that if monies went unspent, they would stay with Region and not the Branch.

A member asked why the industrial action fund had been moved from the 2015 accounts. Daniel said it was needed for last year's accounts but not this year; the monies remained.

A member asked about the retired members' funding, which was smaller than last year. Daniel advised that normally both years would show zero income as the Branch transfers all the retired members' subscriptions into the separate retired members' account. The reason it is showing some income in 2014 (£30) is that the Branch did not enter the transfer of the unbanked cheques on to OLBA (the online branch

accounting system) correctly as it was the first year the Branch had to deal with the new, mandatory system.

Resolved: The accounts for 2015 were approved unanimously.

4.2 To agree honoraria payments

The chair spoke about the history of branch honoraria payments and moved the AGM to support 4 honoraria payments.

Resolved: Honoraria payments were approved for:

Jennie Barrett, Branch Treasurer, £3085

Harry Vine, Workplace rep at central Sussex College, £100

Linda Wilson, Workplace rep at Aspire Ltd, £100

Debbie Sanders-Fox, Workplace rep at Fordwater School, £100

5 Annual Report

The Branch Secretary presented the annual report and highlighted the key areas.

He thanked reps and everyone who had encouraged people to become members and asked for anyone who wished to become a workplace rep to come forward.

6 Question and Answer Session

A member asked about strike funds. Daniel explained the levels of the fund, with national, regional and branch tiers in operation. Ian mentioned that branches may also pay solidarity payments to other branches to support hardship funds, as West Sussex had done.

A member asked about the definition of *partner* as it applies to accessing personal accident claims. UNISON has no legal definition for this but confirmed that it covers spouses, cohabitants and may also cover long term relationships where members don't live together.

A member asked about the response to the NJC consultative pay ballot. Daniel reported that 82% had voted to take industrial action.

7 Presentation by Peter Scott-Presland, author of *Amiable Warriors, the official history of the Campaign for Homosexual Equality*

Ian Harvey introduced Peter who talked about the history of the campaign and the struggles and prejudices which had to be overcome from the 1940s through to the 1970s and 80s and to the present day.

8 Question and Answer Session.

The Branch Chair thanked Peter for a very interesting and informative presentation which stimulated further discussion with members.

9 Close of meeting

The Branch Chair thanked Branch officers and staff for their hard work throughout the year in support of members. The meeting was drawn to a close.

UNISON WEST SUSSEX

BRANCH RULES AND ASSOCIATED SCHEDULES

1. NAME

The name of the Branch shall be 'West Sussex County Branch of UNISON' (short title: UNISON West Sussex).

2. INTERPRETATION OF RULES

These rules and associated schedules shall be interpreted in accordance with National Rules, decisions of Annual Conference and the NEC and the Guide to Good Branch Practice.

3. ANTI-DISCRIMINATION POLICY

The Branch shall seek to ensure that discriminatory acts are not committed against any persons by the Branch, its members or officers, on grounds such as race, gender, sexuality, gender identity, disability, age, creed or social class.

4. AIMS AND OBJECTIVES

- a) To organise within the Branch all those employed, directly or indirectly, within those areas of employment which provide services to the public whether in the public, private or voluntary sectors of the economy.
- b) To improve and protect the pay and conditions of members and promote their interests.
- c) To promote fair representation and opportunities for all members to participate in the activities of the union.
- d) To establish good relations between members and their employers and to secure the settlement of disputes arising from members' employment.
- e) To participate in local joint negotiating activities.
- f) To promote and safeguard the rights of members to have an adequate opportunity to participate in the initiation and development of policy making.
- g) To encourage maximum democratic debate, while at all times acting within the rules and agreed policy.
- h) To form such workgroup and sectional groupings as may be considered necessary in the interests of the members of the Branch.
- i) To promote and develop educational opportunities.

- j) To support members by the provision of welfare support and benefits.
- k) To promote health and safety at work.
- l) To promote and develop membership services (UNISON Plus).
- m) To support the Retired Members Section of the Branch.

In pursuing these objectives the aims of the branch should accord with the aims and values of UNISON set out in the national Rule Book.

5. ELIGIBILITY FOR MEMBERSHIP

Eligibility for membership shall be in accordance with the rules of the union.

6. BECOMING A MEMBER

Every person wishing to become a member of the Branch shall complete and sign a membership application form and return it to the Branch Secretary or to the appropriate National or Regional Office as may from time to time be determined. Alternatively, prospective members may join on-line via the UNISON website www.unison.org.uk. An application for membership takes effect from the date upon which a completed form is received by the Branch or at a regional/national level.

If the Branch declines to accept an application the procedures as laid down in National Rules will be followed. Such a decision will be explained to the individual in writing together with details of appeal rights.

All members shall observe the Rules of the Union and shall be afforded such rights and benefits from membership as prescribed in National Rules.

The NEC may terminate an individual's membership in accordance with the National Rules.

7. SUBSCRIPTIONS

It is an obligation of the member to ensure that her/his subscription is paid to the Branch/Union on the date on which it is due. Payment will usually be by check-off arrangements made through the employer or by direct debit. Members will be notified of the appropriate subscription on joining and of any changes prescribed by the National Delegate Conference.

8. ARREARS OF SUBSCRIPTIONS

In accordance with National Rules, any person owing more than three months' subscriptions shall cease to be a member of the Branch unless the National Executive Council or Branch Committee decides otherwise.

9. CONDUCT OF MEMBERS

Disciplinary action may be taken by the Branch against any member who does not follow the rules of the union.

10. BRANCH COMMITTEE

The Branch shall establish a Branch Committee, which shall meet ~~not less than five~~~~six~~ times a year. Its purpose shall be to undertake the functions identified in Schedule B. The Branch Committee shall comprise the Officers shown in Schedule A, Workgroup Representatives and a representative of each Self-Organised Group.

The Retired Members Section shall elect from amongst its membership a Retired Members Secretary, and this person or an accredited substitute, shall be a member of the Branch Committee.

The Branch Committee will be of a size large enough to enable adequate representation but not so large as to be unwieldy. The Committee will not normally exceed 40 members. The quorum of the Branch Committee shall be one third of its membership.

As an aim every workgroup will have an identified and accredited representative responsible for recruitment, communication and liaison. Every member will be within an identified workgroup and will have the opportunity to be represented on the Branch Committee (and Section Group where appropriate) and be able to stand for election.

11. INTERMEDIATE STRUCTURES - SECTION GROUPS and STAFF SIDE EXECUTIVE COMMITTEE

Section Groups will be formed by the Branch Committee upon a recommendation from the Branch Secretary or following a request from members where the size of the membership group and/or the complexity of the organisation and/or the employer makes this desirable. The composition of the Section Group will reflect the make up of the membership.

Section Groups will meet for the purposes of conducting business specific to the membership of the Section. They will be able to elect one or more senior reps from amongst their Section Group. The Branch Office Secretariat will support each group.

The Branch Committee shall establish a Staff Side Executive Committee comprising the Chairperson, Vice Chairperson, Branch Secretary, Deputy Branch Secretary and up to five additional members. Additional members may be co-opted from time to time for specific purposes.

The Staff Side Executive Committee shall provide the staff side membership of the WSCC Staff Joint Committee and shall undertake the tasks listed in schedule B. It shall normally meet in the months when the Branch Committee does not meet.

The Staff Side Executive Committee shall be empowered to take decisions virtually by email when a meeting of the Staff Side Executive Committee or the Branch Committee is not scheduled within good time for such decisions to be efficient. Virtual decision-making will include but not be limited to:

- Branch welfare fund decisions
- Submission of motions or amendments to motion to any national or regional conference of UNISON
- Industrial action hardship fund request decisions
- Withdrawal of representational support

Quoracy for virtual decisions is one third of the membership of the Staff Side Executive Committee.

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12. ATTENDANCE AT BRANCH COMMITTEE MEETINGS

Unless the Branch Committee otherwise decide, members of the Branch shall be permitted to attend meetings of the Committee, but shall not have the right to take part in any discussions or to vote. From time to time at Branch Committee meetings it may be necessary to discuss confidential matters relating to employer negotiations and if a majority of Branch Committee members so decide that an agenda item should be restricted in this way, any members present will be asked to leave the meeting for the duration of that agenda item. Branch Officers are expected to attend Branch Committee meetings on a regular basis.

13. EXPENSES OF COMMITTEE MEMBERS AND DELEGATES AND PAYMENT OF HONORARIA

Expenses of committee members and delegates to other approved conferences/meetings will be paid in accordance with a schedule agreed by the Branch Committee. The Committee may also establish on an annual basis a scheme of financial recognition for officers and others. The purpose of such a scheme being to provide some financial recognition to those undertaking extensive duties on behalf of the Branch. The totality of the monies involved shall not exceed 2.25% of gross subscription income payable to the Branch. Any recommendations for payment of honoraria must comply with UNISON's national procedures and rules.

14. ADMINISTRATION AND FINANCE

The financial year shall run from 1 January to 31 December.

The administrative year will run from the conclusion of the last aggregate annual meeting.

The Branch Treasurer shall keep a bank and/or building society accounts(s) in the name of the Branch. The Branch shall make an audited return of branch income, expenditure, assets and liabilities as prescribed by the NEC and in accordance with national rules.

The Branch Secretary shall keep records and management information to enable the Branch to function effectively.

15. MEDIA COMMUNICATIONS

Only the Branch Secretary and Deputy Branch Secretary shall make communications with the media of behalf of the Branch.

16. ANNUAL GENERAL MEETING

There shall be an annual general meeting open to all branch members at least once a year. This annual meeting ~~may~~ shall take the form of a series of aggregate meetings, to be determined by the Branch Committee ~~(a minimum of two)~~. This meeting will take place no later than 31 March in any year.

All members shall receive at least two weeks notice of aggregate meetings and shall be entitled to speak and vote at only one aggregate meeting. Branch Officers shall be entitled to vote at only one aggregate meeting, but shall have the right to speak at all aggregate meetings. The overall quorum for the combined meetings shall be 60. All decisions shall be reached by a simple majority of the combined votes at all aggregate meetings. Decisions reached following aggregate meetings will be made available to all members within two weeks of the last meeting.

The agenda for the annual general meeting will include:

- a) Confirmation of election of Branch Officers and Workgroup Representatives for the coming year, including any job share arrangements. These officers will take office immediately following the final aggregate meeting.
- b) Annual report from the Branch Committee.
- c) Statement of account for the preceding financial year, including approval of any proposed honoraria payments (see para 13).

17. SPECIAL BRANCH MEETINGS

Special meetings may be held when called by the Branch Committee, or by requisition of 5% of the membership. The issues for consideration must be specified when the meeting is called for. Special meetings are subject to the same procedures as the annual branch meetings. Members will be informed of the subject(s) for discussion when notified of the meeting arrangements.

18. RULES FOR THE GOOD OPERATION OF THE BRANCH

Unless explicitly covered by these rules, the conduct of the Branch shall be in accordance with the National Rules and Code of Good Branch Practice.

19. AMENDMENT TO THESE RULES

These rules may be amended at a quorate General Meeting or Aggregate General Meeting of the Branch, subject to there being a 2/3rds majority of those present voting in favour of the proposed alterations. Amendments to Associated Schedules may be made by the Branch Committee at a quorate

meeting subject to the proposed changes being approved by at least 2/3rds of those present and voting.

20. SCHEDULES ASSOCIATED WITH THESE RULES

- Schedule A Branch Officers and procedures for nomination and election.
- Schedule B Branch Committee: composition, nomination/election arrangements, functions and procedures.
- Schedule C Roles and Responsibilities of Branch Officers.
- Schedule D Functions of Stewards, Health and Safety Representatives, Learning Representatives and Workplace Contacts.

21. These Rules and Associated Schedules were approved by a quorate meeting of the Branch Committee held on ~~xxxxx-20th July 2016~~ and subsequently approved, as necessary, by a quorate meeting of the Branch held on ~~xxxxx~~31st March 2017.

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SCHEDULE A

BRANCH OFFICERS – RULE 10

1. BRANCH OFFICERS

The following officers shall be elected annually:

Branch Chairperson
Branch Vice Chairperson
Branch Secretary
Deputy Branch Secretary
Treasurer
Equalities Officer(s) (3)
Health and Safety Officer(s) (2)
Education Coordinator
Lifelong Learning Coordinator
Membership Officer
Young Members Officer
Welfare Officer
Communications Officer
International Officer
Environmental Officer
APF (Labour Link) Officer
Pensions Officer

If there is more than one candidate for a post (other than Equalities and Health and Safety Officers) a postal ballot of members will be held in advance of the annual aggregate branch meetings. Two members, subject to the arrangement being approved by the Branch Committee, may share each Branch Officer or Section Group post.

2. PROCEDURES FOR NOMINATION/ELECTION

All members of the Branch shall receive notification of the forthcoming elections no less than eight weeks before the annual branch meetings. The Branch Secretary shall receive nominations no later than five weeks before the first Aggregate Annual Branch Meeting to allow any necessary elections to be conducted before the meetings. Any member of the Branch who has been a member for at least 13 weeks may be nominated for election to any of the Branch Offices.

There are two possible nomination routes. These are via the Branch Committee or directly from the membership. Branch Committee nominations will be done at the January meeting with individual nomination forms being sent to the Branch Secretary in advance of the meeting. Where necessary the Branch Committee will hold a secret ballot at that meeting, with the nominee gaining the most votes receiving the Committee's nomination. Following that Branch Committee meeting all members will be notified of the Branch Committee's nominations and further nominations will be sought for any and all of the posts. All members seeking nomination directly from the membership must give a brief (maximum 100 words) explanation of why they wish to be elected, and all members supporting the nomination must give a brief (between 50 and 75 words) statement as to why they think the candidate would be suitable for the position. The completed nomination paper and supporting nomination statements must be received by the Branch Secretary no later than five weeks before the AGMs and a copy will be forwarded to the Regional Office.

Candidates for election may provide, for circulation with the ballot papers, an election address not exceeding 750 words in total. This must be provided to the Elections Officer at least four weeks before the first annual aggregate meeting. Guidance on acceptable content for the election address will be issued to all candidates. Photographs will not be permitted to be included in election addresses. Candidates must not use UNISON or Branch resources to support their election campaign.

The Elections Officer will normally be the Branch Secretary, but in instances where that position is subject to an election the Branch Chairperson will act as Elections Officer with assistance from the Regional Office. If the Branch Chairperson's position is subject to ballot, the Branch Secretary will oversee the process with assistance from the Regional Office.

The Elections Officer will ensure that the candidates are notified of the deadline for receipt of their election address and will issue voting papers, covering letter and election addresses (where provided) to all members, either by post or via email. The closing date for receipt of completed voting papers will be one week prior to the first aggregate general meeting.

Ballot papers will normally be counted in the Branch Office by the Branch Office staff, overseen by the Branch Chairperson and Branch Secretary. Where the Branch Secretary or Branch Chairperson posts are contested the Regional Office will undertake the count.

Candidates for election will be invited to attend the count, but attendance is not a requirement. The result of the election will be reported to the AGM and the elected candidate(s) will take office immediately after the last aggregate general meeting.

Section Group Officers will be elected from and by members of the relevant Section Group. At least five members of the Section Group must support any nomination of a member of at least 13 weeks standing. Candidates for election may provide, for circulation with the ballot papers, an election address not exceeding 450 words in total.

3. FUNCTIONS OF BRANCH OFFICERS

The functions of the Branch Officers are detailed in Schedule C.

4. RETIRED MEMBERS SECRETARY

The retired members in the Branch shall have the right to elect a Retired Members' Secretary. Such an election shall take place annually, by and from the retired members in the Branch, and shall be reported to the annual branch meetings.

SCHEDULE B

BRANCH COMMITTEE - RULE 10

1. COMPOSITION

The Branch Committee shall comprise those officers shown in Schedule A, Representatives from workgroups, Section Group Officers (if appointed), together with a representative from each Self-Organised Group.

2. NOMINATION/ELECTION PROCEDURES

Representatives will be elected annually for each workgroup or workplace by the members in that workplace or workgroup. Elections will take place in the month preceding the annual general meetings, and will be ratified at those meetings. Any member within a workgroup who has been a member for at least 13 weeks will be able to stand for election on an individual or job-share basis; every nomination to be supported by at least two members also from the workgroup/workplace. In the event of a contest, all members within the defined workgroup/workplace shall be entitled to take part in a vote, which shall be administered by the Branch Secretary. The vote shall be conducted in the form of a secret postal ballot. Candidates may provide an election address of not more than 200 words for circulation with ballot papers.

In the event of a steward resigning prior to the annual election, the Branch Committee shall be empowered to hold a by-election, on the same basis as above.

3. BASIS OF REPRESENTATION IN WORKPLACES/WORKGROUPS

The number of Representative posts per workgroup will be calculated, based on the December membership figures and will be based on one rep per up to 30 members, a further rep for 31 to 60 members and so on.

4. **SECTION GROUPS**

Where a Directorate or workgroup is particularly large, or for other reasons, arrangements may be made for a Section Group to be established. Each Section Group shall elect from amongst its membership those who shall serve on the Branch Committee. In accordance with the provisions contained within Schedule A Section Groups may establish a number of officer posts.

5. **SELF ORGANISED GROUPS**

Where the Branch Committee has approved the formation of Self-Organised Groups, each group shall be entitled to elect one representative to serve on the Branch Committee.

6. **FUNCTIONS OF THE BRANCH COMMITTEE**

The functions of the Branch Committee shall be:

- ◆ To approve the Branch Development Plan, along with actions to implement same in accordance with the objects of the Union and the Branch.
- ◆ To approve an annual budget and amendments thereto.
- ◆ To approve a scheme of financial recognition as contained in rule 13.
- ◆ To form Section Groups as appropriate, delegating appropriate matters for consideration.
- ◆ To form Self-Organised groups as appropriate, in accordance with National Rules.
- ◆ To receive reports and recommendations from Officers, Section Groups, Self-Organised Groups and tasked working groups.
- ◆ To consider motions proposed by members of the Committee.
- ◆ To appoint a Staff Side Executive Committee, which shall, in conjunction with the Branch Secretary, exercise negotiating, representational and policy-making functions subject to overall direction from and accountability to the Branch Committee (Rule 11).
- ◆ To nominate candidates for the annual election of officers.
- ◆ To make nominations to bodies external to the Branch
- ◆ To elect delegates to Annual Conference, Group Meetings and other conferences.
- ◆ To fill casual vacancies not otherwise provided for by these Rules.

- ◆ To make donations to bodies to which the Branch is affiliated or which accord with the objects set out in the rules; notice of possible such intent, including the extent of financial commitment, having been included within the agenda for the meeting. In the event of an urgent request for a donation the Secretary, Chairperson and Treasurer will make a decision and this will be reported to the next Branch Committee and/or Staff Side Executive Committee meeting.
- ◆ To oversee the efficient and effective conduct of Branch activities.
- ◆ To appoint auditors or make other arrangements in accordance with any national guide to good financial practice.

7. PROCEDURES FOR BRANCH COMMITTEE MEETINGS

Meetings of the Branch Committee shall be conducted in accordance with established UNISON good practice. The quorum for meetings of the Branch Committee shall be one third of the membership of the committee.

Representatives, Branch Officers and representatives of self-organised groups will have the right to speak and vote at meetings of the Branch Committee, (job-shared positions having only one vote).

Members of the Committee have the right to vote on any issue or matter other than those that concern the pay and conditions of members of the union in the employment of another employer or are specifically within the remit of a self organised or other constitutionally recognised group. Consideration of such matters is for the appropriate Group, Officers and the affected membership. The Retired Members representative shall not vote on any matter concerning the pay and conditions of work of members in employment.

An appropriate regional officer shall be encouraged to attend meetings of the Branch Committee and shall have the right to speak, but not to vote.

8. VOTING

Voting on motions shall normally be by show of hands, unless a secret ballot is requested by at least a third of the members at the meeting. Voting for officers and delegates will normally be by secret ballot.

9. ANY OTHER BUSINESS

The item 'any other business' will appear on the Agenda of each meeting of the Branch Committee. Matters to be raised under this item shall normally be notified to the Branch Secretary prior to the commencement of the meeting and the Chairperson shall seek the Committee's agreement to admit the matter(s) to the agenda.

10. FREQUENCY OF MEETINGS AND EXPECTATION OF ATTENDANCE

The Branch Committee shall meet not less than five times a year. All members of the committee are expected to attend on a regular basis and a record of attendance will be published as part of the Committee's annual report to the membership.

11. VENUES FOR MEETINGS

Meetings will be held at various venues around the county and a schedule of meetings for the forthcoming year, together with venues, will be published following the annual general meetings.

12. INFORMATION TO MEMBERS

Each member of the Branch Committee will normally receive minutes and agenda papers at least five working days prior to the meeting in question. Unless otherwise indicated on the committee agenda paper, prior to the meeting all members of the committee should consult their members on items for discussion. Subsequent to the meeting members of the committee should notify their members of the outcomes of debates. The minutes and agendas will be stored in a member only access area of the Branch website and minutes (or a link to them) will be circulated to members of the committee within three weeks of the relevant meeting.

13. STAFF JOINT COMMITTEE

Nominated members of the Staff Side of the West Sussex County Council Staff Joint Committee must at all times be elected members of the Branch Committee or Officers of the Branch, employed by the County Council.

SCHEDULE C

ROLES AND RESPONSIBILITIES OF BRANCH OFFICERS

Guidance is also available in UNISON's Code of Good Branch Practice.

1. BRANCH CHAIRPERSON

- To preside at all meetings of the Branch and Branch Committee.
- To agree the agenda for meetings with the Secretary.
- To ensure that business is properly conducted.
- To advise, (in conjunction with the Branch Secretary), Branch Officers and the Branch Committee in respect of matters relating to procedure and interpretation of rules.
- To act, as necessary, in the capacity of Grievance Officer for the Branch employed staff.
- To exercise responsibility as a signatory to the Branch banking/investment arrangements.
- To represent the Branch at appropriate meetings with County Councillors and/or employers representatives.
- To participate in negotiations between the Branch and employers as appropriate.
- To be a member of the Staff Side Executive Committee and Staff Side of the WSCC Staff Joint Committee (if employed by WSCC).

2. BRANCH VICE CHAIRPERSON

- To deputise for the Chairperson in respect of any of that Officer's tasks.
- To be a member of the Staff Side Executive Committee and Staff Side of the WSCC Staff Joint Committee (if employed by WSCC).

3. BRANCH SECRETARY

- To guide the Branch's development through the preparation and implementation of a branch organisation and development plan.
- To ensure the representation of members within the branch in accordance with national guidance, including completion of appropriate paperwork.
- To provide strategic leadership on implementing campaigning and lobbying activity on Branch and wider UNISON objectives, working in liaison with the Deputy Secretary.
- To convene and attend all meetings of the Branch and Branch Committee.
- To arrange for the minutes of meetings to be kept in a proper manner.
- To arrange for Branch records to be kept in a proper manner.
- To ensure the Branch, speedily and accurately, processes applications for membership and maintains records in accordance with UNISON systems.
- To ensure regular communication with the members of the Branch.
- To ensure that members and stewards are aware, and take advantage of, educational and training opportunities within UNISON.
- To communicate with the Union's regional and head offices on behalf of the Branch.
- To approve communications to be distributed and/or circulated on behalf of the Branch.
- To ensure that the Branch is aware of opportunities to participate in the activities of the wider Union.
- To support and encourage the stewards in the Branch on an individual and collective basis.
- To negotiate on behalf of the Branch with employers representatives
- To keep under review representational arrangements for the Branch.
- To be a member of the Staff Side Executive Committee and of the Staff Joint Committee (if employed by WSCC).
- To be responsible, in conjunction with the Deputy Branch Secretary, for communications with the media on behalf of the Branch
- To manage the activities, staff and resources of the Branch Office.
- To exercise delegated responsibilities for the Secretariat budget centre, including the approval, in conjunction with the Chairperson and Treasurer of changes in the staffing establishment, subject to the normal processes of negotiation and consultation with staff and their representatives.
- To exercise responsibilities as a signatory to the Branch Banking/Investment arrangements.
- To approve (in conjunction with the Welfare Officer and Treasurer) urgent applications for Welfare Assistance from the Alphabet Pool Fund.
- To ensure that the tasks associated with any vacant officer positions are undertaken.

4. DEPUTY BRANCH SECRETARY

- To deputise for the Branch Secretary in her/his absence
- To communicate (in conjunction with the Branch Secretary) with the media, on behalf of the Branch.
- To lead under the guidance of the Branch Secretary campaigning and lobbying in support of Branch and wider UNISON objectives
- To prepare press releases and campaigning documents for approval by the Branch Secretary.
- To take the lead in negotiations in particular service areas/employers as agreed with the Branch Secretary

- To take the lead in the Branch Office on recruitment and advise and support the Membership Officer.
- To be a member of the Staff Side Executive Committee and of the Staff Joint Committee (if a WSCC employee)

5. BRANCH TREASURER

- To conduct the financial affairs of the Branch.
- To keep accounts in accordance with the rules.
- To provide reports on the financial position of the Branch to the Branch Committee.
- To provide a detailed financial report for the Annual Branch Meetings.
- To advise the Branch Officers and Branch Committee in respect of matters relating to financial management and appropriate expenditure.
- To prepare, and periodically revise, (in conjunction with the Branch Secretary), an annual budget.
- To authorise the payment of expenses in accordance with a scheme approved by the Branch Committee.
- To submit accounts for audit in accordance with arrangements approved by the Branch Committee and to ensure that all annual and other returns are made in accordance with national provisions.
- To exercise responsibilities as a signatory to the Branch Banking/Investment arrangements.
- To consider, in conjunction with the Welfare Officer and Branch Secretary, applications for welfare assistance from the Alphabet Pool Fund.

6. EQUALITIES OFFICERS

- To be the identified and well publicised point of contact in the branch for equality issues.
- To collect and share information on equalities issues, including information from the regional and national self-organised groups.
- To make sure other Branch Officers and the Branch Committee consider the equalities dimension of everything they do.
- To advise and support Branch Officers and the Branch Committee in respect of matters relating to equality and diversity.
- To encourage and support the development of branch self-organised groups on behalf of the Branch Committee.
- To develop and promote equalities related training opportunities for members and activists.
- To undertake individual representation as appropriate.
- To participate in WSCC staff groups where appropriate.

7. HEALTH AND SAFETY OFFICERS

- To advise the Branch Committee on health and safety issues arising within the Branch and to recommend policies and priorities.
- To promote and encourage the activities of safety representatives.
- To increase the awareness of members, safety representatives and Branch Officers on Health and Safety issues.
- To conduct, as appropriate, workplace inspections and risk assessments.

- To co-ordinate the activity of health and safety representatives and to organise regular meetings of health and safety representative to exchange information and consider priorities.
- To be closely involved in all negotiations with the employers on matters related to health and safety and be a member of appropriate health and safety joint consultative committees.
- To maintain contact with the region and regional service groups, e.g. via the regional health and safety committee.

8. **EDUCATION CORDINATOR** The duties of this role will normally be overseen by the Branch Secretary with support from the Branch Office staff.

- To ensure that members and stewards are aware, and able to take advantage of, educational and training opportunities within UNISON.
- To co-ordinate education and training activities.
- To participate in the provision of appropriate training courses.
- To report on Education and training issues to Branch Meetings.

9. **LIFELONG LEARNING CORDINATOR**

- To promote and encourage lifelong learning activities and initiatives within the Branch.
- To work with colleagues to recruit new learning representatives.
- To co-ordinate the activity of lifelong learning representatives.
- To be closely involved in negotiating around learning with employers.
- To report on lifelong learning issues to Branch Meetings.

10. **MEMBERSHIP OFFICER**

In conjunction with Branch Office team:

- To map the Branch membership in order to identify membership density, joiners and leavers rates, location of members and non-members and steward coverage
- To work with other identified Branch reps and the regional office to develop and implement the Recruitment objectives of the Branch organisation and development plan
- To make recommendations to the branch committee on recruitment activities, targets, resources, budgets, etc
- To plan, organise, and where appropriate, implement recruitment activities to assist in meeting the Branch target for increase in membership
- To review reps' training opportunities on Recruitment, and encourage new and existing reps to attend training courses as appropriate e.g. Recruitment Techniques workshop
- To consider opportunities arising from Recruitment events to convert lay members to active reps' roles, supporting the Branch target of increasing the number of actively involved reps.
- To give regular updates to Branch Committee Meetings on Recruitment
- To use the website to promote Recruitment activities as appropriate

11. **YOUNG MEMBERS OFFICER**

Branch Young Members Officer must be under 27 years of age for the whole of their term of office.

- To help recruit new members and encourage existing young members to become active in the Branch.
- To make sure issues of concern to young workers are raised by the Branch.
- To act as a focal point for all young workers in the workplaces.
- To encourage involvement in UNISON young members campaigns.
- To build Branch young members organisation and to ensure there are potential new young members' officers in the future.

12. **WELFARE OFFICER**

- To ensure that Branch Officers, stewards and workplace reps have regular up-to-date information about UNISON Welfare and the range of services.
- To ensure that members seeking welfare assistance receive a prompt, supportive and effective response.
- To liaise and co-ordinate with regional and national levels to ensure that UNISON Welfare support is provided effectively.
- To undertake training and seek advice from UNISON Welfare where necessary.
- To develop and implement local welfare activity.
- To undertake casework in support of members in need.
- To consider, in conjunction with the Branch Secretary and Branch Treasurer, applications for welfare assistance from the Alphabet Pool Fund.

13. **COMMUNICATIONS OFFICER** The duties of this role will normally be overseen by the Branch Secretary with support from the Branch Office staff.

- To 'edit' the Branch Newsletter and other similar publications.
- To undertake and coordinate appropriate publicity activities.
- To lead on the development of electronic communication with members.
- To ensure that Branch communications are in accessible formats.
- To communicate with the media on behalf of the Branch.
- To arrange Branch participation in employer induction sessions and other similar activities.

14. **INTERNATIONAL OFFICER**

- To co-ordinate the Branch work on international relations
- To ensure that Branch members are informed of national policy on international matters
- To encourage members to be aware of the importance of international solidarity issues within the context of the overall work of the union.

15. **ENVIRONMENTAL OFFICER**

- To co-ordinate the Branch work on environmental matters

- To ensure that Branch members are informed of national and local policy on environmental issues
- To encourage the appointment of environmental reps within workplaces.

16. **APF (LABOUR LINK) OFFICER** The Labour Link Officer is elected and accountable to the Labour Link section within the Branch and must be an individual member of the Labour Party.

- To develop the role of the UNISON labour link within the Branch
- To circulate information to Labour Link members in the Branch and convene meetings of members as necessary
- To attend the Branch Committee and agree appropriate means of promoting UNISON policy in the party
- To liaise with the Labour Link regional political officer.

17. PENSIONS OFFICER The Pensions Officer position may be held by a full branch member or a retired branch member who must be either a member, deferred member or retired member of the West Sussex Local Government Pension Scheme.

- To represent the interest of members in relation to the provision of high quality and affordable occupational pension schemes.
- To represent scheme members' interests and views on the West Sussex Local Government Pension Scheme (LGPS) Pension Panel.
- To ensure that members are informed about their occupational pension scheme and local and national policy with regard to pensions, occupational and state-provided.

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SCHEDULE D

Representational Functions

Tasks of Workgroup Representatives (Stewards)

- To be the first and main point of contact for members with the union.
- To recruit new members
- To work with members to establish an organised workplace
- To support and advise members on workplace issues
- To act as a spokesperson for the members they represent and for the Branch
- To represent members with the employer when trained and as appropriate
- To represent members within the Branch Committee.
- To be answerable to members within the workplace/workgroup.

Tasks of Workplace Contacts

- To be a point of contact between members and the Branch
- To recruit new members
- To keep notice boards up to date
- To distribute information sent by the Branch for members

Tasks of Health and Safety Representatives

- To undertake periodic workplace safety inspections, reporting findings to management for action.
- To investigate and report on workplace accidents.
- To support members who raise concerns about matters of health and safety at work.
- To negotiate/consult with local managers about health and safety issues.
- To ensure that members are aware of the need for the reporting of accidents and incidents and to assist where necessary.
- To ensure that members are aware of the legal and other services available through UNISON.
- To participate, where appropriate, in Joint Health and Safety Committees/Working Groups.
- To refer, as appropriate, members concerns to the Section Group/Branch Committee or Branch Office.

Tasks of Learning Representatives

- To support and encourage new and potential learners.
- To promote learning opportunities both within the Branch and with employers
- Assist in the identification of learning needs within the Branch
- To encourage learners through example and experience

Review Date for Rules: ~~August 2012~~ August 2020

UNISON West Sussex 2017/18

Branch Officers

Position/Officer	Name and Service	Telephone
Chair	Ian Harvey, Capita	01243 642330
Vice Chair	Sarah Cawston, Children's Services	01903 839987
Branch Secretary	Dan Sartin, Adults' Services	01243 777636
Deputy Branch Secretary	Karen Daubney, Adults' Services	01243 777636
Treasurer	Jennie Barrett, Adults' Services	01243 777636
Equalities, Women	Eliza Davies, Adults' Services	033022 23877
Equalities, LGBT members	Paul Windsor, Children's Services	033022 23764
Equalities, Disabled members	Robert Hayes, Children's Services	01243 642459
Equalities, Black members	Jules Wilson, Youth Offending Services	01293 610718
Health and Safety	Clive Coleman, Democratic Services	033022 22527
Health and Safety	Karen Daubney, Adults' Services	01243 777636
Lifelong Learning	Mervyn Sams, Capita	033022 27965
Education	Mervyn Sams, Capita	033022 27965
Environment	Julie Bolton, Strategic Planning	01243 756888
Labour Link	Sarah Cawston, Children's Services	01903 839987
International	David Hammond, Chichester College	01243 786321
Retired Members	Jennie Gudgeon, Margaret Guest (job-share)	01243 777636
Pensions Officer	Judith Taylor, Public Health	033022 23601
Welfare Officer	Stuart Gibbons, Adults' Services	033022 26218
Young Members	Vacant	
Communications	Vacant	
Membership	Vacant	

Branch Reps

WSCC Children's Services		
Joanna Bish	Stepping Stones Children and Family Centre	07710 494360
Sarah Cawston	Children's Services, Centenary House	01903 839987
Alison Collins	Children's Services, Centenary House	01903 270129
Glenys Creese	Horsham Nursery School CFC	033022 28841
Karen Hayes	Child & Family Intervention Service	01243 642917
Karen Johnston	Fostering Recruitment Team, County Hall North	01403 229577
Wendy Jones	SEN Assessment Team, County Hall	033022 25145
Debbie Lawes	Fostering Team, County Hall North	033022 25494
Sadie Phillips	Cissbury Lodge, Worthing	07535 889008
Sara Pink	Boundstone Nursery School CFC	01903 276850
Sherree Valliere	Fostering Team, Durban House	033022 27873
David Vaughan	Cissbury Lodge, Worthing	074621 10108
Paul Windsor	Academy North, 3 rd Floor, Crawley Library	033022 23764
Georgina Dowie	Practice Manager, Children's Services, Crawley	033022 27505

WSSC Adults' Services		
Lorna Cornett	Chanctonbury Building, Swandean	01903 239460
Karen Daubney	The Rowans, Worthing	01903 218022
Eliza Davies	Adult Care Point, County Hall North, Horsham	033022 23877
Matt Fairclough	CTPLD Western, Durban House, Bognor	033022 28776
Annie Flack	Glen Vue, Railway Approach, East Grinstead	01293 885156
Laura Gould	Independent Living Team, County Hall North	033022 22376
Robert Hayes	CDT South West, Durban House, Bognor	033022 42459
Diana Knight	Independent Living Team, 1 st Floor, The Grange	033022 28292
Penny Marks-Billson	Regaining Independence Service,	033022 28087
David Randall	Burnside Centre, Victoria Road, Burgess Hill	01444 232786
Gerard Robson	Worthing Community Team, Centenary House	0330 2222 665
Miranda Shute	New Tyne Resource Centre, Durrington Lane	01903 277414
Annie Thorndike	CTPLD North, County Hall North	033022 28748
Wendy Wilson	Older People Mental Health team, Crawley	07515 052331
WSSC Other		
Julie Bolton	Environment and Heritage, Northleigh	033022 26446
Clive Coleman	Legal and Democratic Services, County Hall	033022 22527
Jo Cooke	Parish and Town Councils and Local Governance	033022 23891
Vanessa Cummins	School Organisation and Development	033022 23046
Tina Green	Goring Library	01903 244300
Carla Hardy	Facilities Management, County Hall Chichester	0330 2222002
Paula Herbert	Legal Services, County Hall	033022 22719
Robert Mcleod	Caretaking and Premises Support	03302 222829
Julia Osborn	Regulatory Services, Crawley Register Office	01243 642122
Clare Snoad	Records Management, Chichester Record Office	01243 753613
Tim Stanton	Crawley Library	01293 651744
Judith Taylor	Public Health, The Grange	033022 23601
WSSC Schools		
Chris Armstead	St Anthony's School	01243 785965
Samantha Arnold	Felpham Community College	01243 785965
Patricia Barrett	Kingslea Primary School	01403 254282
Tracey Clift	Heene CEP School	01903 201386
Marilyn Cox	Field Place Infant School	01444 873898
Chris Digan	Holy Trinity Secondary School	01293 423690
Carole Doherty	Turners Hill Primary School	01342 71660
Stella Hamilton	Manor Green College	01293 520351
Laura Langan	Oak Grove College	01903 209771
Heather Massey	Lyndhurst First School	01903 235390
Keith Manville	Oak Grove College	01903 209771
Polly McDonald	Oathall Community College	01444 417945
Tanya Richards	The Laurels Primary School	01903 830901
Becky Roberts	Manor Green College	01293 520351
Debbie Roberts	East Preston Infant School	01903 773177
Gabrielle Robinson-Wright	Chesswood Junior School	01903 204141
Gary Stepney	Glebe Primary School	01273 592163

Peter Thompson	The Forest School	01403 261086
Clare Weare	Palatine Primary School	01903 242835
Denise Westlake	St Giles CE Primary School	01825 790240
Academies		
Sue Chant	The Littlehampton Academy	01903 711120
Joanne Dicaprio	Broadfield East Primary Academy	01293 406182
Angela Elliott	Shoreham Academy	01273 274100
Debbie Gillies	The Bewbush Academy	01293 534897
Gyilmard Horsfield	Bishop Luffa School	01243 787741
Diane Paquette	Midhurst Rother College	01730 812451
Jaqueline Parkinson	Worthing High School	01903 237864
Matt Pollard	The Littlehampton Academy	01903 711120
Paul Smith	Warden Park School	01444 440274
Lorraine Solti	The Regis School	01243 871010
Sue Sykes-Little	The Academy Selsey	01243 602558
Amanda Tattersall	The Globe Primary Academy	01903 854970
Desiree White	Ormiston Six Villages Academy	01243 546800
Further Education		
Richard Cooper-Wren	Central Sussex College	01293 442213
Keith Faber	Central Sussex College	084515 50043
Karen Fisher	Northbrook College	08451 556060
David Hammond	Chichester College	01243 786321
Hazel Paine	Worthing College	01903 275755
Jane Crowley	The College of Richard Collyer	01403 210822
Higher Education		
Chris Anderson	University of Chichester	01243 816000
Neil Bryant	University of Chichester	01243 816000
Maria Faithful	University Of Chichester	01243 816000
Felicity Taylor	University of Chichester	01243 816000
Tracy Vine	University of Chichester	01243 816000
Other Employers		
Ian McConnell	South Downs National Park Authority	030030 31053
Matthew Dowse	South Downs National Park Authority	01730 814810
Catherine Goldsmith	Grace Eyre Foundation	01273 201900
Tim Halpin	Grace Eyre Foundation	01273 201900
Neil Man	Affinity Sutton	07971 121549
Catherine Hughes	Aspire Sussex	01243 850712
Karen Polie	Aspire Sussex	01243 850710
Briony Stilliard	Aspire Sussex	01243 850710
Ian Harvey	Capita, Durban House	01243 642330
Abigail Holdsworth	Capita, Durban House	01243 642330
Graeme Brookes-Butt	Capita, County Hall North	01403 229524
Mervyn Sams	Capita, Centenary House, Worthing	033022 27965
Linzi Stancomb	Capita, Centenary House, Worthing	03302228308
Denise Stephens	Capita, Durban House	033022 24512
Kim Unwin	Capita, East Surrey Hospital	01243 777636

5.2 Honoraria Payments

UNISON's rules require branches to agree recommendations for honoraria payments at a meeting of the Branch Committee. Recommendations are then brought to the branch's AGM for approval. The payments are then made direct to the individuals concerned by Head Office, with deductions made for National Insurance and tax.

The Branch's practice has been to agree a maximum percentage of the branch's budget (currently 2.25%) which is allocated by the Branch Committee to those Officers and Reps who have made a significant contribution to branch activity. The set ceiling amount of 2.25% is in the Branch rules which were agreed in 2011. There are no proposals to change this set percentage amount, though other rule changes unconnected to honoraria have been brought forward for consideration by the AGM.

In the case of the Branch Treasurer it has been the practice to regularly pay an honorarium as this officer is not a paid member of Branch staff, cannot use the Branch's consolidated facility time from WSCC, and is not permitted lay rep facility time for the work involved, which is substantial. Therefore, all the associated work must be completed in the Treasurer's own time.

Other honoraria are sums to acknowledge particular efforts made by departing reps who have contributed to good outcomes for the branch. Last year payments were made to the Branch Treasurer (£3,085), Harry Vine (£100), Linda Wilson (£100) and Debbie Sanders-Fox (£100).

The AGM is asked to agree honoraria for 2016 for the following, which totals the permissible amount of expenditure at £3,930. The increase in the sum for the Branch Treasurer reflects the rise of the branch's budget to £174,700 and a commensurate increase in workload caused by: that increase of budget; the introduction of mandatory Activity-Based Budgeting (ABB) processes within branches; an increase of work associated with ABB and the considerable uncertainty around the budgeting process and funding it would release.

- Jennie Barrett, Branch Treasurer
Proposed at £3,680.
- David O'Connor, former Branch Welfare Officer and workplace rep
Proposed at £250.

Dan Sartin

Branch Secretary

22nd February 2017, on behalf of the Branch Committee which met on 5th January 2017 to agree these recommendations to the AGM.

UNISON West Sussex

Annual Report of the Branch Committee

Item 6

Membership

Membership made a very slight fall in 2016 of 12 members (0.2%) when compared to the same point in the previous year.

Full members:	5,324
Unemployed members:	12
Retired members:	606
Total members:	5,942

The chart below shows our membership levels over the past five years. Over the whole period the branch has gained members (172, or +3.3%).

2012	2013	2014	2015	2016
5,152	5,244	5,348	5,336	5,324
+3.0%	+1.8%	+2.0%	-0.2%	-0.2%

In the same period, UNISON membership in the South East has decreased substantially, by around 20% since 2010. Across the union nationally, membership has fallen by around 5%.

This tells us that the West Sussex branch is doing relatively well, when compared to the overall loss of UNISON membership in our region. But we are not resting on our laurels. We think our membership is stable because we are a good well-organised branch which works hard to defend you and your interests at work. But we want more members and will work with our Regional office in 2017 to try to achieve this, through membership recruitment drives in key employers.

The more members we have, the more we can achieve for you. Please encourage non-members to [join us](#).

Communications

Our Branch website unisonwestsussex.org.uk continues to be a major driver for branch communications, receiving over 25,000 visits during 2016 which was a substantial increase on the year before. The branch has issued regular email communications to members, usually weekly.

The Branch has continued to prioritise funding for our newsletter 'Branch Lines'. Electronic copies are archived [on our website](#). Feedback from members continues to be very positive. *Branch Lines* has undoubtedly helped the branch to recruit as we include a membership form within every issue and receive many back in the office from this route. *Branch Lines* has also helped us to highlight and thereby apply pressure and amend poor employer practice.

The Branch commissioned a series of 12 posters to highlight the benefits of membership and to remind non-members that they very often enjoy the fruits of the trade union which our existing membership provide them (such as enhanced occupational pension schemes, enhanced annual leave provision, enhanced sickness

leave provision, and so on) without contributing themselves to the union. We hope these posters will make non-members think further about their workplace, what it is that they value, and how employee terms and conditions come into being.

The Branch maintains a [Twitter](#) and [Facebook](#) presence and we invite members to sign up for these platforms if they are preferable to you.

Reps

We have [100 workplace Reps](#) and they continue to do a great job for the Branch recruiting new members, distributing information, supporting members or signposting them to the Branch office, and acting as a spokesperson within their workplace. 16 new Reps joined the Branch in 2016, compared to 19 in 2015.

If you would like to get more involved in your trade union, talk to a branch officer or rep at an AGM, or [visit our website](#). There are some great rewards to be had from being a branch rep, and we see in the branch office every day the difference reps make to their members and staff as a whole.

[Branch Officers](#) also play an important role either through their stewardship of the Branch or by developing and utilising their expertise in particular areas. Thanks go to them for their hard work throughout 2016. The past year has been a challenging one for the branch in many different ways, and we place on record thanks here to all Branch Officers who have so steadfastly supported their union in 2016.

Collective work, negotiations and reorganisations

UNISON works hard behind the scenes to secure the best outcome for members prior to formal consultations and in discussions on terms and conditions. Consultation machinery and processes differ by employer, but to give an example, UNISON Branch Officers and Reps are involved in fourteen regular and ongoing forums to represent your views within West Sussex County Council.

We have seen a new Chief Executive arrive at WSCC – our major employer – in summer 2016, and it remains to be seen how these new relationships will settle down. Historically, the relationships between UNISON and WSCC have been very good, to the benefit of staff. We are in a period of flux currently, and will report direct to members during 2017 if the need arises.

Many employers within the branch have similar though less extensive negotiation machineries, and these are proliferating due to the increase of active academy chains within the county. To keep up with this demand to support our members in this regard, we need reps to come forward from within those employers.

The Branch is involved in specific redesign projects and pre-consultation meetings, giving us an opportunity to shape proposals where this is possible. When there are specific proposals for reorganisation, the Branch is involved in supporting its members from the outset during those formal consultations. The Branch has been involved in a large number of service redesigns, redundancy situations, location changes, grade changes, TUPE transfers, and other changes to terms and conditions during 2016, impacting on many hundreds of members. At any one time we have around 25 collective negotiations underway. We are concerned that this will increase significantly

due to the crisis in West Sussex school funding which is due to be most acute from April 2017. Members in scores of West Sussex schools will have been supported by their reps and branch officers during 2016 for formal redundancy consultations. This will be of concern to any parent and resident of West Sussex as it can only mean a deteriorating education system (see Campaigns section below).

As well as some very large re-organisations in WSCC, for example the Integrated Prevention and Earliest Help (IPEH) service re-organised over 500 staff, the branch and our reps have supported restructures in a range of other employers, all reacting in various ways to the Government's failed austerity agenda. Notably this includes Further Education college mergers impacting on our members at Chichester College, Central Sussex College and Northbrook College.

The branch has taken part in [WSCC Select Committees](#) when we have felt the need to provide evidence to the Council on behalf of staff.

Individual casework and advice

The Branch dealt with 250 formal cases during 2016 where a Rep or Caseworker was assigned to represent a member in an individual case.

Formal casework figures:

2012	2013	2014	2015	2016
209	223	235	231	250
+30.6%	+6.7%	+5.4%	-1.7%	+8.3%

In addition to formal casework, in 2016 the Branch dealt with 298 requests for advice which were resolved over the phone and did not lead to formal cases. This represents a large increase.

Informal advice figures:

2012	2013	2014	2015	2016
198	261	228	235	298
Unknown	+31.8%	-12.6%	+3.1%	+26.8%

548 members, 10.3% of the Branch membership, required formal or informal individual advice and support during 2016. This shows the pressures there are in the modern public service workplace. We have seen members come to us increasingly when they cannot get an answer from their employer (as HR, pension and payroll departments come under increasing strain), and for our help to resolve mistakes made by their employer, which are increasingly common. This new work is added to the usual casework for which we support members.

The figures above exclude other non-casework 'once and done' enquiries (e.g. about membership or subscriptions), pieces of advice dispensed direct by Branch Officers and staff when members contact them directly, and all collective work undertaken on behalf of members. Many hundreds more members received support from the Branch

through collective re-organisations which are not recorded in the 'individual support' statistics, even though we are often helping to resolve very individual concerns.

At time of writing the Branch has 88 open formal cases (20 Disciplinary; 20 Grievances; 43 Sickness cases; 5 Capability processes). 4 of these 88 cases are being dealt with by the Regional office; 84 are being dealt with by the Branch.

Notably we have seen the transactional HR function in the County Council come under increasing pressure. This has led in some cases to unacceptable delays and mistakes in processes in several notable cases. We are supporting members affected in raising grievances and will bring any proven deficiencies to the attention of the council's decision-makers.

The Branch also has submitted personal injury claims for members during 2016. In 2016 many tens of thousands of pounds were won for West Sussex members who had accidents inside or outside the workplace.

Pay

Pay has been a 'quiet' experience for the branch for most of 2016, in terms of organising for national pay claims and associated strike action. For the NJC pay claim, once again the West Sussex branch [showed its militancy](#) by overwhelmingly rejecting proposals for the continuation of pay restraint put by the national employers' side. 82% of members rejected the pay deal on offer in a branch ballot, conducted for the first time electronically using our online Smart Survey account (which increased participation significantly).

However, the national UNISON NJC Committee, when taking note of ballot results from across the country, decided to settle the pay claim at 1% for two consecutive years. This decision led to controversy within the union and at the Local Government Conference last summer, the NJC Committee was formally censured for its decision and measures were adopted to avoid similar happening in future. The West Sussex branch supported these moves at Conference 2016.

This meant that 2016/17 was the first year of the 1% 2-year deal and 2017/18 will be the second.

Similarly poor pay deals have also been accepted in Further and Higher Education; in the case of Further Education this was after a single day of strike action held in February 2016.

The Branch has supported many local pay claims for members in 2016 in a number of employers where we are 'recognised' for collective bargaining: in the Capita Contact Centre; Aspire; Grace Eyre Foundation; South Downs National Park Authority; for Accredited Mental Health Professionals, and so on.

In 2016 the branch has also been involved in a major piece of pay and reward work with serious ramifications for all staff in a major local employer. This work was a significant drain on the limited resources we have within the branch. At the appropriate time we will be in touch with members in this employer.

Campaigns

The Branch made a number of interventions in the local media during 2016. These included [TV appearances](#), and coverage in the [local press](#).

The Branch has continued to actively support a number of local campaigns.

We also in 2016 launched a detailed survey of our membership who work in West Sussex schools and academies to understand the impacts of school funding cuts on them and on the children's education they provide. Over 500 people responded and we will be launching our findings in early 2017, to complement the work of the *Worth Less?* campaign and to ensure that the inadequate funding of our schools does not 'go away' as an issue until it is resolved. We see the impacts of this gross under-funding in the branch office every day: not just in redundancies within schools, but in other issues which arise and where we are asked to support members, such as inadequacy of special educational needs provision.

Capita research

The branch's research into the WSCC/Capita 'back-office' service contract, completed in 2015, has proved to be a worthwhile investment.

The work shone a spotlight onto the contract, its service provision and quality, and on how staff had been treated under the Capita contract.

We are delighted to report that this work really made a difference to the *staff experience* and we have seen significant changes for the better in the sickness process applied to staff, the UNISON/Capita relationship and the approach to collective reorganisations.

Where we have seen less progress is in regard to service quality issues. The branch has always been at pains to point out that our concern about service quality in no way means that the branch is any less supportive of our members working for Capita. Far from it, we are as concerned as they are to ensure that staff have the right frameworks, processes and resourcing levels to work within.

But the 'Contract Reset' due to commence in April 2016 and reported to our last AGM did not launch. This work has now transmuted into an 'Action Plan' we expect to see activated during 2017.

Meanwhile, week in, week out we continue to support members who have issues with Capita's back-office services. In 2016 we agreed a procedure for members to [escalate their problems to seek their own resolution](#). Where resolution cannot be achieved, we can and are actively supporting members to get a resolution by taking matters up directly with the employer or supporting members to raise grievances.

We saw in 2016 a contrasting approach taken by another major employer in the county, when University of Chichester [insourced its substantial cleaning contract](#). This employer has reported to UNISON great satisfaction at the results of this decision.

The wider union

The Branch continued to engage in the regional South East tier of our union and a number of Branch Officers were successful when seeking election to various Regional

Committees. The Branch also continued in 2016 to exert influence on the national agenda. The 2016 Local Government Conference in Brighton was notable as our branch motion on facility time was passed unanimously. The branch also was a significant player in discussions on branch funding conducted at national level with two Assistant General Secretaries, and worked with a small number of other branches to ensure that the resourcing of branches was a key matter for discussion at National Delegate Conference in June 2016. The remainder of 2016 has not yet resulted in the successful implementation of a scheme of funding which meets branch needs, so the issue is likely to remain on the agenda in 2017.

At time of writing, the Trade Union Certification Officer is holding the final day of a series of hearings into the conduct of the General Secretary election of 2015. We await those findings with interest.

Conclusion

In conclusion, 2017 looks like it will be considerably more challenging for UNISON members in West Sussex than even last year was. A number of issues appear likely to come up in 2017 which will test both the West Sussex branch and our members' resolve. It will be important that branch members are fully involved in decisions about how to tackle such matters. Our branch is a democratic branch and will never take decisions for its members, particularly where key aspects of terms and conditions may be under threat.

We ask all members to be especially vigilant in engaging with their union branch in 2017 and to ensure that key messages and news from the branch are disseminated in your workplaces so that dialogue becomes two-way at important points.

Dan Sartin
Branch Secretary
22nd February 2017

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