



AGM Booklet

24, 25 and 26 March 2025



UNISON: the public service union
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Web: unisonwestsussex.org.uk
Branch Secretary: Dan Sartin

10 March 2025

Dear branch member,

UNISON West Sussex – Annual General Meeting

I would like to invite you to the UNISON West Sussex branch Annual General Meeting for 2025.

Monday 24 March	1.00-2.00pm	MS Teams
Tuesday 25 March	1.00-2.00pm	MS Teams
Wednesday 26 March	6.00-7.00pm	MS Teams

We are holding our AGM over three separate meetings and I hope you will be able to make one of them. All meetings will be held virtually via the Microsoft Teams online meeting platform. You can attend by: PC/Laptop; Tablet; Smartphone; Landline telephone.

We will be holding a raffle at **each** of the three AGM meetings with the same great prizes at each event:

- **3 x prizes of £50 Amazon or One4All shopping vouchers, at each event**

To attend, you will need the MS Teams link (or telephone number) for the meeting you want to attend. These are available on our website at www.unisonwestsussex.org.uk/news/agm-2025/ and we will be issuing the links direct to members by email on the morning of each meeting. If you would like us to send you an electronic calendar invite please get in touch with us at office.unison@westsussex.gov.uk

To win a raffle prize you will need to be present at the AGM you attend. Names of attendees will be downloaded from MS Teams during the meeting and put into the draw. Only one prize can be won per member. The draw for three prizes will take place at the end of each meeting. You must be present when the draw is made to claim your prize.

Your AGM mailing includes the following:

- Agenda
- Minutes of AGM held in March 2024
- List of Branch Officers and Workplace Reps for 2025-26
- Honoraria payments
- The branch Annual Report for 2024

I look forward to seeing you at our AGM.

Kind regards

Dan Sartin
Branch Secretary

UNISON West Sussex

2025 Annual General Meeting

Monday 24 March	1.00-2.00pm
Tuesday 25 March	1.00-2.00pm
Wednesday 26 March	6.00-7.00pm

AGENDA

1. Welcome and introductions.
2. To approve the minutes of the AGM held on 26, 27 and 28 March 2024 (ENCLOSED). **VOTE REQUIRED**
3. To approve branch officers and workplace representatives for 2025-26 (ENCLOSED). **VOTE REQUIRED**
4. Branch finance and accounts:
 - 4.1 To approve the 2024 accounts (TO BE TABLED). **VOTE REQUIRED**
 - 4.2 To agree 2025 honoraria payments (ENCLOSED). **VOTE REQUIRED**
5. To receive a proposal on the branch's industrial action fund (ENCLOSED). **VOTE REQUIRED**
6. To note the outcome of the triennial review of the branch rules and to discuss and approve proposed changes (ENCLOSED). **VOTE REQUIRED**
7. To approve the branch annual report (ENCLOSED) and receive any questions from members. **VOTE REQUIRED**
8. To note and discuss the challenges which Devolution and Local Government Reorganisation will likely present to members in the next 2-3 years.
9. To note forthcoming elections to the UNISON National Executive Council (ENCLOSED)
10. Raffle draw: 3 prizes to be drawn at each AGM.
11. Close of meeting.

UNISON West Sussex

Minutes of the aggregate Annual General Meetings held on 26th, 27th and 28th March 2024 via Microsoft Teams.

Present: Ian Harvey (Branch Chair), Sarah Etherington (Branch Vice Chair), Dan Sartin (Branch Secretary), Jennie Barrett (Branch Treasurer), Karen Daubney (Deputy Branch Secretary) and 100 other members.

In attendance: Sarah McGreal (Regional Organiser, UNISON South East), Caroline Osborne (Branch Administration Assistant), Cat Albon (Branch Administration Assistant – minutes).

1. Welcome and introductions.

The Chair welcomed everyone to the meeting, including the UNISON Regional Officer, Sarah McGreal.

2. To approve the minutes of the AGM held on 27, 28 and 29 March 2023

Resolved: The minutes of the AGMs 27, 28, 29 March 2023 were approved unanimously as a correct record with no matters arising outstanding.

3. To receive the results of the contested election for the position of Deputy Branch Secretary.

The results of the above election were reported by the Branch Chair. Karen Daubney was elected by 142 votes to 103 for Keith Manville.

4. To approve branch officers and workplace representatives for 2024-25

Resolved: Branch officers and workplace representatives for 2024-25 were approved unanimously.

5. Branch finance and accounts:

5.1 To approve the 2023 accounts

The Branch Treasurer reported on the Branch Finance and Accounts for 2023. It was confirmed that the accounts were audited and submitted and received by UNISON Head Office for the 15 March 2024 deadline. It was noted that Branch funding for 2024 is likely to decrease as reserves for 2023 were much higher. This is due to the expected impacts of the new branch funding formula. Branch treasurer covered staffing, casework, conferences, meetings and branch resources to demonstrate fluctuation of branch expenditure.

Resolved: The accounts for 2023 were unanimously approved.

5.2 To agree 2024 honoraria payments

The Branch Secretary moved to support four honoraria payments and spoke of the significant contributions made by each of the individuals.

Resolved: Honoraria payments were approved with one abstention for:

- Jennie Barrett, Branch Treasurer, £4,500.
- Kiera Hilder, Young Members Officer and former NEC member 2021-23, £250
- Margaret Guest, former joint Retired Members Secretary, £250
- Jennie Gudgeon, former joint Retired Members Secretary, £250

6. To approve the branch annual report and receive any questions from members.

The Branch Secretary presented the annual report, highlighting key areas and particular developments, challenges, and achievements for the branch during 2023. General increase in membership of 3.7% reported for the West Sussex branch, higher than the increase across union nationally.

Members were encouraged to relay key union messages to their teams and to urge colleagues to join UNISON; get involved as a workplace rep or branch committee member; and participate in the democracy of the branch.

The Branch Secretary spoke of forthcoming issues affecting the branch during the year to come including increase of academisations in schools, significant budget cuts and possible change of government. Duty/casework figures for 2023 were reported and 4% rise in formal cases noted.

Key projects dealt with in 2023 including NJC pay award, TTO pay claims and mileage increase were reported on.

Members were given the opportunity to ask any questions, and issues raised including those below:

A member commented that although the success of the TTO pay claims had been very good for members, for schools it has been difficult to manage in terms of budgets. The branch secretary acknowledged that this was a real dilemma particularly when jobs are impacted. It was noted that the council are running a significant budget deficit when it comes to schools and this issue will come to a head shortly and be on the in-tray for the next government.

Regarding the mileage policy affecting WSCC staff, a member asked whether any workers are still classed as essential car users as this was the system used previously and it seemed to work well. Branch Secretary advised this policy was withdrawn many years ago but could possibly be discussed with WSCC going forward if there's appetite to return to it. The Regional Organiser confirmed that this scheme is still in use in some councils but has caused difficulties.

A member asked whether we have any further information to share regarding the newly appointed Chief Executive of WSCC. Branch Secretary advised that it is understood the new CE is 'people-focussed' and was the driving force behind enabling

hybrid working at Surrey CC. Start date for CE is yet to be confirmed and it is hoped the positive relations between UNISON and previous CE will be able to continue.

A member asked whether the branch will be supporting local candidates in the General Election. The Branch Secretary confirmed that individual candidates who are also UNISON members receive a small token sum towards funding. It was confirmed that relevant communications regarding the general election will be circulated to the members who are opted into the Labour Link political fund.

7. Raffle draw: 3 prizes to be drawn at each AGM.

The raffle draw took place with winners announced for each of the prizes.

8. Close of meeting.

The Chair thanked branch and regional officers, staff, and reps for all their hard work and commitment to supporting members throughout the year.

The meeting was drawn to a close.

UNISON West Sussex 2025/26

Branch Officers

Position/Officer	Name and Employer/ Service	Telephone
Chair	Ian Harvey, WSCC Place Services	033022 28215
Vice Chair	Sarah Etherington, WSCC CYPL	033022 27170
Branch Secretary	Dan Sartin, WSCC Adults' Services	01243 777636
Deputy Branch Secretary	Keith Manville, Oak Grove College	01243 777636
Treasurer	Jennie Barrett, WSCC Finance & Support	01243 777636
Communications	Vacant	
Education Coordinator	Vacant	
Environmental	Jackie Gatenby, WSCC CYPL	01243 777636
Equality, Disabled members	Sarah Etherington, WSCC CYPL	033022 27170
Equality, Black members	Vacant	
Equality, LGBT+ members	Hu Evans, WSCC Adults' Services	01243 777636
Equality, Women's Officer	Vicky Millis, WSCC Adults' Services	01243 777636
Health and Safety	Sam Cordingley, WSCC Place Services	01243 777636
Health and Safety	Keith Manville, Oak Grove College	01243 777636
International	Anna Palmer, WSCC CYPL	01243 777636
Labour Link	Dan Sartin, WSCC Adults' Services	01243 777636
Lifelong Learning Co-ordinator	Vacant	
Membership	Vacant	
Pensions	Vacant	
Retired Members Secretary	Clive Coleman (Retired Member)	01243 777636
Welfare	Karen Fenn, WSCC Adults' Services	033022 28772
Young Members	Vacant	
WSCC Adults' Services Convenor	Vacant	
WSCC CYPL Convenor	Sarah Etherington, WSCC CYPL	033022 27170
WSCC Other Depts Convenor	Ian Harvey, WSCC Place Services	033022 28215
WSCC Schools Convenor	Keith Manville, Oak Grove College	033022 24917

Branch Reps

WSCC Children's Services		
Sarah Etherington	CYPL Convenor	033022 27170
Leah Bagnall	Adoption Support, County Hall North	033022 23802
Michaela Homewood	The Needles Children & Family Centre	07764 447362
Paula Knott	Crawley Broadfield Family Hub	01293 651760
Debbie Lawes	Fostering Team, Durban House	033022 25494
Helen Mallows	Careers Team, County Hall North	033022 22057
Chloe Pascovitch	Family Safeguarding, Crawley Library	033022 22372
Louie Perren	Child Disability Team, County Hall North	033022 22635
Denise Stephens	Business Support, County Hall	033022 24512
Sandy Tester	Child Disability Team, Bridge House	033022 27349
WSCC Adults' Services		
Mohamed Chlouk	The Rowans, Worthing	01903 218022
Hu Evans	Information Support, Bridge House	033022 23739

Annie Flack	WAMH Northern Team, County Hall North	01293 652300
Paul Gibson	Primary Care Network Northern, County Hall North	033022 22018
Alex Grindley	Stanhope Lodge, Worthing	033022 26787
Laura Hard	CarePoint 2, County Hall North	033022 22376
Tamsyn Hicks	Placement & Sourcing Team, Bridge House	033022 28303
Sue Higgins	Hospital Placements Team, Durban House	033022 29479
Marina Humphrey	Glebelands Day Centre, Shoreham-by-Sea	01273 268920
Marie Kelly	Adur Community Team, Glebelands	033022 22091
Joe Lyndhurst	Bognor Community Team, Durban House	033022 25837
Viktoria Millis	Contracts Team, County Hall	033022 27915
Claire Munnery	Crawley Community Team, Crawley Library	033022 24156
Stephen Musgrave	Bridge House, Worthing	033022 24276
Samuel Theodoridi	Stanhope Lodge, Worthing	01903 264560
WSCC Other		
Ian Harvey	WSCC Other Departments Convenor	033022 28215
Rachel Ayuba	Finance & Support Services, County Hall	033022 28904
Drayce Beckett	Place Services, County Hall	033022 27053
Jo Cooke	Place Services (Communities & PP), County Hall	033022 23891
Samantha Cordingley	FRS, County Hall	033022 24885
David Dutton	Place Services (Trading Standards), Parkside	033022 24010
Carla Hardy	Place Services, County Hall	033022 22002
Paula Herbert	Law & Assurance, County Hall	033022 22719
Abigail Holdsworth	Place Services (Customer Service Cent.), Tradewinds	033022 28012
Mat Jackson	Place Services (Planning Services), County Hall	033022 26586
Jo McConville	Place Services, West Sussex Records Office	01243 777636
Alice Millard	Place Services, West Sussex Records Office	01243 777636
Jack Portman	FRS, Worthing Fire Station	033022 27364
Tim Stanton	Place Services, Crawley Library	01293 651744
WSCC Schools		
Keith Manville	WSCC Schools Convenor	033022 24917
Chris Armstead	St Anthony's School, Chichester	01243 785965
Aaron Austin Locke	Ifield Community College, Crawley	01293 420500
Cheryl Brown	Storrington Primary School	01903 742047
Clare Christian	West Sussex Alternative Provision College (Lancing)	01903 270460
Carolyn Goody	Meads Primary School, East Grinstead	01342 322905
Jane Hartley	Thomas A Becket Junior School, Worthing	01903 202268
Tracy Howard	Millais School, Horsham	01403 254932
Hayley Mumby	Meads Primary School, East Grinstead	01342 322905
Charlotte Nevill	Oathall Community College, Haywards Heath	01444 414001
Simon Pettiford	The Angmering School	01903 772351
Sarah Powell	Bognor Regis Nursery School	01243 642925
Jacqueline Richards	Boundstone Nursery School, Lancing	01903 276850
Tracey Sheehan	Boxgrove Primary School, Chichester	01243 773309
Amanda Shortiss	Manor Green College, Crawley	01293 520351
Jo Taylor	Swiss Gardens Primary School, Shoreham-by-Sea	01273 453176
Anthony Whiffin	Bersted Green Primary School, Bognor Regis	01243 822885

Academies		
Grant Aldred	Ormiston Six Villages Academy, Westergate	01243 546800
Kevin Birch	Warden Park Academy, Haywards Heath	01444 457881
Debra Cannons	Greenway Academy, Horsham	01403 252013
Vicky Collins	Heene CE Primary School, Worthing	01903 201386
Naomi Dickson	Broadfield Primary Academy, Crawley	01293 406940
Angela Elliott	Shoreham Academy, Shoreham-by-Sea	01273 274100
Debbie Gillies	The Bewbush Academy, Crawley	01293 534897
Wendy Haider	The Globe Primary Academy, Lancing	01903 854970
Ruta Haim	Seymour Primary School, Crawley	01293 533198
Gyl Horsfield	Bishop Luffa Academy, Chichester	01243 787741
Saubye Majeed	The Gatwick School, Crawley	01293 538779
David Potter	Bohunt School, Worthing	01903 601361
Chloe Powell	The Globe Primary Academy, Lancing	01903 854970
Jo Prior	Seymour Primary School, Crawley	01293 533198
Paul Smith	Warden Park Academy, Haywards Heath	01444 457881
Lorraine Solti	The Regis School, Bognor Regis	01243 871010
Carol Wilkinson	Woodgate Primary School, Pease Pottage	01444 461329
Further Education		
Karen Fisher	Chichester College Group, Northbrook College	01903 273456
Dodie Browne	Chichester College Group, Crawley Campus	01293 442213
Alan Cooper	Chichester College Group, Chichester Campus	01243 786321
Shaun Lynas	Chichester College Group, Northbrook College	01903 273060
Kevin Maunsell	Chichester College Group, Northbrook College	01903 273060
Joanne Spear	The College of Richard Collyer, Horsham	01403 210822
Narissa Strutt	Chichester College Group, Worthing College	01903 275755
Higher Education		
Chris Anderson	University of Chichester, Bishop Otter Campus	01243 816000
Roy Donaldson	University of Chichester, Bishop Otter Campus	01243 816000
Tracy May	University of Chichester, Bognor Regis Campus	01243 816000
Other Employers		
Natacha Bricks-Yonow	South Downs National Park Authority	01730 814810
Nicola Brokenshire	Dimensions (UK) Ltd	01243 777636
Sophie Brown	South Downs National Park Authority	01243 811533
Tom Conroy	Grace Eyre Foundation	01273 201900
Michael Corlett	Grace Eyre Foundation	01273 201900
Katie Cronin	Coastal West Sussex MIND	0300 303 5652
Paula de Sousa	Grace Eyre Foundation	01273 201900
Tim Halpin	Grace Eyre Foundation	01273 201900
Russell Honeyman	Grace Eyre Foundation	01273 201900
Jamie Marchant	Southern Housing	01243 777636
Onelia Morales	Grace Eyre Foundation	01243 777636
Rodger Parsons	Grace Eyre Foundation	01243 777636
Naomi Perilli	Care Quality Commission	01243 777636
Jeremy Powell	BaxterStorey	01243 777636
Lester Speed	Farney Close School	01444 881811
Trevor Wingate	Grace Eyre Foundation	01273 201900

Honoraria payments

The AGM is invited to discuss and comment on the report and vote on recommendations.

UNISON's rules require branches to approve honoraria payments at their AGMs. The payments are then made direct to the individuals concerned by head office, with deductions made for national insurance and tax. The first step is for any payments to be discussed at the branch committee meeting in January and those approved are then submitted to the AGM in March for final approval by members.

The branch's longstanding practice has been to agree a maximum percentage of the branch's budget which is allocated by the branch committee to those officers and workplace reps who have made a significant contribution to branch activity. The set ceiling amount of 2.25% of gross subscription income payable to the branch is in the branch rules which were agreed in 2011. This amount was not changed when the rules were amended in other respects in 2017 and 2021 and is not proposed for amendment in any changes made to the rules at the 2025 AGM.

The maximum permissible sum for honoraria in 2025 is £4,950.

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 more token sums to acknowledge particular efforts made by departing officers and workplace reps who have contributed to good outcomes for the branch. Last year payments were made to the branch treasurer Jennie Barrett (£4,500), Kiera Hilder, former NEC member 2021-23 (£250), Margaret Guest, former joint Retired Members Secretary, and Jennie Gudgeon, former joint Retired Members Secretary (£250).

The AGM is asked to consider honoraria for 2025 and to agree the following (which total £4,750):

- Jennie Barrett, branch treasurer
Proposed at £4,500.
- Clare Snoad, former workplace rep, committee member and job evaluator
Proposed at £250.

Dan Sartin

Branch Secretary

On behalf of the branch committee, the above proposals having been agreed at its meeting of 22nd January 2025.

Proposal on branch IAF

Key facts on national strike pay and industrial action:

- Strike pay is set by the national union, and since 2022 and the new NEC, this has been set at £50 per day from day one of strike action (previously £25 per day, and only payable from day four of strike action).
- Only the national union can pay strike pay, after a decision of the NEC's Industrial Action Committee (IAC). The IAC has never refused a single request for strike pay since 2021.
- Branches have the right to set up their own 'Industrial Action Funds' (IAFs) but in fact these are welfare funds. Branch IAFs are not permitted to pay strike pay – see above – but can only agree to pay hardship support funding and must run some kind of test to prove it is targeting members in need and not applying a blanket payment policy.
- Some branches have their own IAFs with hundreds of thousands of pounds in them, and some millions. Some branches have collected small levies from members on top of normal membership subscriptions, which then have led over time to the accrual of large branch IAFs. These still cannot be spent on strike pay and can only support members in those branches.
- Most branches do not go on strike in any given year. Only a minority do.
- Nevertheless, many branches maintain significant IAFs; the majority though, like West Sussex, have a few thousand pounds in them, which are not then large enough to support members if they were on strike in significant numbers: these branches would always need to approach the national IAF via the NEC's IAC.
- So, branches have ended up in a situation where many have created ineffective welfare funds (because they are too small), which in practice are not relied upon to support members as branches still approach the IAC for strike pay. These IAF welfare funds collectively tie up many millions of pounds of members' subs in branch reserves.
- The best principle of operation to meet this need is a single, national IAF, available to branches when they need it, which is applied consistently and funded appropriately. Not dissimilar to basic public service principles: an insurance 'pot' which all branches can access when they need to, without feeling a need to develop a separate, welfare pot which in practice puts resources into reserves and beyond use, and is ineffective.
- Lastly, it should be noted that if branches keep an IAF 'open' in the accounts with a nominal £1 on the books, they are permitted under rule when they are in dispute to add funds to their branch IAF (welfare) fund anyway from their general funds, so long as unspent IAF funds at the end of the dispute are returned to the general fund. This should be considered the optimal arrangement in nearly all cases (unless a branch had no general fund reserves slack at all it could call upon).

The West Sussex situation:

- The West Sussex branch has not seen large scale strike action since 2014, when it had a single day of action in the NJC dispute of that year. This is

largely down to the difficulties of national pay bargaining to deliver regular action on pay.

- The West Sussex branch nevertheless set up a Branch IAF in 2013-14, due to the takeover of West Sussex County Council of a hostile political council group that had attacked it.
- The West Sussex fund has within it around £6,700. This can only ever be used when the branch has its own members on strike, and only for the purposes of welfare. It was not used in the last University of Chichester strike action in October 2023: strike pay was claimed by branch members, as it had been agreed by the IAC.

Conclusion

1. The West Sussex branch has no need to maintain an IAF of £6,700. It serves no strategic purpose.
2. The West Sussex branch interests better lie in the union adopting a logically organised and well supported single, national IAF. We could not achieve anything with a £6,700 local fund, and it has not been used effectively since 2013-14.
3. If the branch ever was in dispute, it could add resources to a branch IAF if it keeps £1 on the ledger. It is questionable whether it would need to, as strike pay has now increased to £50 a day as a minimum level (sometimes it is agreed by the IAC to pay strike pay at higher levels).
4. Therefore, the branch should agree to move its total local IAF – minus £1 – to the branch general fund.
5. The usual branch funding mechanisms will then reduce annual branch funding to take account of this temporary increase in branch general fund reserves. But once reserves reduce the following year due to a reduction in funding, so under the usual branch funding mechanisms, branch funding will increase in the following year.
6. The branch should work with other branches to raise awareness of the need for more rational funding systems which do not put members' subscriptions beyond use in ring-fenced IAF/welfare reserves but bring such resources into play for the development of the union and for the benefit of members, whilst building an effective and well-funded IAF that all branches can access when necessary.

Motion for AGM: That this AGM agrees to move its total local IAF – minus £1 – to the branch's general fund and to work with other branches to raise awareness of the need for more rational funding systems within the union.

Dan Sartin

Branch Secretary

On behalf of the branch committee, the above proposal having been agreed at its meeting of 22nd January 2025.

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

UNISON campaigns and supports members to make sure everyone is treated fairly and equally at work. 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, sex, religion or belief, gender reassignment, sexual orientation, gender identity, disability, or age, creed or social class.

Commented [DS1]: Add statement of intent. Bring terminology into line with Equality Act.

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~~Living).
- m) To support the Retired Members Section of the Branch.

Commented [DS2]: Renamed as UNISON Living

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 six times a year. Its purpose shall be to undertake the functions identified in Schedule B. Meetings of the Branch Committee may be conducted in-person (i.e. physically), virtually (i.e. using a video and /or telephone electronic platform) or by a combination of both means.

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 Joint Consultative Committee and shall undertake the tasks listed in schedule B. It shall normally meet in the months when the Branch Committee does not meet.

Meetings of the Staff Side Executive Committee may be conducted in-person (i.e. physically), virtually (i.e. using a video and /or telephone electronic platform) or by a combination of both means.

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

Commented [DS3]: Branch no longer has a welfare fund

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

Any decisions with financial implications will include the Branch Treasurer as a voting member of Staff Side Executive Committee.

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 ~~Unity bank account/s 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.

Commented [DS4]: Only permitted to hold Unity bank accounts

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 take the form of a series of aggregate meetings, to be determined by the Branch Committee. This meeting will take place no later than 31 March in any year.

Annual General Meetings may be conducted in-person (i.e. physically), virtually (i.e. using a video and /or telephone electronic platform) or by a combination of both means.

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.

Special branch meetings may be conducted in-person (i.e. physically), virtually (i.e. using a video and /or telephone electronic platform) or by a combination of both means.

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 ~~13th-22nd~~ January ~~2021-2025~~ and subsequently approved, as necessary, by a quorate annual general meeting of the Branch held on ~~31st-26th~~ March ~~2021-2025~~.

Commented [DS5]: Change of dates

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
Branch Treasurer
Equalities Officer(s) (4)
Health and Safety Officer(s) (2)
Education Coordinator
Lifelong Learning Coordinator
Membership Officer
Young Members Officer
Welfare Officer
Communications Officer
International Officer
Environmental Officer
Labour Link Officer
Pensions Officer
Convenors (~~4~~6)

Commented [DS6]: Increase the number to 6

If there is more than one candidate for a post (other than Health and Safety Officers) a postal ballot of members will be held in advance of the annual general meeting. 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 maximum 50 and 75-100 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.

Commented [DS7]: For consistency

Candidates for election may provide, for circulation with the ballot papers, an election address not exceeding ~~750-500~~ 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.

Commented [DS8]: 500 is sufficient and consistent with other internal UNISON elections e.g. NEC

Commented [DS9]: Bring into line with the majority of UNISON elections

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~~ 500 words in total.

Commented [DS10]: Change for consistency

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~~ 500 words for circulation with ballot papers.

Commented [DS11]: For consistency

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~~ **Organising Framework**, 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.

Commented [DS12]: Updated terminology

- ◆ 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 six 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. Attendance at meetings may also be conducted virtually (i.e. using a video and /or telephone electronic platform) or by a combination of both physical and virtual means.

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, ~~unless otherwise indicated for reasons of confidentiality. The minutes and agendas will be stored in a member only access area of the Branch website and minutes (or a link to them) Minutes~~ will be circulated to members of the committee within three weeks of the relevant meeting.

Commented [DS13]: In keeping with actual practice

13. WSCC JOINT CONSULTATIVE COMMITTEE

Nominated members of the Staff Side of the West Sussex County Council Joint Consultative 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 Joint Consultative 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 Joint Consultative 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 following the Organising Framework process.
- 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 WSCC Joint Consultative 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.

Commented [DS14]: accuracy

Commented [DS15]: Not relevant

Commented [DS16]: No longer relevant

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 WSCC Joint Consultative 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, as
 - Black members officer
 - LGBT+ members officer
 - Disabled members officer
 - Women's officer
- 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 COORDINATOR**

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 COORDINATOR**

- 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 ~~27-30~~ years of age for the whole of their term of office.

Commented [DS17]: This has changed to 30 in the national rules

- 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. 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.

18. CONVENORS (46)

To play a leading role in relation to organisation, representation, negotiation and bargaining within each of the four key staffing sections of the county council, the branch's main employer, in conjunction with the Branch Secretary and Deputy Branch Secretary, ~~and two key other employers-~~ Convenor positions may only be held by members in employment at ~~WSSC~~the relevant employer. Convenor roles will require attendance at relevant ~~departmental~~ joint consultative committees.

- WSSC ~~Children's Services (also known as~~ Children, Young People ~~and~~& Learning)
- WSSC ~~Adults' Services~~and Health
- WSSC Other departments
- WSSC Schools
- Chichester College Group
- Grace Eyre Foundation

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 ~~2024~~2028

UNISON West Sussex

Annual Report of the Branch Committee for 2024

Membership

Membership made a net gain in 2024 of 240 members (+4.1%).

Full members:	6,070
Unemployed members:	40
<u>Retired members:</u>	<u>711</u>
Total members:	6,821

2013	2014	2015	2016	2017	2018
5,244	5,348	5,336	5,324	5,332	5,440
+1.8%	+2.0%	-0.2%	-0.2%	+0.2%	+2.0%

2019	2020	2021	2022	2023	2024
5,563	5,963	5,739	5,621	5,830	6,070
+2.3%	+7.2%	-3.7%	-2.1%	+3.7%	+4.1%

Across the union as whole, membership growth was +3.0% (a net increase of around 40,000 members).

We have seen encouraging signs of membership growth in January as is typical and at time of writing membership stood at 6,133.

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

Workplace reps

We have 102 workplace reps and they have done a vital job for members and the branch in 2024.

20 new reps joined the branch in 2024, compared to 17 in 2023.

22 of our reps undertook training during 2024, across 6 different types of in-person and online courses/ workshops, including:

Organising Stewards; ERA Refresher; H&S Reps training; Negotiating Skills; Neurodiversity Workshop; Recruitment Techniques.

16 reps achieved Employment Rights Act accreditation or re-accreditation and 4 became certified H&S Reps.

If you would like to get more involved with your union as a rep, please contact another branch rep or the branch office. We would love to hear from you. More information is also on [our website](#). Getting involved with the branch gives you a unique insight to your employer, the full span of its functions and how it works, and

trade unions of course. Training is available for which you are usually released on full pay to attend (this can vary if your employer does not 'recognise' trade unions). You will develop skills and experience which can be useful for your own development and career prospects.

[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 2024.

The branch committee met six times in 2024 and its executive committee met four times. The branch monitors an action plan at its meetings, derived from its annual 'Organising Framework' process, and members are welcome to request a copy of this.

Collective work, negotiations and reorganisations

UNISON continues to work hard to support members during collective processes e.g. service restructures, and through its regular negotiations with employers. The figures below show the breadth of collective work undertaken for branch members last year.

There has been a significant growth in collective work undertaken for members in 2024 (41% growth on 2023).

NJC Pay for 2024-25 impacts on the majority of branch members and was settled for £1,290.

The advent of Devolution and Local Government Reorganisation is an unwelcome development for members which we first heard about in December 2024. The branch will monitor developments and ensure we are in the best position to support members when necessary.

Year	2018	2019	2020	2021	2022	2023	2024
JCC forums (ongoing)	17	17	17	18	18	16	15
Pay claims	10	15	7	7	12	9	5
Terms & conditions	22	13	13	12	15	18	28
TUPE transfers	15	10	15	9	21	21	34
Restructures	54	53	46	35	23	19	25
School restructures	35	29	13	21	11	4	16
Total	153	137	111	102	100	87	123

Individual casework and advice

The Branch dealt with 298 formal cases during 2024 where a rep or caseworker was assigned to represent a member in an individual case. Those cases break down thus:

Disciplinary	75	25%
Grievance	46	15%
Sickness	118	40%
Capability	18	6%
Other	41	14%

Of the 118 sickness cases, 8 were Long Covid related; 37 were stress related; 15 were musculoskeletal; 1 was as a consequence of violence at work; and 57 were miscellaneous.

14 branch members pursued Personal Injury claims with Thompsons solicitors (the firm UNISON uses) during 2024. Compensation won is received by members without deduction for legal fees as the union fully funds personal injury cases for existing members and their close family members.

At time of writing there are 108 open formal cases the branch is supporting West Sussex members with.

Formal casework figures:

2012	2013	2014	2015	2016	2017
209	223	235	231	250	267
+31%	+7%	+5%	-2%	+8%	+7%

2018	2019	2020	2021	2022	2023	2024
200	235	252	232	221	230	298
-25%	+18%	+7%	-8%	-5%	+4%	+30%

As can be seen, the branch has had a busy year with formal casework up by a huge 30%.

In addition to formal casework, in 2024 the Branch dealt with 660 requests for advice which were resolved over the phone and did not lead to formal cases.

Informal advice figures:

2012	2013	2014	2015	2016	2017
198	261	228	235	298	598
N/A	+32%	-13%	+3%	+27%	+101%

2018	2019	2020	2021	2022	2023	2024
595	573	1,030	842	699	684	660
-1%	-4%	+80%	-18%	-17%	-2%	-4%

In total 958 members, 15.8% of the Branch membership, required formal or informal individual advice and support through the Chichester branch office during 2024.

Dan Sartin, Branch Secretary

On behalf of the Branch Committee, 10 March 2025

NEC Elections 2025: branch nominations

UNISON's National Executive Council runs our union and determines the kind of union we are and can become. It is made up of 68 UNISON members just like you! NEC elections this year are hugely important to determine whether UNISON succeeds and **wins for you at work and on pay.**

Two West Sussex branch members are standing in this year's elections: **Dan Sartin and Abi Holdsworth.** Dan and Abi are incumbent members of the UNISON NEC.

How the election works

Voting will be from 21 April to 21 May. Lookout for your ballot paper which will be posted to your home address.

Members can vote in all the regional seats and all the national Black and disabled member seats, regardless of your own ethnicity or whether you consider yourself disabled or not.

Members will only be able to vote for the service group candidates for the service group you are a member of e.g. Local government only. And members only get a vote in the Young Member seats if you are under 30 years old.

Members are strongly encouraged to use all the votes available to them.

Who the West Sussex branch is backing

UNISON, like any organisation, needs to change and adapt to new conditions if it is to succeed. The West Sussex branch believes that the candidates we nominated will continue to see through the kind of changes we need in UNISON and will deliver on their promises.

- **UNISON must be a member-led union** – we believe this means that elected members should run our union, not appointed full-time officials. Elected representatives must be the real leaders.
- **We need to be an organising, not a servicing, union** – we cannot solve all of our members' problems on a one-by-one basis. Members will always need individual support, but the focus should be on collective action.
- **The pay crisis – UNISON must end the scourge of low pay.** We need to deliver on national pay negotiations. We cannot simply approach pay negotiations the way that UNISON's leadership has done in the past.
- **UNISON should play a positive but challenging role with the Labour Government.** We should promote UNISON policy on public services, and not accept austerity as inevitable from any government.
- **We must review UNISON's main legal services contract** and particularly the difficulties branches have accessing timely employment law advice.

Take part in UNISON's NEC elections. It's your union, so have your say in how it's run!



Dan Sartin

South East General Seat
West Sussex branch



Abi Holdsworth

South East Female seat
West Sussex branch



Corinna Edwards-Colledge

South East Female seat
Brighton LG branch



Rachel Cox

South East Reserved Seat
Oxfordshire Health branch



Amerit Rait

Black members Male seat
Imperial College Healthcare branch



Antonia Bright

Black members Female Seat
SOAS UNISON branch



Julia Mwaluke

Black members Reserved
Salford City branch



April Ashley

Black members Female seat
Southwark LG branch



Tara Thomas

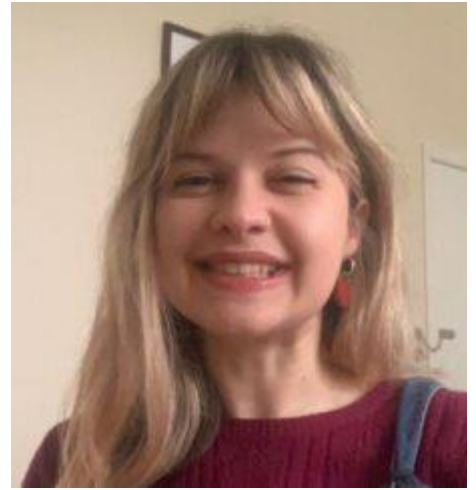
Disabled members General
Swindon branch



Ellie Waple
Disabled members Female
Surrey County branch



Kameron Spence
Young members General
Stockton LG branch



Natasha Bednall
Young members Female seat
Leicester City branch



Andrea Egan
Local Government Female
Bolton branch



Jane Doolan
Local Government Female
Islington branch



David Jones
Local Government General
Wirral branch



Jenny Black
Local Government General
North Tyneside branch



Anjona Roy
Community General seat
North Northamptonshire branch



Michelle Lincoln
Community Female seat
Portsmouth City branch



Kath Owen
Higher Education Female
Leeds University branch



Jo Tapper
Higher Education General
University College London
branch



Jordan Rivera
Health Female seat
Homerton Hospital branch



Claire Miller
Health Female seat
Greater Manchester Mental
Health



Kevin Corran
Health General seat
Greater Manchester Mental
Health



Adrian O'Malley
Health General seat
Mid Yorkshire Health branch