



UNISON VOICE

The newsletter for members of the East Midlands Gas (Southern) Branch

Notice of Annual General Meeting to be held on Tuesday 21st March 2023 and Thursday 23rd March 2023 Leicester Spinneyside Meeting Room 8 Roosecote (and Via Microsoft TEAMS)

Introduction

It's that time of year when the Branch begins its preparations for the Annual General Meeting (AGM) which is to be held on 21st March 2023 and unlike last year, it will be a hybrid meeting (with a further opportunity to attend an early evening meeting via TEAMS) will take place as follows:

Tuesday 21st March 2023 Leicester Spinneyside Meeting Room 8 Roosecote

12.30pm to 1.30pm

1.30pm to 2.30pm

Thursday 23rd March 2023 (Microsoft TEAMS Only)

5.30pm to 6.30pm

If you have not received an invitation electronically and would like us to send onto you the meeting links, please email nevil.fanibanda@centrica.com

The AGM is a unique mixture of obligations and opportunities where you can elect and re-elect representatives and branch officers whilst branch officers the Secretary and Treasurer, will report on the branch activities during 2022 and their impact on the branch finances. Questions on these and any other matters of concern will be welcome as well as your help to set policy and agree priorities for the year ahead.

What's on the Agenda?

The full agenda will be sent out to you nearer the time of the Meeting but in brief it will include:

- Minutes of the last AGM
- Finance Report
- Reports from Other Branch Officers
- Election of Branch Officers
- Election of Workplace Representatives/ Health and Safety Representatives/ Union learning Representatives
- Conference Reports
- Delegates for Conferences
- Amendments to Branch Constitution

Conference Reports

Reports from the retired members conference and the Energy Branch seminar can be found via <https://eastmidlands.unison.org.uk/news/article/2023/01/unison-voice-east-midlands-gas-newsletter-jan-2023/> if you would like a hard copy please let us know.

Can I ask Questions?

Yes you can ask questions and we would encourage you to do so – it is important that the activities of the branch and its officers are understood by members.

Election of Representatives

UNISON provides a wide range of representative roles; their titles and important responsibilities are illustrated on the following pages. For those interested in taking up the challenge, a nomination form is provided, to be completed by the nominee, the nominator and the seconder. Once completed, please submit no later than 10th February to Adelle Flynn (Branch Chair) via

Adelle.Flynn@britishgas.co.uk This will be presented at the AGM for approval; however, if there is more than one nomination received for a role, a postal ballot of the membership will be carried out prior to the AGM and the successful nominee will be endorsed at the AGM.

Can you tell me more about what the Roles require?

You can read about the roles in the union's rulebook via a download at <https://shop.unison.site/product/unison-rulebook-2021-22/> and from a download of the Code of Good Branch Practice at <https://shop.unison.site/product/code-of-good-branch-practice-updated-2014/>. In addition, alongside the nomination form, we have set out a brief description of each of the roles for ease of reference.

If I put myself forward for a role within the Branch, will training be provided?

Yes, UNISON will provide training for you to undertake your role – this can be either classroom based or on-line. You will also have the support of other longer standing reps and the Regional Organiser on hand as well.

Motions for the AGM

You can submit motions for consideration at the AGM, in which case the text, proposer and seconder details must be submitted no later than 10th February via Adelle.Flynn@britishgas.co.uk If you wish to have sight of the branch rules and constitution please contact Nevil Fanibanda (Branch Secretary) via nevil.fanibanda@britishgas.co.uk Any resultant amendment proposals must be submitted no later than 10th February via Adelle.Flynn@britishgas.co.uk

Nominations for NDC/Energy and other conferences for 2023

You can be elected at the AGM to attend Unison's national conferences, principally the Energy Service Group Conference (1 day) 12th June 2023 10:00am–5:00pm ACC Liverpool, Kings Dock Street, Liverpool and the National Delegate Conference (4 days) 13th – 16th June 2023, ACC Liverpool, Kings Dock Street, Liverpool. The Branch Executive Committee (BEC) will consider its nominations at its February meeting, consequently members wishing to be considered for attendance must notify Adelle Flynn no later than 10th February via Adelle.Flynn@britishgas.co.uk

The dates and venue for Women's Conference 2024 and Black Members' Conference 2024 are to be announced. However, the AGM will consider any expressions of interest in attending.

Motions for National Conference and Energy Conference

The deadline for motions for the NDC and Energy conferences is 21st February 2023. If you wish to submit a motion to either or both conferences please submit the relevant details no later than 10th February via Adelle.Flynn@britishgas.co.uk The proposer and seconder will be invited to the

February B.E.C. meeting to present their motion for consideration. Details of later national conferences will be provided at the AGM.

Branch Constitution -Amendments

It was agreed that there should be an invitation to members should you wish to see the constitution to contact Nevil Fanibanda (Branch Secretary) via nevil.fanibanda@britishgas.co.uk If you wish to make any proposed amendments you should be propose them to Adelle Flynn (Branch Chair) via Adelle.Flynn@britishgas.co.uk by no later than 10th February 2023 for consideration thereafter at the AGM. Any amendments must be consistent with UNISON's other rules and the Code of Good Branch Practice.

Access Requirements

Access requirements: some members may require adjustments to fully participate in the AGM. If so, please contact the branch via nevil.fanibanda@britishgas.co.uk

The above is our firm commitment to you, your presence would therefore be much appreciated.

Adelle Flynn
Branch Chair

Nevil Fanibanda
Branch Secretary

Kerry Haldane
Branch Treasurer

We ALL Have Our Part to Play – Information on Officer Roles within the Branch

- **Branch Chairperson** - Work with Branch Sec to provide leadership to the branch Facilitate branch and committee meetings and ensure all functions of branch are performed and advise on procedure and rules.
- **Branch Secretary** - Coordinate all branch negotiations and industrial relations matters; Provide leadership and guidance to members and reps; develop the Branch's organising plan and be the main contact with the wider union.
- **Treasurer** - Manage branch finances and accounts; prepare budgets for branch activities (e.g. campaigning, recruitment, welfare, etc.); provide financial reports and advise on financial management and expenditure.
- **Health and Safety Officer** - Lead on health and safety across the branch; advise members, reps, and branch officers on health and safety issues; and coordinate the activities of health and safety reps
- **Welfare Officer** - Support members seeking welfare assistance and coordinate the provision of There for You (UNISON's welfare charity) support; develop links with local charities and sources of support, such as Citizen Advice Bureaus and women's refuges.
- **Equalities Co-ordinator** - The chief contact for equal rights issues including sex, race, disability and LGBT+ issues; ensure equality is raised in all collective bargaining and branch activities ; support the training and development of members from underrepresented groups.
- **Lifelong Learning Co-ordinator** - Support members with lifelong learning and skills for life and organise members around learning and coordinate Learning Reps; negotiate with the employer around learning, such as securing time off.
- **Communications Officer** - Produce and distribute newsletters, bulletins, and posters; manage social media and the union noticeboard; support recruitment and organising; and organise social events for members.
- **LGBT+ Officer**- [Coordinates the work of the union and provides support to LGBT+ members](#)

- **Black member's Officer** - Coordinates the work of the union and provides support to black member
- **Women's Officer** - The branch women's officer (BWO) offers the opportunity to bring about important changes for women in the workplace. UNISON can provide training for the role, and the BWO can network and work collaboratively with other branch women's officers in their area.
- **Young Members' Officer** - Recruit and organise young members (those under 27 years of age); campaign on issues of concern to young members; encourage young members to be more involved in the union.
- **Education Officer** - Coordinate the training and development of reps and officers; publicise the range of educational and training opportunities available; and negotiate with the employer to allow reps and officers time-off for training.
- **Women's Officer** -The focal point for women's issues and concerns; ensure that support and informational resources are accessible to all women in the branch; campaign on issues important to women.
- **Membership Officer** - Coordinate branch recruitment and organising; map branch membership to identify membership density and activity; work to ensure proportionality and fair representation.
- **International Officer** - develop and lead on international solidarity activities (e.g. campaigns, twinning with sister unions, and supporting projects abroad) and coordinate publicity and education on international issues.
- **Retired Member Officer** - The focal point for retired member issues and concerns; ensure that support and informational resources are accessible to all members within the branch; and campaign on issues important to retired members (open to retired members)
- **Labour Link Officer** – this role is elected only by members paying into the affiliated political fund. The branch UNISON Labour Link officer is the key contact point for information about regional and national UNISON Labour Link matters and is responsible for co-ordinating our activities in the branch (must be a Labour Party member).
- **Environmental officer** - Coordinates the union's green and environmental agenda in the branch.

UNISON Workplace Representative Roles

- **Steward / Representative** - The first and main point of contact for members; represent members with the employer at grievance and disciplinary hearings; campaign on workplace issues; and recruit and organise members.
- **Health and Safety Rep** - Keep members safe at work; consult members on working conditions and support complaints about safety; and lobby employer to improve safety.
- **Union Learning Rep (ULR)**- use learning to resolve issues at work; promote learning in the workplace; and support members to take up learning opportunities

East Midlands Gas (Southern) Branch Nomination Form

Name of Role:

Name of Person being Nominated:

[Contact Details:](#)

Membership Number:

Name of Proposer:

Contact Details:

Membership Number:

Name of Secunder:

Contact Details:

Membership Number:

Once completed please return to Adelle Flynn (Branch Chair) via Adelle.Flynn@britishgas.co.uk. You can cut and paste into an email proving all the information is provided. It is requested that the form is returned by no later than **10th February 2023**. Or by post to Adelle Flynn UNISON Branch Chairperson, British Gas, Spinneyside, Penman Way, Leicester LE19 1SZ.