



UNISON VOICE

The newsletter for members of the UNISON in Cadent Branch

Notice of Annual General Meeting to be held on Tuesday 14th March 2023

Introduction

It's that time of the year again when the Branch is required to host its Annual General Meeting (AGM) so that members can elect new representatives/officers of the branch or re-elect this already in position. It also gives the Branch the opportunity to report back to you on its activities in 2022. And to let you know the state of play regarding Branch finances and to invite you to agree expenditure for 2023.

What Time will the meeting(s) take place and where?

The meetings will take place held via Microsoft TEAMS as follows:

TUESDAY 14th March 2023

12.30pm to 1.30pm

1.30pm to 2.30pm

5.30pm to 6.30pm

If you have not received the invitation link electronically and would like us to send onto you the meeting links, please email e.bratt@unison.co.uk.

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
- Appointment of Auditors
- Election of Workplace Representatives/ Health and Safety Representatives/ Union learning Representatives
- Conference Reports
- Delegates for Conferences
- Amendments to Branch Constitution

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.

How can I nominate myself or someone else for a position?

Within this newsletter there is a nomination form which lists all the position which are open to election. You will need to have a proposer and seconder for the nomination. If there are more than one nomination for the same position there will be an election in accordance with the Branch rules. Otherwise, the approval of the nomination will be made 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

Can I attend UNISON Conferences?

Yes you can – please see section below which covers what you need to do.

Can I propose a Motion for UNISON Conferences?

Yes you can – please see section below which covers what you need to do.

Can I change the Rules of the Branch?

Yes you can, providing that they have the support of the AGM and are consistent with UNISON's other rules and the Code of Good Branch Practice.

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.
- 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 members
- 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.
- 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.
- 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
- Labour Link Officer** - 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

Nomination Form

Name of Role:

Name of Person being Nominated:

Contact Details:

Membership Number:

Name of Proposer:

Contact Details:

Membership Number:

Name of Seconder:

Contact Details:

Membership Number:

Once completed please return to e.bratt@unison.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 via post to Ed Bratt, UNISON, Regional Centre, Vivian Avenue NG5 1AF.

Nominations for National Delegate Conference/Energy and other conferences for 2023

It was agreed that nominations will be invited via the newsletter for the union's:

- National Delegate Conference(NDC) - 13 – 16 June 2023, ACC Liverpool, Kings Dock Street, Liverpool
- Energy Service Group Conference - 12 June 2023 10:00am–5:00pm ACC Liverpool, Kings Dock Street, Liverpool
- Women's Conference 2024 – date and venue to be announced
- Black Members' Conference 2024 – date and venue to be announced

The Branch Committee will consider its nominations at its February meeting and thereafter nominations can be put and considered at the AGM itself.

If you would like the chance to attend any of these conferences please put your name(s) forward to e.bratt@unison.co.uk by 20th February 2023.

Motions for National Delegate Conference/Energy and other conferences for 2023

The deadline for motions for the NDC and Energy conferences is **21st February 2023**. It was agreed that this deadline should be circulated in the branch newsletter. Therefore any motions forthcoming from members will be considered by the Branch Committee at its February meeting. Any proposer/seconder will then be invited to the BEC to put their motion if so desired for consideration. If you would like to put forward a motion, please put your name(s) forward to e.bratt@unison.co.uk by no later than 10th February 2023.

Branch constitution -Amendments

It was agreed that there should be an invitation to members should you wish to see the constitution to contact e.bratt@unison.co.uk If you wish to make any proposed amendments you should propose them to e.bratt@unison.co.uk by no later than 10th February 2023 for consideration thereafter at the AGM.