

ANNUAL GENERAL MEETING

MEETING TO BE HELD ON FRIDAY 22nd JANUARY 2021 AT 12.00PM IN AN ONLINE CONFERENCE USING MICROSOFT TEAMS. INVITATIONS WILL BE SENT BY EMAIL.

AGENDA

1. **Welcome and Troubleshooting**
2. **Apologies for Absence** (Please send apologies to the Chair)
3. **Appointment of Scrutineers**
4. **Minutes of the meeting held 6th March 2020 - (Attachment 1)**
5. **Annual Report of the Branch Executive - (Attachment 2)**
6. **Treasurer's Report - (Accounts = Attachment 3)**
7. **Motion – Honoraria - (Attachment 4)**
8. **Motion – Amendment of Branch Rules (Attachment 5)**
9. **Appointment of Stewards**
10. **Election of Branch Officers**
11. **Any other approved business**

FAREHAM UNISON – MINUTES 6th March 2020 (Attachment 1)

Minutes of the Annual General Meeting held on 6th March 2020 at 12:30 hours in the Council Chamber, Floor 8, Civic Offices, Fareham

PRESENT

Chairperson: Cian Wagstaffe

There were 23 members of the Branch present as recorded in the attendance register. Also present was 1 member of Unison SE Region.

The meeting was Quorate

WELCOME – ITEM 1

The Chair welcomed all present at 12:30

APOLOGIES FOR ABSENCE – ITEM 2

Apologies for absence were received from 6 members.

APPOINTMENT OF SCRUTINEERS – ITEM 3

Pearl Gillies and John Upton were appointed as scrutineers.

MINUTES OF THE ANNUAL GENERAL MEETING HELD 12 MARCH 2019 – ITEM 4

The minutes of the Annual General Meeting Held on 12 March 2019 were **AGREED** as a correct record.

Proposed by John Upton

Seconded by Karen Boothroyd

ANNUAL REPORT OF THE BRANCH EXECUTIVE – ITEM 5

The Annual Report was moved by the Chair and was **APPROVED** by those present by a show of hands.

MOTION – Amendments to Branch Rules – ITEM 6

James Smith moved some amendments to Branch Rules to bring the branch in line with National guidelines.

TREASURER'S REPORT – ITEM 7

The Treasurer's Report was moved by Sharon Dalrymple-Bray and was **APPROVED** by those present by a show of hands.

MOTION – HONORARIA – ITEM 8

The Chair explained that honoraria paid to members of the Branch Executive should not amount to more than 10% of branch income. This was **APPROVED** by those present by a show of hands

APPOINTMENT OF STEWARDS AND SAFETY REPRESENTATIVES – ITEM 9

Those wishing to stand for the various posts were **APPROVED** by those present by a show of hands:

STEWARDS & WORKPLACE CONTACTS

Floor 1 Steward – Richard Gustar
Floor 2 Steward – Sharon Dalrymple-Bray
Floor 6 Steward – Cian Wagstaffe
Floor 7 Steward – Kerrie Bernice
Gosport Environmental Health – Richard Gustar
Multi-Storey/ Enforcement – Richard Gustar
Sheltered Housing – Annie Britton
Depot Office – Rob White
Depot Grounds – Rob Eckstein / Nick Complin
Building Services – Liz Dalgetty / Steve Emery / Millie Lowman

The following Posts remain vacant:

- Floor 8 & Floor 9
- Leisure Centre

HEALTH & SAFETY REPS

Sheltered Housing – Annie Britton
Floor 6 – Cian Wagstaffe
Depot Yard – Colin Ellis
Depot Grounds - Rob Eckstein & Nick Complin

The following Post remain vacant:

- Ground Floor & Floor 1
- Floor 2
- Floor 7
- Floor 8 & Floor 9
- Building Services
- Depot Offices
- Car Parks & Enforcement
- Gosport Environmental Health
- Leisure Centre

ELECTION OF BRANCH OFFICERS – Item 10

The election of the Branch Officers was **CARRIED** by a show of hands:

Branch Chairperson – Cian Wagstaffe
Retired Members – Malcom Stevens / John Upton
Welfare Officer – Jenny Moses / Trev Barnes
Branch Auditor – Linda Jacobs
Health & Safety Officers – Cian Wagstaffe / Nick Complin
Education & Lifelong Learning – Sharon Dalrymple-Bray
Treasurer – Sharon Dalrymple-Bray
Environment Officers – Richard Gustar / Cian Wagstaffe
Womens Officer – Millie Lowman
Young members Officer – Nick Complin
Labour Link Officer – Chris Percival

The following posts remain Vacant:

- Branch Secretary
- Assistant Branch Secretary
- Equalities Co-ordinator(s)
- Membership Officer
- International Officer

Delegates for conferences were appointed as follows:

- Local Government National Conference – Nick Complin
- National Delegates Conference - Millie Lowman & Nick Complin
- Women's Conference – Millie Lowman
- Retired Members – John Upton

The Branch Chair made a plea that all members consider getting involved in supporting their branch and reminds members that, without people in these support positions, it makes it very difficult for the branch to operate in the interests of the branch. All posts are open to job sharing and the workload is not as heavy as may be expected. While the roles within the branch structure are voluntary, they are essential to ensure we can represent you when you need us and so that we can be present in negotiations such as the pay increase everyone received in the past year and are due this year.

ANY OTHER APPROVED BUSINESS – item 11

There was no other approved business

MEETING CLOSED

The Chair thanked everyone for attending and declared the meeting closed at 14:32

(Attachment 2) - Annual Report of the Branch Executive

Executive Summary – Cian Wagstaffe

We have endured a very difficult year, not only as a branch but as a community. The Global Pandemic feels like it has changed everything we knew to be normal. Having been through 3 lockdowns, being forced to change how we work, and how we keep ourselves safe, we have all had our challenges, our setbacks and many have ongoing concerns about what the future holds.

Most of the branch activity this year has been Covid related in trying to work with Fareham Borough Council to ensure the best practice possible throughout such an unknown dilemma. We have been in weekly discussions to review new safety policies, work out how to transition from Office environments to working from home, securing PPE for those whom cannot work from home, and trying to quickly learn how best to tackle this crisis as it got closer to home.

Staff have faced several challenges this year and we are ever so grateful to those whom have risen overcome them. We have seen fears over safety for those working in front line roles including, but not limited to: Sheltered Housing; All services out of the Depot; Benefits; Environmental Health; and Housing. We have had the challenge of finding ways to balance providing children's education, managing home life and still having to keep up with our day to day jobs. Some of us have dealt with our own sickness and some have even experienced loss of loved ones. But despite all this, we are all still here each doing our part to keep services running in our communities and supporting each other through such uncertain times.

I want to say a big thank you to everyone on the Branch Executive Committee and those who have taken on casework this year and worked around the additional difficulties of not being able to actually meet members and having to work remotely. Your hard work is truly appreciated by me, the other members of the committee and the membership. No matter how much, or how little, a person contributes their time to help, we must remember that without your support, there would be no branch and no one locally supporting you and looking out for your interests when change comes down from above.

While our victories may generally benefit everyone, it is only due to having a large membership within the workforce (Currently about 32%) that gives us the ability to make these changes. The more people join the Union, the more effective we can be as it tells HR that we speak on your behalf.

We try to keep out of the national politics and keep our focus on what matters to Fareham Branch itself. Please remember this as we really do have every member in mind whenever we approach the negotiations table, but we can only put your opinions forward if you keep in touch with your reps.

We couldn't do any of this without your support and membership. The more members we have, the more we can do.

Cian Wagstaffe
Branch Chair

Objective 1: Recruiting, Organising, Representing Members and Retaining Members

Recruitment

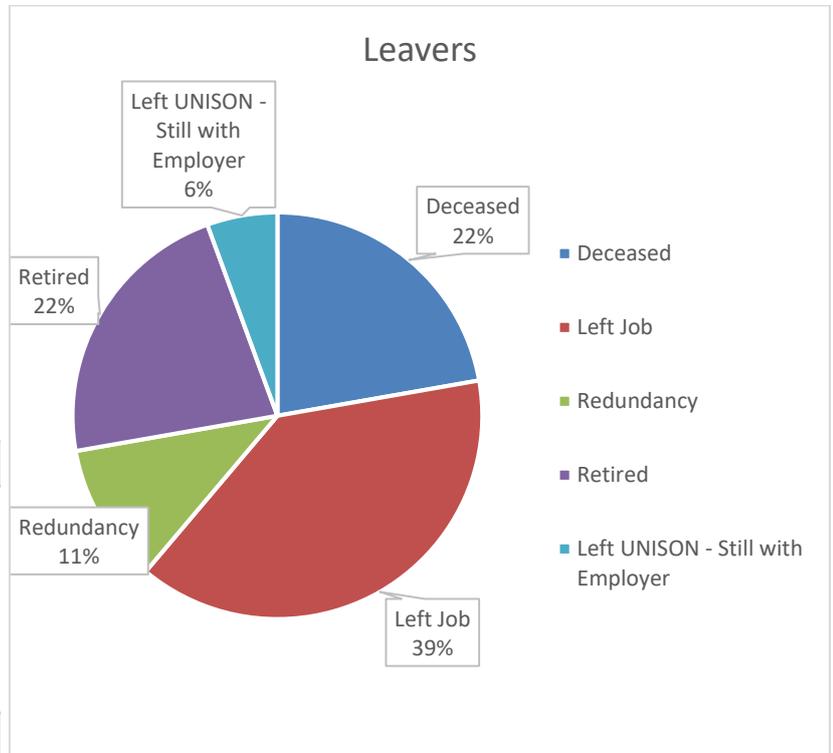
There have been no recruitment events since the last AGM due to Covid.

Membership Services

The past year has seen 9 new members join the branch. This is a decrease on last year when we had 15 new members.

Sadly, this year has seen 18 Leavers. Mostly due to leaving FBC for retirement or finding work elsewhere.

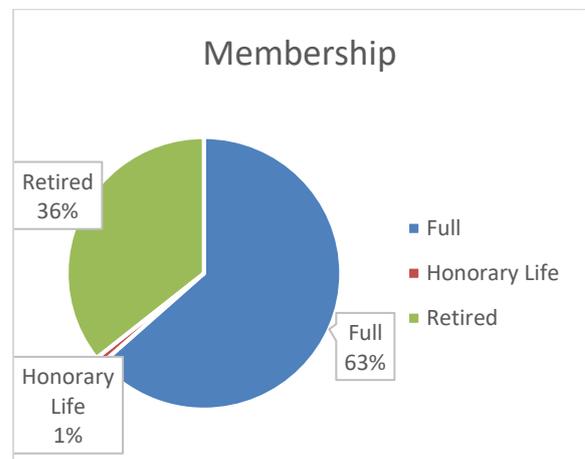
The breakdown of leavers is as follows:



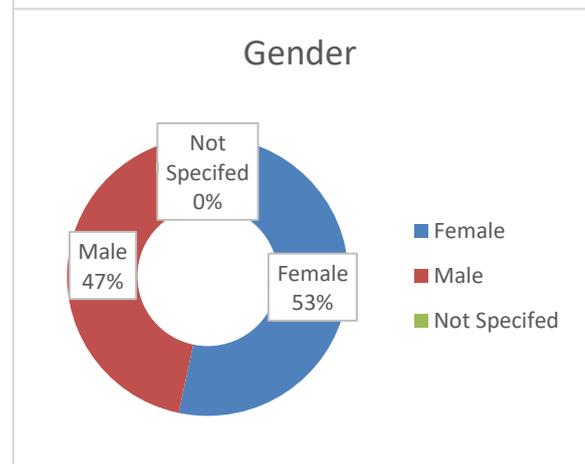
Row Labels	#
Deceased	4
Left Job	7
Redundancy	2
Retired	4
Left UNISON - Still with Employer	1
Grand Total	18

Our Full membership:

Row Labels	#Members
Full	144
Honorary Life	2
Retired	81
Grand Total	227



Row Labels	#Members
Female	121
Male	106
Not Specified	0
Grand Total	227





Objective 2: Negotiating and Bargaining on behalf of Members and Promoting Equality

Equal Pay, Job Evaluation & Appeals

Fareham has no gender pay gap and Job Evaluations continue as required.

Joint Consultative Committee (JCC)

There have been no meetings of the JCC this year due to COVID.

Equalities

We hope to have training available for the Equalities Officer post either by digital means or once the pandemic is under control.

Casework

This year has seen fewer cases but it has still been very challenging time as reps and former officers have had reduced availability due to COVID and the continuing shifts in how we have been working. We have continued to represent members for various issues including; sick reviews, work related issues, grievances, and assisting with Health and Safety concerns during the pandemic. As always, the branch urges any member to contact their floor rep or the Branch for any help, guidance or assistance that they require. When members are called to meetings with Management and a Personnel representative it is important not to forget the UNISON steward, it is always better to involve UNISON at the outset rather than waiting until a matter perhaps becomes more serious. By raising issues with your Steward or the Secretary the Branch Executive can discuss the problems and hopefully try and resolve them amicably to the benefit of all parties concerned.

Fareham UNISON is committed to helping its members and to have a good working relationship with Management, we would far rather be involved with things at an early stage than being consulted when decisions have already been made. It is easier to negotiate from the start than to change minds later.

Objective 3: Campaigning and Promoting UNISON on behalf of Members

Welfare Officer Report

Our branch continues to acknowledge our colleagues who have been taken ill on long term sickness and recurring medical issues. When notified, we send Cards and Flowers/Gift Cards to those affected to remind them that we are here and thinking of them. It is very important that we be told when our colleagues are off for continuous periods as we get no other official notification. As a Union, it is down to each of us to look out for each other and communicate so that we can offer the best support in a timely manner. We have seen some tragic loss of life this year and we remind everyone that UNISON National also offers support for those affected by COVID.

Also available to members and their families are the wide range of various types of welfare support that is available through UNISONs main website. There is a whole host of various types of help available from school uniform grants, heating grants, debt advice, respite holidays to financial assistance. Members can access this help directly themselves through the website or UNISON head office or contact the Welfare Officer to help access the appropriate team. All information provided or any help received by members is totally confidential, even the branch is not told of any help members have accessed or received.

Please do take the time to review what your membership does include as many of you may find that you can receive help and/or make savings via UNISON benefits worth more than your monthly subscriptions!

Environment Officer Report

There has been little activity for this post due to COVID.

Social Secretary Report

This post has been vacant this year, but our Treasurer has managed to keep Prize draws running. We even added some additional prizes over the Xmas period.

Objective 4: Developing an Efficient and Effective union

Education & Training

Training has been on hold this year thanks to COVID, but regional and national teams are working to get digital platforms operational to resume training in a COVID secure environment. This is an area we hope to develop further and get more people training in the coming year so please let us know what you would like to learn. Course can be Union or work related so please do make enquiries.

We can also help bring training needs to the attention of HR. If you feel there is training you and/or your team could benefit from, tell us and we will discuss it with HR and management.

Communications, Website and Social Media

Our branch website is www.farehamUNISON.org.uk. And we have Twitter and Facebook Social Media under twitter.com/farehamUNISON or facebook.com/farehamUNISON

There are regular updates from UNISON National and areas to show Branch News, branch events and links to membership benefits/discounts.



Annual General Meeting

Friday 22nd January 2021

Our Retired Members can also find their newsletters under the Retired members section of the site.

We would very much like to find someone that is good with updating Social Media and creating content for Newsletters to help improve Communication with our members.

We are reviewing secure digital options to manage our day to day operations online and allow our officers to stay updated, in real time, with information relevant to you.

Retired Members

The Retired Members Group met twice last year but were unable to hold other meetings due to COVID. We hope, as the vaccinations program rolls out nationwide and restrictions are lifted, they will be able to meet again soon.

[Speak to your local UNISON representative](#) if you would like more information on joining the retired members' section.

Attendance at Training Courses

There were no training courses attended this year

Representatives for Regional Council

This was cancelled due to COVID

Delegates to National Local Government Service Group Conference

This was cancelled due to COVID

Delegates to National Delegate Conference

This was cancelled due to COVID

Delegates to Regional Local Government Conferences

This was cancelled due to COVID

Delegate to Women's Conference

This was cancelled due to COVID

Who's Who

Branch Officers:

Acting Branch Secretary	Cian Wagstaffe
Branch Chair	Cian Wagstaffe
Branch Vice-Chair	Pearl Gillies
Branch Treasurer	Sharon Dalrymple-Bray
Health & Safety Secretary	Cian Wagstaffe & Nick Complin
Membership Services Officer	Julie Marshall
Equalities Officer	Katherine Trott
Education/Life-long Learning Officer	Sharon Dalrymple-Bray
Communication Officer	Vacant
Welfare Officer	Jenny Moses & Trevor Barnes
Sports and Social Secretary	Vacant
Women's Officer	Millie Husband
Young Members Officer	Nick Complin
Environment Officer	Richard Gustar & Cian Wagstaffe
Labour Link Officer	Chris Percival
Retired Members Secretary	Malc Stevens & John Upton
Auditor	Linda Jacobs

Stewards/Workplace Contacts:

Ground floor/Floor 1	Richard Gustar
Floor 2	Sharon Dalrymple-Bray
Floor 6	Cian Wagstaffe
Floor 7	Kerrie Bernice
Sheltered Housing Officers	Annie Britton
Depot Office	Rob White
Depot Yard	Colin Ellis (H&S)
Depot Grounds	Rob Eckstein & Nick Complin
Building Services	Liz Dalgetty & Steve Emery & Millie Husband
Gosport EH / Enforcement	Richard Gustar



Branch accounts are healthy, balances (as of 18/01/21) are shown below:

Account Title	Balance
Hardship Fund	1,065.39 GBP
General Account	13,513.07 GBP
Social Fund	867.93 GBP

Further reports are currently unavailable but let the chair know if you would like to receive them when they are ready and these shall be circulated to you. Officers will receive the latest report once the new committee convenes after the AGM.

(Attachment 4) - Motion for Honoraria 2020-2021

The Branch Executive Committee agreed that honoraria should be paid to Officers and Stewards where they have been active within the branch this year, by way of attending meetings, acting as a point of contact, carrying out work on behalf of, and/or feeding into, the branch. The branch has the following honoraria motions for consideration:

1. That a payment of £151 be made to the Acting Branch Secretary
2. That a payment of £75 be made to the Branch Treasurer
3. That payments of £18 be paid to each of the following:
 - Auditor
 - Building Services Stewards
 - Depot Stewards
 - Environmental Officer
 - Equalities Coordinator
 - Labour link Officer
 - Membership Services Officer
 - Retired Members Secretary
 - Sheltered Housing Steward
 - Welfare Officer
 - Women's Officer
 - Young Members Officer

As always, there is no obligation to take the honoraria. Any funds not taken can either be returned to branch funds or, with the agreement of the Branch Executive, in recognition of extraordinary contributions, allocated to another officer.

(Attachment 5) Motion – Amendments to Branch Rules

The Regional Office have presented further proposals for the Branch Rules to fall in line with National Guidelines. The changes are as follows:

Reference	Previous	Change to: (or reason why)
5b ix - Branch Structure	Once a steward's post has become an "empty post" and until the call for nominations is made in 5b.i above, the Branch Committee can co-opt any member in the appropriate workplace to fill the vacancy. The person co-opted shall become a full member of the Branch Committee	Once a steward's post has become an "empty post" and until the call for nominations is made in 5b.i above, the Branch Committee can co-opt any member in the appropriate workplace to fill the vacancy... providing they can demonstrate support from their constituency either via membership ballot or nomination from constituent members and completion of nomination form. The person co-opted shall become a full member of the Branch Committee
6g - Branch Executive Committee	The Branch Executive Committee shall be able to take an electronic vote outside of monthly Branch Executive Committee meetings if it is not possible to convene a special branch meeting. The quorum rules shall apply as in point 6d.	To be removed due to being covered by new Section 9 (below)
8b – Conduct of Meetings	New Entry	Meetings of the branch committee may take place either in person or by video conference.
8c – Conduct of Meetings	All meetings will be advertised widely as far in advance as possible; (in the case of the AGM, all members will be notified in writing at least 12 weeks before the meeting (or first aggregate meeting))	All meetings will be advertised widely as far in advance as possible; (in the case of the AGM, all members will be notified in writing at least 12 weeks before the meeting (or first aggregate meeting)) (in the case of the branch committee members will be notified of the meeting arrangements and be provided with an agenda and other papers at least two weeks in advance).
8d – Conduct of Meetings	New Entry	Steps must be taken to ensure the meeting is accessible and all members of the branch committee are enabled to participate fully. This applies both to meetings being held in person and those by video conference.
8f – Conduct of Meetings	New Entry	The meeting quorum (as detailed in sections 4.c, 4.d and 6.c) will be the same whether the meeting takes place in person or by video conference.

<p>9 - Branch Committee Decision Making</p>	<p>New Entry</p>	<p>a) All decisions of the branch committee will be decided by a simple majority vote.</p> <p>b) Decisions can only be made at a meeting of the branch committee if that meeting is quorate (as detailed in 6.c).</p> <p>c) Where there is an urgent deadline requiring a decision before the next meeting, or a branch committee meeting has been inquorate, a decision may be made by a digital vote.</p> <p>d) Any digital votes will:</p> <p>i. Be sent to all committee members by email. (Where any member of the branch committee does not have access to email, they will receive details by first class post together with a stamped addressed envelope and form to return their response)</p> <p>ii. Provide committee members with a clear deadline to respond (usually two weeks)</p> <p>iii. Require the same quorum as a meeting of the branch committee (as detailed in 6.c)</p> <p>iv. Have a clear audit trail of the responses received</p> <p>v. Have the decision ratified by, and recorded in, the minutes of the next branch committee meeting.</p> <p>e) Clauses 9c & 9d will not apply where there is a decision to be made that has rules superseding these, and which specifically require a decision of an in person or video conference branch committee meeting (for example, branch nominations for UNISON's national executive council).</p>
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