

Minutes



Executive Committee Meeting

TIME: 10am – 12.30pm DATE: 24 April 2018

ROOM: Council Chamber, Floor 8, Civic Offices

PRESENT

Andy Lynch	Charlie Dacke (note taker)
Kerrie Bernice	Cian Wagstaffe (Chair)
Malc Stevens	Colin Ellis
Rob White	Richard Gustar
James Smith (RO)	

1. INTRODUCTIONS & WELCOME, APOLOGIES

- a. Apologies were received from Nick, Liz, Annie, Pearl, Hugh, Jenny

2. MINUTES

- a. The Minutes of the meeting held on 28th March 2018 were agreed as a true record
- b. Proposed by Andy, seconded by Charlie

3. MATTERS ARISING

Item 1 – Annie asked that her apologies are recorded for every meeting that she cannot attend

Item 7 – Charlie fed back to region that the Branch would ACCEPT the pay offer

4. ELECTION OF VICE CHAIRS

- a. Pearl and Andy volunteered to take on the vice-chair role. This was **agreed** by the committee.

5. WORKERS MEMORIAL DAY

- a. The branch is unable to organise an event this year
- b. Events are taking place in Southampton and Portsmouth and will be advertised on the notice board. **Action Charlie**

6. WHATSAPP AND ELECTRONIC VOTING

- a. Whatsapp is a secure and efficient platform for communicating on Branch issues
- b. The committee agreed this would be a useful tool to use, having a group set up for the BEC
- c. Cian has circulated a link for all committee members to join
- d. James advised that the Branch rules must be updated to allow for Electronic Voting. Charlie believes they already are. **Action Charlie** to check this

7. TRANSFER OF CLARION HOUSING MEMBERS

- a. The Branch currently has 6 members within Clarion Housing
- b. The Branch is unable to fully support these members who do have ongoing issues

- c. James confirmed that it would be acceptable to transfer them to the Greater London Housing Association Branch where they would be allocated a rep with facility time, if the Branch agreed to the transfer
- d. This was **agreed** by the committee

8. FACILITY TIME/BRANCH OFFICER ROLES

- a. Management have questioned the number of roles on the Branch committee and the number of accredited stewards carrying out casework
- b. The roles on the committee are rulebook roles and most members are elected to more than one role. We are currently running at 50% capacity
- c. It was **agreed** that casework needs to be more evenly distributed amongst accredited stewards.
- d. Regional mentoring can be available if required
- e. The Branch should keep a log of all cases/queries and allocate stewards. **Action Charlie**
- f. **Action Charlie** publish a list of accredited stewards on the noticeboard so that members know who they are
- g. The committee members expressed an interest in accessing further training to assist with casework and representation. The Branch could hold a further representation skills course in house if enough stewards were interested

9. ORGANISING FRAMEWORK – PROGRESS UPDATE

- a. James gave an update on the Branch action plan that had been agreed with Charlie
- b. The committee **agreed** to the action plan
- c. The Branch would like region to facilitate a recruitment event. This is possible with 6 weeks notice. **Action Charlie** supply 2 or 3 possible dates

10. UPDATED HONORARIA CALCULATOR

- a. Malc demonstrated the new calculation spreadsheet for honoraria
- b. It allows for the national and regional rules to be implemented
- c. The committee **agreed** to adopt the spreadsheet as a tool/guideline for allocating honoraria, subject to review as required

11. COUNCIL MEETING AGENDAS

- a. Nothing to report

12. TREASURERS REPORT

- a. The treasurer was absent but the accounts have been circulated

13. SECRETARY'S REPORT

- a. HR presented the Gender Pay Gap data to Charlie before publishing it on the website as required by law. It shows a negative skew at Fareham, mainly due the high number of grounds workers and refuse collectors at our in-house depot

14. STEWARDS REPORTS

- a. Floor 1 – Car parks support has now been allocated to the admin support team in Environmental Health

15. OTHER OFFICERS REPORTS

- a. Retired Members Secretary – Next meeting is on the 10th March. Malc will be speaking about the history of Bury House and will require a projector. Retired members require guidance on email distribution relating to GDPR. Malc will likely be unable to attend meetings on Thursday afternoons but will try to attend around 50% of meetings

- b. Membership Officer – Absent
- c. Sports & Social Secretary/Women’s Officer – Kerrie is doing the Women’s Officer course in Eastbourne this weekend. She has had no luck with Gosport on Social Club matters to date as they are still reluctant to allow Fareham Members to access their events
- d. Welfare – Absent
- e. Health & Safety – Hand Arm Vibration testing has now been completed. Whole Body Vibration testing will now be carried out for affected staff. Colin has asked Keith to send monthly accident/incident reports and he has agreed. The next corporate H&S meeting is due in the next couple of months
- f. Communications – The website domain has been updated and cost £9.99. Cian will continue to review other hosting options. The old domain name should now point to our site
- g. Young Members Officer – Absent
- h. Equality/LGBT Officer – Attended the Equalities conference in London, very good day. Talks from White Ribbon and sexual harassment in the workplace. There is a TUC Equalities audit and workplace toolkit that is accessible
- i. Environment Officer – Absent

16. DATE OF NEXT MEETING

Date: 24th May 2018

AOB – Charlie reminded the committee that SGE ballot papers would be arriving at home shortly, and that the branch did nominate Claire Ransom who would ask you to consider voting for her for the female seat

James reminded the committee that the ‘Speak up for public services’ rally and march would be held in London on the 12th March. Transport is being arranged from Southampton and Portsmouth

The meeting closed at 12.15