

AGM 2017 Supplementary Agenda

Mon 9 February 2017 at 6pm Augustine Church, George IV Bridge, Edinburgh.

1. Amendments to motions - p1
2. Branch Officer Candidates' biographical details - p1-6

3. Welfare Fund Statement - p6
The Fund is a separate charity.
4. Financial Statement 2016 - p7

1. Amendments to motions Motion 5. Pensions

Proposed by John Stevenson and David Harrold (Communities and Families)

In first paragraph, replace 'loss' with 'lose'.

Delete second paragraph and replace with:-

"This branch also notes that equalisation of the state pension age at 65 has disadvantaged hundreds of thousands of women born on or after 6th April 1951, leaving many women's retirement plans in chaos.

This branch therefore resolves, through

all relevant UNISON levels, to:

1. support the Women Against State Pension Increase (WASPI) campaign;
2. campaign for a full package of transitional arrangements for all women born on or after 6th April 1951;
3. campaign, in the longer term, for a reduction in the equalisation age to 60; and
4. campaign for an adequate, universal, basic State Pension for all citizens."

2. Branch Officer Elections

Candidates' biographical details (where provided)

Service Conditions Officer General Posts

Candidates' biographical details

Ian Mullen

Employment & Trade Union Experience.

Ian Mullen. Age 52.

- 1981. Employed as a light assembler, youth training scheme. Had the company removed from the YT scheme on my last day of employment as they were not reputable.
- 1982. Employed as a kitchen/night porter in a large Edinburgh hotel. Active NUPE member.
- 1982/3. Employed as a labourer by Scottish & Newcastle Brewery, Holyrood. Active member of T&GWU. Made redundant, land sold for the Scottish Parliament building.
- 1983. Employed as a clerk by British Rail, Waverley Station. Member of the NUR.
- 1984. Employed by Edinburgh District Council (nee: CEC) as a refuse collector. Active NUPE member. Temporary contract.
- 1984. Employed by CEC as a Street

Cleaner, Charge Hand Driver. Became an active T&GWU member. Elected T&GWU Shop Steward/H&S Officer in my early 20s, elected Vice Convener/Convener by 26. Undertaken many T/U, political education courses Inc: TUC/Colleges. Politically active in the labour movement.

- Other positions held with T&G. Vice Chair, Edinburgh District Committee. Vice Chair, Scottish Regional Committee. Member of the National Joint Council for terms & conditions. 6 week secondment as a Full Time Official. Recruitment Officer. Resigned position in my early 30s for family & work reasons.
- CEC Employment cont: Senior Environmental Warden. Senior HMO Enforcement/Inspection Officer. Senior PRS Officer. Currently, Enforcement Officer, PRS/Licensing.
- Joined Unison in April 2010. Elected Unison Shop Steward/H&S officer, Vice Convener 2016. Currently Unison Convener (Place).

Biographical details for Peter Sharma and Gerry Stovin on next page



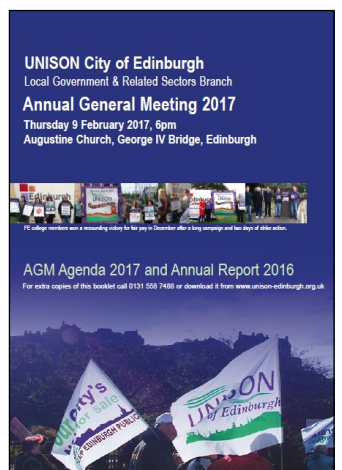
AGM 2017

UNISON City of
Edinburgh Branch
10 Infirmity Street
Edinburgh EH1 1LT
0131 558 7488
branchoffice@unison-
edinburgh.org.uk

unisonedin

@unisonedin

www.unison-
edinburgh.org.uk



An outline agenda was emailed to members with a registered email address or sent to their home address with a link to the AGM Agenda and Annual Report on the website. Members were given an option to request a hard copy from the branch office.

Hard copies will also be available at the AGM.

2 Annual General Meeting 2017 Supplementary Agenda

Service Conditions Officer General Posts - Candidates' biographical details *continued*

Peter Sharma

I am a black activist in the trade unionist movement, working in the education sector, having worked in a range of differing job roles from shoe salesman/ milkman/bus driver/ HM forces (army)/ student/shopkeeper/development officer/ events officer/housing officer/administration officer.

Black activist both politically and within the union working within the education sector past 9 years' trained as a Shop Steward and as a Health & Safety Representative.

Having had the opportunity to serve as Unison Convenor for Edinburgh College for 2 years,

earlier I undertook and completed training as a Lay Tutor for Unison.

Whilst being a Shop Steward have represented members at all levels from grievance, disciplinary, returning to work. Representing and supporting staff put across their views.

Voluntary experience includes:

- Previous Shop Stewards convenor Edinburgh College Unison
- Learning & Training Officer Unison (Edinburgh College)
- Previously Scotland's Black Members Regional Representative to National Black Members Ctte

- Political Party Secretary (Edinburgh) 10 years
- Joint Secretary Edinburgh Indian Association
- Chairperson Asian Welfare Association (Scotland)
- Chairperson Old Town Community Council (former)
- Secretary St Mary's Street Residents Association
- Shop Steward Edinburgh College

I am committed to abide by the aims & policies of the Union.

I ask for your SUPPORT at the forthcoming Branch AGM Elections.

Gerry Stovin

I have been a shop steward since 1987 first with Nalgo (with a few years off during the young children years) and then with UNISON.

I have become more involved in the union since City development was consumed by SFC and I have taken time to build up my knowledge, skills and patience dealing with cases. I become the Stewards Convenor for SFC, stepping aside to devote more times as a Service conditions officer.

Since becoming a branch officer 3 years ago, the list of things I have become involved with has grown rapidly and combine these with representing member's in cases and several Transformation reviews.

Current roles

Current Branch Service Conditions officer - 3 days a week
Scottish local government conference delegate - 4 times a year.

Service conditions committee member - monthly

Branch committee member-monthly

Branch Policy & Finance committee- monthly

Transformation Programme TU engagement - fortnightly

JCG delegate (Councillors, Chief Executive) - quarterly

Partnership at work (Directors Chief Executive) - monthly

Redeployment group- Fortnightly

Shop Steward - Transport & Planning

Joint Consultative Committee - Transport & Planning - Quarterly
Departmental JCC - Place-Quarterly

I attend meetings with Councillors, generally regarding the budget cuts, and have made several deputations for Unison to the Finance & Resource Committee and one to Full Council.

In my spare time, I co-ordinate the material for Newsletters and give out advice to whoever will listen.

I seek your support to allow me to continue my work as a Service conditions officer.

Thanks

Gerry

Health & Safety Convener - Candidates' biographical details

Andrew Barnett

I am the current Branch Health and Safety Convener, having been elected by the AGM last year. I also served in the role in 2013 and have been a UNISON representative since 2010.

I have also been elected by Scottish Council to sit on UNISON Scotland's Health and Safety Committee which manages the strategic direction for the union in Scotland regarding Health and Safety.

As a tutor, I deliver the Organising for Health and Safety Course to new UNISON Health and Safety Representatives in branches throughout Scotland.

I currently hold the NEBOSH General Certificate in Occupational Health and Safety and I am currently studying the NCRQ Diploma in Applied Health and Safety which are industry recognised H&S qualifications for safety professionals – with the latter being equivalent to the qualifications held by the

Council's H&S Advisors.

I also hold professional memberships of the Institute of Occupational Safety and Health (TechIOSH) and the International Institute of Risk and Safety Management (SIIRSM). As a requirement to maintain these memberships I am required to undertake Compulsory Personal Development to improve my skills, knowledge, and experience as a safety practitioner.

Peter Sharma

I am a black activist in the trade unionist movement, working in the education sector, having worked in a range of differing job roles from shoe salesman/ milkman/bus driver/ HM forces (army)/ student/shopkeeper/development officer/ events officer/housing officer/administration officer.

Black activist both politically and within the union working within the education sector past 9 years' trained as a Shop Steward and as a Health & Safety Representative.

Having had the opportunity to serve as Unison Convener for Edinburgh College for 2 years,

earlier I undertook and completed training as a Lay Tutor for Unison.

Whilst being a Shop Steward have represented members at all levels from grievance, disciplinary, returning to work. Representing and supporting staff put across their views.

Voluntary experience includes:

- Previous Shop Stewards convener Edinburgh College Unison
- Learning & Training Officer Unison (Edinburgh College)
- Previously Scotland's Black Members Regional Representative to National Black Members Ctte

- Political Party Secretary (Edinburgh) 10 years
- Joint Secretary Edinburgh Indian Association
- Chairperson Asian Welfare Association (Scotland)
- Chairperson Old Town Community Council (former)
- Secretary St Mary's Street Residents Association
- Shop Steward Edinburgh College

I am committed to abide by the aims & policies of the Union.

I ask for your SUPPORT at the forthcoming Branch AGM Elections.

Equalities Officer - Candidates' biographical details

Jamie McCormack

I am currently the equalities co-ordinator and would like to continue this role. Over the past 10 months I have worked closely with members and other branch officers to promote equality within the workplace and community.

I have been proactive in

encouraging and supporting the development of branch self organised groups on behalf of the committee, co-ordinating among them and between them and the branch committee.

I have represented a number of individuals on equalities issues with the workplace.

I have personally contacted

hundreds of members in an attempt to generate interest and increase numbers attending self-organised groups.

I have also set up a direct equalities email address so all individual and group enquires can be addressed quickly and satisfactorily.

Biographical details for Peter Sharma on next page

4 Annual General Meeting 2017 Supplementary Agenda

Equalities Officer - Candidates' biographical details *continued*

Peter Sharma

I am a black activist in the trade unionist movement, working in the education sector, having worked in a range of differing job roles from shoe salesman/ milkman/bus driver/ HM forces (army)/ student/shopkeeper/development officer/ events officer/housing officer/administration officer.

Black activist both politically and within the union working within the education sector past 9 years' trained as a Shop Steward and as a Health & Safety Representative.

Having had the opportunity to serve as Unison Convenor for

Edinburgh College for 2 years, earlier I undertook and completed training as a Lay Tutor for Unison.

Whilst being a Shop Steward have represented members at all levels from grievance, disciplinary, returning to work. Representing and supporting staff put across their views.

Voluntary experience includes:

- Previous Shop Stewards convenor Edinburgh College Unison
- Learning & Training Officer Unison (Edinburgh College)
- Previously Scotland's Black Members Regional Representative to National Black

Members Ctte

- Political Party Secretary (Edinburgh) 10 years
- Joint Secretary Edinburgh Indian Association
- Chairperson Asian Welfare Association (Scotland)
- Chairperson Old Town Community Council (former)
- Secretary St Mary's Street Residents Association
- Shop Steward Edinburgh College

I am committed to abide by the aims & policies of the Union.

I ask for your SUPPORT at the forthcoming Branch AGM Elections.

Lifelong Learning Convener - Candidates' biographical details

Pamela Gifford/ Lorraine Needham (job share)

Pamela Gifford has been Lifelong Learning Convener for the last year and is standing jointly with Lorraine Needham this year to combine their experience and take the role forward.

Lorraine Needham completed her Union Learning Rep accreditation last year and has been an active steward in Home Care for several years as well as being a branch delegate to UNISON Scottish Council.

Some of the most successful Union Learning work has been

done with Social Care staff.

Union Learning encourages further learning for all members, assisting them to fill knowledge gaps they feel they have, strengthen and formalise skills they already have, and increase confidence.

We have set up a number of learning opportunities. For example, we were approached by a member with dyslexia who had issues with people understanding the complexity of this in the workplace.

We funded two workshops on Dyslexia Awareness initially targeted to one team and then opened up council wide. These

were both well attended.

We have had discussions with senior management regarding numeracy and literacy issues within the workforce and how these are identified and acted on in a positive and proactive way.

There has been discussion at a regional level regarding awareness courses and how these can be funded and this is something to take forward in 2017.

We are keen to encourage members to look at a range of courses from writing skills to professional development for Health and Social Care and Early Years staff.

Peter Sharma

I am a black activist in the trade unionist movement, working in the education sector, having worked in a range of differing job roles from shoe salesman/ milkman/bus driver/ HM forces (army)/ student/shopkeeper/development officer/ events officer/housing officer/administration officer.

Black activist both politically and within the union working within the education sector past 9 years' trained as a Shop Steward and as a Health & Safety Representative.

Having had the opportunity to serve as Unison Convenor for

Edinburgh College for 2 years, earlier I undertook and completed training as a Lay Tutor for Unison.

Whilst being a Shop Steward have represented members at all levels from grievance, disciplinary, returning to work. Representing and supporting staff put across their views.

Voluntary experience includes:

- Previous Shop Stewards convenor Edinburgh College Unison
- Learning & Training Officer Unison (Edinburgh College)
- Previously Scotland's Black Members Regional Representative

to National Black Members Ctte

- Political Party Secretary (Edinburgh) 10 years
- Joint Secretary Edinburgh Indian Association
- Chairperson Asian Welfare Association (Scotland)
- Chairperson Old Town Community Council (former)
- Secretary St Mary's Street Residents Association
- Shop Steward Edinburgh College

I am committed to abide by the aims & policies of the Union.

I ask for your SUPPORT at the forthcoming Branch AGM Elections.

Recruitment/ Membership Officer - Candidates' biographical details

Jim MacKenzie

Membership is vital for the continuing viability of our union. We need to continue recruiting members constantly. With people joining UNISON we have to ensure that they continue their membership throughout their working life. Much is talked about

joining on line, that's a great asset in recruiting many workers to UNISON. Should never diminish the traditional method of members encouraging their fellow work colleagues to join UNISON. Ensure that all shop stewards and activists have application forms to encourage workers to join

UNISON. We can achieve an increased in members by working collectively. Over several years along with my colleagues at work continued to recruit more members to our union. Develop a recruitment campaign locally, promoting our union.

Peter Sharma

I am a black activist in the trade unionist movement, working in the education sector, having worked in a range of differing job roles from shoe salesman/ milkman/bus driver/ HM forces (army)/ student/shopkeeper/development officer/ events officer/housing officer/administration officer.

Black activist both politically and within the union working within the education sector past 9 years' trained as a Shop Steward and as a Health & Safety Representative.

Having had the opportunity to serve as Unison Convenor for

Edinburgh College for 2 years, earlier I undertook and completed training as a Lay Tutor for Unison. Whilst being a Shop Steward have represented members at all levels from grievance, disciplinary, returning to work. Representing and supporting staff put across their views.

Voluntary experience includes:

- Previous Shop Stewards convenor Edinburgh College Unison
- Learning & Training Officer Unison (Edinburgh College)
- Previously Scotland's Black Members Regional Representative

to National Black Members Ctte

- Political Party Secretary (Edinburgh) 10 years
- Joint Secretary Edinburgh Indian Association
- Chairperson Asian Welfare Association (Scotland)
- Chairperson Old Town Community Council (former)
- Secretary St Mary's Street Residents Association
- Shop Steward Edinburgh College

I am committed to abide by the aims & polices of the Union.
I ask for your SUPPORT at the forthcoming Branch AGM Elections.

Education Officer - Candidates' biographical details

Pamela Gifford

As Education Officer for the last three years I have tried to build on training that is most relevant to stewards in the branch with local courses to supplement the UNISON Scotland and TUC courses.

That was especially important with all the Transformation Reviews in the council and so we provided training for all stewards that wanted to attend (approximately 30) on the Review processes and what to expect.

Through liaising with the regional office and other UNISON branches we managed to overcome the ongoing issue of getting training for new stewards at the time they need it. Twenty stewards were accredited this year through UNISON training and three through TUC training.

This was achieved through networking with other branches and recognising the training needs on a more local level.

UNISON Scotland now runs a range of courses targeted at

members, not just stewards, and that is an area I would want to develop more, looking at ensuring members get to hear about these courses or supplementing them locally in the branch where appropriate

As last year, I would like to add my experience as Education Officer to the role of Lifelong Learning, working along with Lorraine Needham, in the hope that it brings a more cohesive and productive learning experience for stewards and for members.

Jim MacKenzie

Education has always played an important part in Trade Union Movement. From our early history all Unions have developed some form of education programme and still in this modern work environment Education plays a vital area for our members development. In our ever changing & challenging work environment, being well grounded

in Trade Union issues and being able to respond and articulate our members concerns and views are more vital than ever. Working with the constant threats of outsourcing and privatisation. We have to be vigilant and determined to put our members case first defending public services. Always being on guard and vigilant in preventing the encroachment of privatisation of council services or other public bodies, requires well organised

and trained shop stewards. Over the past years I have attended UNISON Shop Stewards and Health & Safety courses. Worked with colleagues to improve our members conditions. Collectively we require to develop new courses and opportunities for our members, in this challenging environment of Austerity our members need the tools to challenge inequalities.

6 Annual General Meeting 2017 Supplementary Agenda

International Officer - Candidates' biographical details

Amy McNeese-Mechan

In the past years as joint International Relations Officer, I have participated in conferences and committee meetings to advance Unison support of projects in Columbia, Gaza, Bhopal and Kurdistan and helped in raising donations for jailed women trade union activists in Latin America, and attend Cross-Party Parliamentary Group on Palestine.

An internationalist who's lived in the U.S., Puerto Rico, and Japan, and spent time in India, Indonesia & Italy, I've worked for both the Japanese & Scottish

governments - the Foreign Ministry in the Chicago Consulate and Ministry of Education in Osaka, and for environmental agency SNH, where I was elected vice convenor to represent PCS and Prospect trade unions. I believe that my training as an anthropologist (Ph.D. University of Edinburgh 2003) offers intercultural insights too.

I founded a fair trade social enterprise working with women's and community groups, organised fair trade events, and travelled in Africa and Central America, so have worked with people ranging from foreign diplomats to Mayan villagers. I

was also involved in the launch of the inaugural World Justice Festival, speaking about economic justice, and now work with campaigning organisation Hope Not Hate to oppose racism and bigotry in our communities.

A social activist and member of Unison's Scottish Women's Committee, I've worked in both public and private sectors, and believe my international perspective and experience in schools, higher education, charitable, and public sector give me a wealth of knowledge to advocate for our members and inform them on international issues of concern to Unison.

Peter Sharma

I am a black activist in the trade unionist movement, working in the education sector, having worked in a range of differing job roles from shoe salesman/ milkman/bus driver/ HM forces (army)/ student/shopkeeper/development officer/ events officer/housing officer/administration officer.

Black activist both politically and within the union working within the education sector past 9 years' trained as a Shop Steward and as a Health & Safety Representative.

Having had the opportunity to serve as Unison Convenor for

Edinburgh College for 2 years, earlier I undertook and completed training as a Lay Tutor for Unison.

Whilst being a Shop Steward have represented members at all levels from grievance, disciplinary, returning to work. Representing and supporting staff put across their views.

Voluntary experience includes:

- Previous Shop Stewards convenor Edinburgh College Unison
- Learning & Training Officer Unison (Edinburgh College)
- Previously Scotland's Black Members Regional Representative to National Black

Members Ctte

- Political Party Secretary (Edinburgh) 10 years
- Joint Secretary Edinburgh Indian Association
- Chairperson Asian Welfare Association (Scotland)
- Chairperson Old Town Community Council (former)
- Secretary St Mary's Street Residents Association
- Shop Steward Edinburgh College

I am committed to abide by the aims & policies of the Union.

I ask for your SUPPORT at the forthcoming Branch AGM Elections.

3. UNISON City of Edinburgh Branch Welfare Fund

Summary Financial Statement 2016

(The Branch Welfare Fund is a separate registered charity)

Current Account

Contributions from members and donations £8,774.76

Grants and loans awarded £10,169.43

Donation to Scottish Welfare fundraiser £250.00

Total £10,419.43

Surplus (Deficit) for the year (£1,637.57)

Funds b/f at 1 January 2016 £47,961.37

Funds b/f at 31 December 2016 £46,316.70

Uncleared cheques £450.00

In bank at 31/12/16 £46,766.70

Business Extra Account

Funds b/f at 1 January 2016 £8,364.41

Surplus/deficit £7.10

Funds b/f at 31 December 2016 £8,371.51

Total Funds at 31 December 2016 £54,688.21

4. Financial Report 2016

UNISON City of Edinburgh Local
Government & Related Sectors
Branch 07349Financial Statement for the year
ended 31 December 2016.

The branch ran a deficit in 2016 due to two main reasons. One was the upgrading of the computer system and the other was the expected drop in income because of the drop in members due to job losses in the council. We were hit by a £7k deduction at the end of the year due to overpaid branch funding.

These issues were predicted last year as we worked to have a surplus of over £14k to compensate. We continue to maintain healthy reserves in all of the funds.

In addition, we hope to qualify for additional funding in 2017 under the activity based budget system.

The Policy and Finance Committee has regularly reviewed the budgets for 2016. There remains work to be done in amending and reallocating to allow us to plan more realistically and the Policy & Finance Committee will be setting an 'activity based budget' this month.

£3,720.00 was transferred from the Industrial Action Fund this year to reimburse the General Fund for hardship payments to members who took strike action at Edinburgh College. £184.05 was received in donations to the Industrial Action Fund in terms of this action

My thanks to Monica Niven, branch support officer, who does all the legwork for invoices, cheques and BACS payments.

John Stevenson
Branch Treasurer

We have examined the books and accounts of UNISON City of Edinburgh Local Government & Related Sectors Branch and in our opinion the balance sheet and income and expenditure account gives a true and fair view of the financial position of the branch at 31 December 2016 and for the period ended on that date.

Alan Bennett
Branch Auditor

Stuart Mullen
Branch Auditor

General Fund Income and Expenditure Account for City of Edinburgh Branch				
For the year ended 31 December 2016				
All Items	2016 (£)	2016 (£)	2015 (£)	2015 (£)
Income				
Branch Funding	271,554.29		301,964.60	
Branch Levy	0.00		0.00	
Investment Income Received	0.00		0.00	
Tax deducted or paid on Investment Income	0.00		0.00	
Retired Members Subscriptions	510.00		424.00	
Other Income	3,158.99		176.00	
Regional Pool Income	0.00		0.00	
Transfer from Industrial Action Fund	3,720.00		0.00	
Transfer from Dedicated Action Fund	0.00		0.00	
Locally collected subscriptions	0.00		0.00	
Income total		278,943.28		302,564.60
Expenditure				
Fighting Fund	0.00		0.00	
Staff Salaries	142,006.78		123,527.47	
Rent	53,169.60		53,169.60	
Rates	14,786.40		14,632.00	
Utilities	3,114.34		2,618.79	
Other administration	44,453.09		48,291.80	
Honoraria	300.00		300.00	
Conferences and group meetings	12,572.20		14,103.03	
Branch Committee	3,556.12		3,298.36	
Other Meetings	6,470.16		9,868.07	
Publicity	3,685.50		6,279.28	
Education	6,175.33		7,011.08	
Donations	1,100.00		1,370.00	
Affiliations	975.50		730.00	
Local Activities	2,409.12		2,643.39	
Transfer to Industrial Action Fund	184.05		0.00	
Transfer to Dedicated Fund(s)	0.00		0.00	
Other Expenditure	210.20		432.00	
Hardship Payments	3,690.00		0.00	
Other Branch Funding Deductions	0.00		0.00	
Expenditure total		298,858.39		288,274.87
Surplus for the year		<u>-19,915.11</u>		<u>14,289.73</u>

Consolidated Balance Sheet for City of Edinburgh Branch				
For the year ended 31 December 2016				
All Items	2016 (£)	2016 (£)	2015 (£)	2015 (£)
Fixed Assets				
Freehold Properties	0.00		0.00	
Leasehold Properties	0.00		0.00	
Equipment, Fixtures & Fittings	11,912.29		991.06	
Investments (Quoted & Unquoted)	644.45		644.45	
Total Fixed Assets		12,556.74		1,635.51
Current Assets				
Debtors (Third Party)	9,840.00		3,938.57	
Debtors (National Office)	0.00		0.00	
Stocks	0.00		0.00	
Loans	0.00		0.00	
Short Investments	0.00		0.00	
Building Society Balance	0.00		0.00	
Bank Deposit Account	205,871.90		207,986.47	
Current Account	73,145.57		98,609.55	
Prepaid Cards	352.49		2,516.18	
Cash	7.60		16.88	
Total Current Assets		289,217.56		313,067.65
Current Liabilities				
Third Party	18,853.86		10,398.86	
National Office Subscriptions	1,082.42		436.60	
National Office Subscriptions (previous years)	0.00		0.00	
Credit Card	0.00		0.00	
Total Current Liabilities		19,936.28		10,835.46
Net Current Assets		269,281.28		302,232.19
Total Assets		<u>281,838.02</u>		303,867.70
Accumulated Funds				
Accumulated General Fund at year beginning	95,881.23		81,591.50	
Surplus/Deficit	-19,915.11		14,289.73	
Brought Forward Balance Adjustment	0.00		0.00	
Accumulated General Fund at year end		75,966.12		95,881.23
Accumulated Industrial Action Fund	152,938.78		148,749.43	
Surplus/Deficit	-2,212.34		4,189.35	
Accumulated Industrial Action Fund at year end		150,726.44		152,938.78
Accumulated Dedicated Fund	55,047.69		54,689.35	
Surplus/Deficit	97.77		358.34	
Accumulated Dedicated Fund at year end		55,145.46		55,047.69
Total Funds at End of the Year		<u>281,838.02</u>		303,867.70