

# Annual General Meeting 2020 PRELIMINARY NOTICE



9th December 2019

To: All members of UNISON City of Edinburgh Local Government & Related Sectors Branch

The Annual General Meeting of the branch will be held across 7 Aggregate meetings

Wednesday 19th February 2020	12:15 - 13:45	WHEC, 5 Murrayburn Drive, Edinburgh
Thursday 20th February 2020	12:15 - 13:45 & 14:30 - 16:00	North East Locality Office, 101 Niddrie Mains Road, Edinburgh
Wednesday 26th February 2020	12:15 - 13:45	Council Chambers, City Chambers, High Street, Edinburgh
Thursday 27th February 2020	12:15 - 13:45 & 14:30 - 16:00	North West Locality Office, 8 West Pilton Gardens, Edinburgh
Thursday 27th February 2020	18:30 - 20:00	Methodist Church, 25 Nicolson Square, Edinburgh

The AGM is the branch's supreme policy making forum. It will elect the Branch Officers for 2020, set policy on important issues affecting all members and can amend rules.

The notice is being issued now to allow members time to consider and submit nominations and motions and to meet deadlines for the agenda and annual report to be printed and circulated at least seven days before the meeting.

## MOTIONS/RULE CHANGES

### Who can submit them?

- any **TWO** members, or
- Stewards Committees or Branch Committee.

### How do you submit them?

- They **MUST** be in writing and include:
- The names of the two members, their membership numbers and signatures (or signatures of Convener and Secretary if from a Shop

Stewards Committee).

To ensure time is not wasted, motions must be deemed competent and relevant by the Chair before going on the agenda.

## BRANCH OFFICER NOMINATIONS

The same conditions apply with the addition that the candidate's name, workplace and membership number must be included.

Nominations, motions or rule changes **MUST** arrive at the branch office by the deadline on this calling notice (see right).

**This is a very important meeting.**

**Please make every effort to participate. If anyone needs assistance or advice about submitting issues to the meeting, please feel free to contact the Branch Office.**

**Tom Connolly  
Branch Secretary**

# 2020 AGM

**ANNUAL GENERAL  
MEETING**

## DEADLINES

### NOMINATIONS

Must arrive by **Noon, Wednesday 15th January 2020**

### MOTIONS, RULE CHANGES

Must arrive by **Noon, Friday 17th January 2020**

## AGENDA

The AGM calling notice and order of business will be emailed to members from **3rd February 2020 and the full Annual Report and Agenda will be published on the website from that date.** Members can request

a hard copy of the Annual Report and Agenda by emailing: [branchoffice@unison-edinburgh.org.uk](mailto:branchoffice@unison-edinburgh.org.uk) or phoning 0131 558 7488

## CRECHE

Last date for booking places **Noon, Tuesday 11th February 2020**

## AMENDMENTS

Must be in by **Noon, Monday 10th February 2020**

All to be sent to:  
UNISON City of Edinburgh Branch  
Douglas House, 60 Belford Road, Edinburgh, EH4 3UQ  
Phone: 0131 558 7488  
[branchoffice@unison-edinburgh.org.uk](mailto:branchoffice@unison-edinburgh.org.uk)

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## PRELIMINARY NOTICE



### What are the officer positions?

**President:** Chairs branch meetings; represents the branch and oversees all its functions.

**Chair:** Deputises for the President. Oversees day to day running of the branch, especially in service conditions. Chairs Branch Committee.

**Vice Chairs(2):** At least one must be a woman. Deputises for Chair chairing of meetings.

**Secretary\*:** Branch organisation, staffing and administration. Oversees policy and all branch officers work. Delegation leader/spokesperson.

**Asst Secretary\*:** To assist in many of the above tasks.  
*\* One must be a woman.*

**Treasurer:** Keeps the accounts, financial overview, provides budgets, ensures books audited.

**Service Conditions Co-ordinator:** Oversees all service conditions and negotiations.

#### Service Conditions

**Convener:** Works in conjunction with the Co-ordinator as well as general negotiation and representation.

#### Service Conditions

**Officers(5):** At least three must be women. Responsible for general representation and negotiation.

**Equalities:** Co-ordinates equalities strategy. Brings equality perspective to service conditions. Keeps up with legislation.

**Health & Safety:** Develops plans to improve workplace environment. Oversees health and safety activity. Needs to know legislation.

**Communications:** Branch magazine, web and social media. Develops media strategy. Ensures members get briefings etc.

**Education:** Identifies training needs. Develops appropriate courses/training plans.

**Young Members:** Co-ordinates and campaigns on young member issues,

encourages involvement of young members.

**Welfare:** Builds support for welfare fund. Visits beneficiaries. Advises on benefits.

**Membership/ Recruitment:** Co-ordinates recruitment. Assists in keeping statistics. Builds services to members.

**International Relations:** Keeps branch informed of international issues and UNISON policies. Raises members' understanding of international issues as they affect UNISON.

**Environmental Officer:** Co-ordinate the union's green and environmental agenda in the branch.

**Auditors:** To conduct an efficient audit in accordance with NEC principles at least yearly.

**Lifelong Learning Officer:** To identify and co-ordinate opportunities for members who wish to access further learning.

## We're moving

On 17th & 18th December 2019 we are moving to new premises at Douglas House, 60 Belford Road, Edinburgh EH4 3UQ

