

UNISON City of Edinburgh

Local Government & Related Sectors Branch

Annual General Meeting 2021

Aggregate meetings

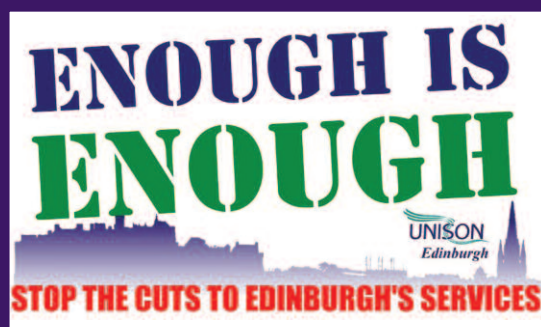
Tuesday 2nd March 2021, 6pm – 7:30pm

Wednesday 3rd March 2021, 12:30 – 2pm

Members need only attend one meeting. The meetings will be held online via Microsoft Teams.

AGM Agenda 2021 and Annual Report 2020

NO GOING BACK TO NORMAL



‘Council workers have gone above and beyond in keeping us safe and our services going during the pandemic. UNISON is determined their work throughout the crisis will not be forgotten - and that there will be no return to the ‘normal’ of being under-valued and under-paid.’

Keep up to date with your UNISON Edinburgh branch

On your PC, laptop, smartphone, or tablet, keep up to date with all that's happening in UNISON Edinburgh branch on our website, on Facebook and on Twitter @unisonedin. Like and follow us to get all the news as it happens.



AGM Calling Notice

To All Members

Dear Colleague,

All members are urged to attend the Annual General Meeting (AGM) of the branch which will take place online via Microsoft Teams due to the current health protection measures. A link will be sent to you along with instructions on how to access the meeting.

The AGM will be held across two aggregate meetings to offer members times that may be more convenient in terms of working patterns. Members need only attend one of the meetings. If they wish, they may attend more than one aggregate meeting but may only vote at one of them and can only be included in the quorum for one of them. The meetings will be held on:-

Tuesday 2nd March 2021, 6pm – 7:30pm

Wednesday 3rd March 2021, 12:30 – 2pm

The agenda and order of business of each aggregate meeting will be identical and the results of voting will be the total of votes cast across all of the meetings. The quorum is 150 and the total number of qualifying members attending the aggregate meetings will define whether that quorum is met.

AGENDA

The agenda on the following pages includes nominations, motions and rule changes received by the closing date in the preliminary notice. Any amendments will be posted on the website and made available to members.

AMENDMENTS

Any two members can propose amendments to motions. These must be in writing and arrive at branchoffice@unison-edinburgh.org.uk by **Noon, Monday 22 February 2020. Questions on the Annual Report and Financial Statement*** must be received by **noon on Friday 26 February** to ensure the information is available for a response.

ACCESS

We recognise that to ensure all our members can fully participate it may be necessary to make adjustments. If you require any adjustment please contact the branch and we will discuss your requirements.

A good attendance at the Annual General Meeting is essential to the running of the branch. Please make every effort to attend to set your policies and to ensure that the branch can elect its officers and have its structures in place to meet this year's challenges.

Yours sincerely

Tom Connolly

Branch Secretary

** The Financial Statement will be in the supplementary agenda.*



AGM 2021

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Agenda

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| <p>1. Opening Remarks/ Introductions</p> <p>2. Appointment of Scrutineers</p> <p>3. Standing Orders</p> <p>4. Minutes of Branch Meetings 2020 <i>The 2020 AGM was inquorate and the recall meetings were cancelled due to Covid restrictions.</i></p> <p>5. Annual Report 2020 (p 7-14) <i>Questions on the Annual Report must be submitted to the branch office by <u>noon</u> on Friday 26 February.</i></p> <p>6. Financial Statement 2020 <i>The Financial Statement and Treasurer's Report will be in the Supplementary Agenda and on the website.</i></p> | <p>7. Honoraria <i>No honoraria because auditor posts vacant.</i></p> <p>8. Election of Branch Officers <i>See pages 4-5.</i></p> <p>9. Presentations and Question and Answer Session (on any urgent issues)</p> <p>10. Rule Changes <i>See page 15</i></p> <p>11. Policy Motions <i>See page 18</i></p> <p>12. Any other business</p> |
|---|--|

Agenda Item 8 Election of Branch Officers

NOTE: If more than one nomination is received for any post an election will be held where all members of the branch are invited to vote to select the preferred candidate. In the event of an election voting papers will be circulated in advance of the AGM and returned before the AGM with the outcome announced at the AGM. Where no nominations were received, they will be sought via the Branch Committee.

Branch President

Kirsten Hey (Health & Social Care)
Nominated by: Tom Connolly (Communities & Families) & Gerry Stovin (Place)

Branch Chairperson

Tom Muir (Resources)
Nominated by: Resources Shop Stewards Committee; Tom Connolly (Communities & Families) & Gerry Stovin (Place)

Vice Chairperson (2)

One of whom must be a woman.

Caroline McLean (Communities and Families)
Nominated by: Gavin Snape (Communities & Families) & Ross Robertson (Health & Social Care)

No nomination received

Agenda Item 8 Election of Branch Officers (continued)

Branch Secretary

Tom Connolly (Communities & Families)
Nominated by: *Communities & Families Shop Stewards Committee; Caroline McLean & Gavin Snape (Communities & Families); Resources Shop Stewards Committee; Kirsten Hey & Tara McCarthy (Health & Social Care); Tom Howorth & Christina Goddard (Place)*

Assistant Secretary

Caroline McLean (Communities & Families) and **Gerry Stovin** (Place) **Job Share**
Nominated by: *Gavin Snape (Communities & Families) & Andrew Wynne (Resources);*

Branch Treasurer

No nomination received

Service Conditions Coordinator

Tom Connolly (Communities & Families)
Nominated by: *Communities & Families Shop Stewards Committee; Resources Shop Stewards Committee; Kirsten Hey & Tara McCarthy (Health & Social Care); Tom Howorth & Christina Goddard (Place); Caroline McLean (Communities & Families) & Gerry Stovin (Place)*

Service Conditions Convener

David Harrold (Communities & Families)
Nominated by: *Karen O'Brien & Claire Brown (Communities & Families); Lesley Sime & Ailsa Deans (Communities & Families); Colin Sutherland & Dion Macdonald (Health & Social Care); Dave McConnell (Resources) & Karen McConnell (Communities & Families); Kieran Crosby & Joan Lancashire (Health & Social Care); Gillian McFarlane & Sandra Somerville (Health & Social Care); Resources Shop Stewards Committee; Gerry Stovin (Place), Caroline McLean & Tom Connolly (Communities & Families)*

Service Conditions Officers (5)

General Posts (2)

Ian Mullen (Place)
Nominated by: *Scott Dobie & Ciorstaidh MacIver (Place); Tom Howorth & James Finlayson (Place); Resources Shop Stewards Committee; C Docherty, J Scammell, P Keenan, G Thom, B Hastie, A Johnston, S Smith (Place); Pauline Henderson & Graham Neal (Communities & Families); Tom Connolly & Caroline McLean (Communities & Families)*

Gerry Stovin (Place)
Nominated by: *Tom Connolly & David Harrold (Communities & Families)*

Women's Posts (3)

Pauline Henderson (Communities and Families) Nominated by: *Graham Neal & Linda Blair (Communities & Families)*

Caroline McLean (Place)
Nominated by: *Gavin Snape (Communities & Families) & Ross Robertson (Health & Social Care); Tom Connolly (Communities & Families) & Ian Mullen (Place)*

No nomination received

Health and Safety Convener

Ian Mullen (Place)
Nominated by: *Caroline McIntosh & Scott Dobie & Ciorstaidh MacIver (Place); Tom Howorth & James Finlayson (Place); Resources Shop Stewards Committee; C Docherty, J Scammell, P Keenan, G Thom, B Hastie, A Johnston, S Smith (Place); Tom Connolly & Caroline McLean (Communities & Families); Pauline Henderson & Graham Neal (Communities & Families)*

Recruitment/ Membership Officer

No nomination received

Equalities Officer

No nomination received

Education Officer

Ian Mullen (Place)
Nominated by: *Ciorstaidh MacIver, Scott Dobie & Caroline McIntosh (Place); Tom Howorth & James Finlayson (Place); Resources Shop Stewards Committee; C Docherty, J Scammell, P Keenan, G Thom, B Hastie, A Johnston, S Smith (Place); Pauline Henderson & Graham Neal (Communities & Families)*

Lifelong Learning Convener

No nomination received

Communications Officer

Gerry Stovin (Place)
Nominated by: *Tom Connolly & David Harrold (Communities & Families)*

Welfare Officer

Mike Smith (Resources)/ **Caroline McLean** (Communities & Families) **Job share**
Nominated by: *Jill Drummond (Communities & Families) & Andrew Wynne (Resources); Resources Shop Stewards Committee*

International Officer

Tara McCarthy (Health & Social Care)
Nominated by: *Kirsten Hey (Health & Social Care) & Ian Mullen (Place)*

Young Members Officer

No nomination received

Auditors (2)

No nomination received

A Brief Guide to Branch Meetings

(See standing orders at www.unison-edinburgh.org.uk - The need to have online meetings may mean some changes to this advice)

We hope you enjoy the AGM and that you will feel able to take part in setting our branch's policies at this very important time.

Meetings can seem quite formal but with so many people there, it is important to have rules to:-

- ensure a well ordered meeting.
- make sure as many people as possible have their say without the meeting being abused.

The Chair is there to keep order and make sure things are run within *your* rules.

Motions: Motions create policy that mandates the Branch. They are introduced by the mover named on the agenda. The seconder can then speak after or later in the debate.

Amendments: Can add, change or delete bits of



motions but they cannot merely contradict a motion.

Speaking: The mover of a motion gets up to seven minutes to speak and other speakers get three. Then any member can speak and should start by giving their name and department. They must keep to the issue and can speak only once.

How do I get to speak?: Just put up your hand or come forward (separate guidance will be given for online meetings). The Chairperson decides the order of speakers, usually alternating for and against.

Right of Reply: The mover gets another chance to answer at the end but new material cannot be raised.

Voting: Normally voting is by show of hands but elections for branch officers will be by ballot. The Chair will rule on whether a motion is carried or not. If in doubt he/she will call for a count.

Ending a debate: Normally a debate goes on until everyone who wants to speak has spoken. But, after five speakers, anyone who has not spoken in the debate can move that "*The Question Be Put*". The meeting will immediately vote on this and, if carried, we go straight to the right of reply and the vote.

If you are unsure about anything at all - just ask the Chair. It's your meeting after all!

How motions are ordered on the agenda

In line with practice since the inauguration of the branch, motions have been prioritised under the following headings. In addition, they are prioritised on whether they are urgent, instruct the branch to act on an issue within its remit, and need a branch meeting decision. Where there is no clear priority, they are in the order in which they were received.

- Council Budget, Cuts, Redundancies (local)
- Service Conditions Issues (issues like pay and conditions)
- Health & Safety

- Pensions and Superannuation
- UNISON Services and Structure
- Policy and Campaigning
- Economic Policy
- International
- Miscellaneous

Any motions not dealt with will be remitted to the Branch Committee.

EMERGENCY MOTIONS

Must be urgent, unable to have been submitted within the timescales and relevant. They require a two-thirds majority to be heard.

*** marks motions which may be composited**

UNISON City of Edinburgh Branch Annual Report 2020

Thanks to staff, officers, activists and members - and stay safe and well

In last year's AGM statement, I said that 2019 had been another tough year for public services - and then 2020 said "hold my beer" and proceeded to be even harder.

We've all had to adapt to new ways of doing things, and doing new things, while worrying about the wellbeing of our loved ones, and we've shown yet again that public services are vital services.

The change to working from home affected my mental health, and management supported me to move to working in a council care home for a couple of months last year.

Of course, I'd always known that our care home staff work hard, but I saw first-hand how much effort the staff put into helping

‘We owe our gratitude to UNISON's health and safety officer and reps, who have been tireless in their efforts to provide information, challenge poor practice and share good practice’

residents cope without seeing their relatives and into keeping them safe and well and happy during lockdown.

The coming year will bring a Scottish Parliament election and possibly bring us closer to another independence referendum.

The Feeley report into the

Independent Review of Adult Social Care in Scotland has just been published and will have repercussions for everyone who works in or uses social care services.

We owe our gratitude to UNISON's health and safety officer and reps, who have been tireless in their efforts to provide information, challenge poor practice and share good practice. If there is no health and safety rep in your workplace, please consider taking on the role.

And of course thank you to the branch staff, branch officers, all the activists and the members.

Please ensure you look after yourselves, and stay safe and well - and please get vaccinated.



Kirsten Hey
Branch President

Branch Officers 2020/2021

President: Kirsten Hey
Chair: Duncan Smith
Vice Chairs: Tom Muir, Caroline McLean
Secretary: Tom Connolly
Ass Secretary: Caroline McLean/ Gerry Stovin
Treasurer: Tom Howorth
Equalities: Michael Richardson (until October 2020)
Health & Safety: Ian Mullen
Service Conditions
Co-ordinator: Tom Connolly

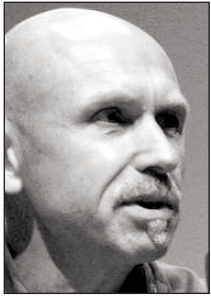
Convener: David Harrold
Service Condition Officers: Caroline McLean, Jane Watson, Lorraine Needham, Gerry Stovin, Ian Mullen
Communications: Gerry Stovin
Welfare: Caroline McLean/ Mike Smith
Education Officer: Ian Mullen (elected October 2020)
Recruitment/Membership Officer: Vacant
International: Tara McCarthy
Lifelong Learning: Vacant
Young Members Officer: Vacant

Branch employed staff



From left: Monica Niven, Branch Support Officer; Julieanne Finlay, Branch Support Assistant, and Amanda Kerr, Organiser/Caseworker Voluntary and Community Sector.

No return to 'business as usual' cuts



Duncan Smith
Chairperson

We live in extraordinary times.

We have suffered almost a year of the Covid pandemic which has cost the lives of over 100,000 people.

Many of these victims have been working people on low incomes, in overcrowded housing, or jobs which exposed them to the virus without protection.

Covid has revealed the impact of decades of privatisation and cuts in the NHS and the affects of running

private care homes for profit.

There are three lessons we need to take from this disaster.

Firstly, we have learned that workers like the cleaners and home care staff in the Council are the ones who keep society going. Nobody was clapping for the billionaires!

Secondly, how essential it is to be in a union. UNISON activists have been in the forefront in insisting on adequate PPE and proper risk assessments that have undoubtedly saved many lives.

Lastly, when the pandemic is over we should not accept a

return to 'business as usual'.

Business as usual in the council means yet another tranche of budget cuts, resulting in overwork and declining morale and well being amongst staff.

Challenging that starts with refusing to cover for missing colleagues and taking on yet more extra work. It means workers collectively deciding what a reasonable workload is and sticking together when the boss tells you to do more.

Really, if we want a different and better future after Covid we have no choice but to fight.

Health and Safety Report 2020

Thanks to H&S reps in a year like no other



Ian Mullen
Health and Safety
Convener

Without doubt the last twelve months have been like no other, and I would like to say a personal thank you to all our frontline staff who have worked throughout these difficult times.

Indeed recognition should be given to all colleagues as we continue to provide services to the elderly and most vulnerable.

No one could have predicted that in March 2020, we would go into a lockdown situation with restrictions on our freedom of movement not seen since World War II.

The Coronavirus pandemic has affected so many of our colleagues, families, and friends and my thoughts are with those who have lost loved ones.

The UNISON Health and Safety team have worked closely with management from

all council services during this time, introducing new working arrangements, updating Risk Assessments, Safe Working Procedures, Individual and Equality Impact Assessments and monitoring the constantly changing guidance from the Scottish Government.

Regrettably, on two occasions we have had to request the assistance and advice of the Health & Safety Executive.

We continue to work closely with Resilience colleagues in the hope that more council buildings could safely open, unfortunately the new variant of Covid-19 with its higher levels of transmission put a stop to those plans.

We recognise the psychological effect that working from home has had on several colleagues and procedures have been made to allow a full or partial return to office work, with added support.

In June 2020, medical and scientific reports from the

national government highlighted the increased effect Covid-19 had on Black, Asian, Minority Ethnic (BAME) groups.

With little information coming from CoSLA or the Scottish Government, UNISON took our concerns to the Scottish Parliament's Communities Committee and a special working group was set up.

UNISON will continue to support BAME colleagues with their concerns, and I will continue to take an active role in the H&SC and council BAME networks.

The council LGBT+, Womens and Disabled Networks continue to meet, and I want to congratulate them for the work they do.

Finally, I want to thank all our members who decided to become new Health & Safety reps or contacts during these difficult times. To those reps who are standing down or retiring can I thank you for all your hard work.

Covid: UNISON at forefront of ensuring PPE and safe working

Covid-19 has impacted on all our lives be that at home, at work, and on all our usual day to day activities.

Our role as a union, first and foremost was to ensure that our members' health and safety needs were being met by the employers.

The services provided by our members are numerous and you will know what your service does.

Working from home

Many of our members have had to adapt to working from home, we made sure that the employer provided our members with all the necessary equipment that they needed to do the job. It was also a requirement that all adaptations that had been in place at the office should also be in place in the home.

We called on employers to pay members a working from home allowance on numerous occasions, but this consistently fell on deaf ears.

We will continue to argue that these payments should be made and backdated. Working from home also throws up many challenges for many members. Our members may not have the space to set up a workstation, they may share accommodation with other households and many will have their children at home due to school closures.

Our members working from home providing all the essential administrative and clerical roles need to be applauded for all the work that they do in ensuring that the council administers its

‘The dedication that our members have shown in looking after the most vulnerable sectors of our society has been exceptional, courageous and a fantastic example of how public sector workers have risen to the challenges that we have and continue to face. Thank you.’

services and for the great flexibility that they have shown.

Protecting carers and other keyworkers

Other members have continued to be at the workplace, staffing our care homes and residential childcare, staff in schools, refuse collection, etc. The nature of those essential jobs done by these essential keyworkers does put these members at a greater risk.

We were and are at the forefront in ensuring that all the appropriate PPE and safe working practices were and remain in place.

The dedication that our members have shown in looking after the most vulnerable sectors of our society has been exceptional, courageous and a fantastic example of how public sector workers have risen to the challenges that we have and continue to face. Thank you.



Tom Connolly
Branch Secretary and
Service Conditions Co-ordinator

Apart from the need to protect our members from physical harm

we are also aware that Covid-19 has also put many under a great deal of emotional pressure, leading to an increase in stress and other mental health issues. We are asking that the employer ensures that the appropriate and accessible psychological supports are put in place.

Many thanks must go to our health and safety officer, health and safety representatives and all the other branch officers and shop stewards who have week in week out attended many meetings with management and who respond to our members'

Convener



David Harrold

Officers



Caroline McLean



Lorraine Needham



Gerry Stovin



Ian Mullen



Jane Watson

continued from page 9
calls for assistance.

If you ever have any concerns about your own or others' health and safety please get in touch with us immediately.

Cuts to jobs and services - increased stress

Throughout the 10 years of austerity, we witnessed many jobs lost across the public sector and services depleted or completely gone. Those of us who are left have seen an exponential rise in workloads.

The capacity to continue to meet statutory obligations is becoming more and more undermined and this puts increased stresses on to our members. We must let the politicians and others know that Enough is Enough.

The cost of meeting the demands of Covid-19 has placed even greater financial pressure on the council and other employers. The monies received back from the Westminster and Scottish governments has not fully met these therefore they have added to those pressures.

With already overstretched budgets there continues to be a high risk of future job losses and cuts to services. The branch and UNISON Scotland continually lobby and run campaigns seeking greater funding for local government.

The huge financial gap needs to be addressed if we are to ensure that we have meaningful and credible public services.

If Covid-19 has shown us anything it is that you need well financed and well resourced local government.

We will continue to challenge all cuts and any attempts to manage the finances by cutting pay or other terms and conditions as witnessed in Scottish Gas. They will be resisted with all that we have.

We will not be clapped on a Thursday and then slapped on a Friday!

Clapping does not pay the bills.

Branch workload

Branch officers and other representatives deal with many enquiries and requests for support from members daily. The range of issues is varied and can range from the relatively straightforward to cases of a more complex nature.

‘If Covid-19 has shown us anything it is that you need well financed and well resourced local government’

Some of the most worrying cases are those that relate to bullying and harassment and/or discrimination. UNISON will not tolerate any form of bullying or harassment or discrimination and will do all that we can to support and protect our members.

We all have legal protections at work and the employer must meet these.

If you experience any form of mistreatment, please contact us immediately.

Equalities

Everyone is entitled to be treated with dignity and respect. The ability to live and work without prejudice is a fundamental right, regardless of your background, identity and experiences.

The branch is committed to building our self-organised groups, by doing this we will ensure that the voices and shared experiences of those

groups are heard and reflected throughout the branch.

Please consider getting involved.

Our paid staff

I need to take this opportunity to acknowledge and thank our branch support staff. They will very likely be your first contact with the branch. They take numerous calls from members.

As I said previously, members contact us with many different and sometimes with very emotional and difficult issues.

Our staff deal with these sensitively and with respect and field these to your representatives.

Apart from taking calls the workload is varied and includes complex tasks and time sensitive organising. Their contribution to the branch is essential to our smooth operation.

Also, thank you to our branch Community and Voluntary sector worker for all the organising and casework that she done over the past year.

The development and signing of recognition agreements with organisations has been a major achievement and helps to build positive industrial relations and greatly protects members.

The preventing of the threat of compulsory redundancy, and protecting workers at Edinburgh Leisure was another great success for our members and the union.

The coming year

The branch, its activists and its members have risen to the challenge of the pandemic. Ordinary people have responded to the extraordinary.

As a branch we will build on this experience.

• Challenging cuts

We will continue to challenge and highlight the negative impact of job losses and cuts.

Continued on page 11

continued from page 10

• **Members' health and wellbeing must be a priority**

The health and wellbeing of our members should be a priority for the employer. We will engage constructively with employers and elected members to ensure that this objective is met.

• **No compulsory redundancies**

Any deviation from the no compulsory redundancy pledge will immediately result in a ballot for industrial action.

• **Lobbying Scottish government for decent funding**

We will continue to lobby the

‘**The branch, its activists and its members have risen to the challenge of the pandemic. Ordinary people have responded to the extraordinary**’

Scottish Government for greater funding to local government and be proactive in our campaign work around this.

• **Building fair policies**

We will ensure that punitive policies and procedures are reviewed.

• **Supporting activists and involving members**

The development of self-

organised groups will be a priority

There will be assistance provided to shop steward conveners and all shop stewards and health and safety representative to enable them to build on the positive work that they have done on behalf of our members over the past year.

Our presence will continue to be more visible to members, and opportunities for members to engage in the processes of the union will be encouraged through the development of electronic meetings and other forms of digital communication.

Members will be encouraged and supported to become more active in the union.

Tom Connolly

Community, Voluntary and Related Sectors Report 2020

Membership grows and recognitions signed

The branch has over 1,600 members in the community and voluntary sector spread across various ALEOs, charities, voluntary and private employers.

Membership has continued to grow throughout the year as our members stepped up to the challenges that 2020 brought.

This last year has been a year like no other and our members have worked under the most extraordinary circumstances.

Finally, there has been some recognition of the key role public sector workers play in keeping our country running, and whilst it has been very difficult at times, I have been proud to be of support to many during these difficult times.

Lockdown brought a whole new set of issues to deal with; PPE, shielding, risk

assessments and furlough has meant keeping up to date with the government guidance was crucial but which at times has not always been easy.

‘**This last year has been a year like no other and our members have worked under the most extraordinary circumstances**’

Adapting to working from home and carrying out disciplinary hearings remotely, holding meetings online and only ever seeing work colleagues virtually has also been challenging but hopefully there is an end in sight with the vaccine.

Organising across this fragmented workforce has always been difficult but has

been even more so this year.

I did, however, successfully negotiate two new recognition agreements in COSLA and Canongate Youth and look forward to working more closely with both these employers in future.

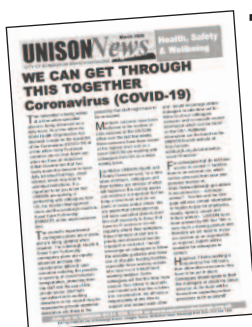
We continue to hold recognition agreements with Edinburgh Leisure, ELCAP, Foursquare, Garvald and SACRO.

I have regular communications with most of these employers and I would like to take this opportunity to thank the local shop stewards for their continuous support of members in their respective areas.



Amanda Kerr
CVRS organiser/
caseworker

Keeping members informed in newsletters and online



The branch has produced a host of publicity materials over the year, much dominated by the need to inform on Covid issues.

Twelve newsletters were issued by officers and staff on issues including Covid, flexitime, equalities, and specific employer issues (see them on the website). Thanks to the branch staff for their assistance in producing these.

Website

The branch's website is well used and over the calendar

year had over 33,000 visits.

The site is mobile friendly which is important when so many people now access the web on smartphones.

Social Media

It also makes integration with our Facebook and twitter accounts much easier and we are using those regularly to update members.

Social media is now the preferred entry point to the website by most members. We have 956 Facebook likes and 1,242 followers on Twitter.

The branch would

encourage more members to follow us on twitter

@unisonedin or 'like' us on Facebook @unisonedin because that's where you can get immediate news about any major issue.

It also helps if you register your email address with us which you can do on the website.

Media

We had good press and TV coverage on cuts and conditions issues, along with the campaign against staffless libraries and on health and social care issues.

Labour Link Report 2020

Taking UNISON policies into Labour Party



Kyle Bellamy
Acting Labour Link
Officer

As a result of the pandemic, the branch has been unable to hold a meeting to nominate a Labour Link officer and I have been doing what I can in an 'acting' capacity.

Scottish Labour MSPs have been tireless in crafting legislation that will make a huge difference to working people's lives: Monica Lennon's Period Products Bill and Daniel Johnson's Protection of Workers Bill, both of which recently passed in the Scottish Parliament.

With a Holyrood election fast approaching, these bills remind us of the importance of strong Labour representation.

At branch level, Labour Link activities have included participating in a meeting organised by Sarah Boyack MSP around Scottish Labour's 'it's time to care about care'

campaign. Our members were able to draw on their experiences to take part in discussion around the importance of returning provision of care to the public sector, how care can be funded and the impact of benefit changes on care users in order to inform Scottish Labour policy.

We also set up a meeting with the council's Scottish Labour Group to discuss UNISON's response to CEC's flexi-time proposals.

Nationally, Labour Link Scotland organised a Black Lives Matter rally in October as part of Black History Month, which we publicised to our Labour Link contributors.

Speakers included Glasgow Labour councillor Soryia Siddique, who represents one of the most diverse wards in Scotland, and Professor Emeritus Geoff Palmer, the first black professor in Scotland, who has been

instrumental in the campaign to put plaques on statues of those involved in the slave trade to explain those links.

Events like this are open to all UNISON members who contribute to the Labour Link element of the Political Fund.

Kyle Bellamy
UNISON Labour Link

About the political fund

To take part in political activity unions have to maintain a separate political fund.

In UNISON you can choose to opt-in to the Labour Link or the Campaign Fund or both.

The Campaign Fund is not affiliated to any political party and is used to support local campaigns, to give a boost to the union's national political campaigns and pay for political advertising.

The Labour Link works directly within the Labour Party to take UNISON's policies into the heart of the party.

Providing much needed advice and financial help

Mike and Caroline would like to thank all our members who have worked tirelessly to provide services throughout the Covid-19 pandemic often putting their own lives at risk.

It has been a difficult year for all of us working in the public sector with little or no recognition as to the services we have provided.

We as welfare officers have continued to provide support to our members and their families, providing much needed advice and financial assistance where required.

This unique membership service, which no other trade union in local government provides, can include advice and support with regards to day to day living expenses including utility bills, council tax, rent and mortgage arrears and where necessary, providing emergency grants to put food on the table and keep homes warm.

We have processed

there
for you

supporting UNISON members
when life gets tough

emergency grants to members who have been furloughed, or who have ended up being off sick and their income being greatly reduced.

We have sent out numerous welfare applications to members who were seeking further financial assistance, although not all the applications forms were returned.

It would be good to get feedback from members who have received the form but not completed it, as we can assist in completing the form. All you need to do is contact either Mike or Caroline at the branch office on 0131 558 7488 and the support staff will give us your details.

As we have in the past, we continue to promote our

national charity UNISON 'there for you' and their small grant schemes of Winter Fuel and

School Uniform Grants, as well as promoting the other services that the charity can provide including free debt advice using UNISON's Debt Line.

We have sign-posted members to other welfare grant schemes and can provide our members with details of appropriate agencies who can provide a more specialized service.

Thank you to all the members of our branch for the kind donations they make to the Branch Welfare Fund every month, which continues to assist members in their most difficult of circumstances.



Caroline McLean
Welfare Officer



Mike Smith
Welfare Officer

Education Report 2020

Covid courses, supporting activists with online training

When the UK went into lockdown in March 2020, no one knew how long it would last. The one thing that would change was working arrangements for staff working on the frontline and at home.

Face to face training for our UNISON representatives was cancelled indefinitely, and a new programme of online training had to be put in place as a priority, especially health and safety training.

As a result of the schools opening in August 2020, two branch Covid-19 Health and Safety on-line training courses were organised as several members took on the role of new health and safety reps or

school contacts.

This was in line with a previous course which had taken place for frontline colleagues earlier in the year.

In October 2020, I took on the role of branch education officer and with the assistance of our office manager and Activist Education we set about putting a training programme in place for experienced and new representatives. The current UNISON training programme will run from January to June 2021, a new training schedule for later in the year will be announced in the coming weeks.

In conjunction with UNISON training, we have circulated a full programme of TUC and

STUC training, which I would encourage all our representatives to take part in, and we have had many applications, which is good for the branch.

We have also been promoting the Edinburgh TUC, National and Scottish Hazards discussion events relating to all workplace issues and I have been active in many of these.

In addition to the above, I have undertaken further training courses run by the Health and Safety Executive, Safety and Health Practitioners and Institute of Occupational Safety and Health (IOSH).



Ian Mullen
Education Officer

Biggest net increase in membership since 2015

The branch recruited 865 new members in 2020, and while slightly less than last year, with increased retention it means the biggest net increase since 2015.

Had it not been for the transfer of 180 members from Edinburgh College to the new Scottish FE branch in October 2019, we would have seen the biggest yearly net increase in members since 2006.

The biggest increase this year is in the Voluntary and Community Sector (+193). This reflects our organisation in that sector and no doubt the realisation that UNISON has stood up strongly for these members, many working in care settings, during the pandemic.

The strength of the union lies in the power of its membership and it is in every member's interests to encourage colleagues to join.

Membership at 31 December 2020

Some figures are affected by transfers between departments

| Department | 31/12/2019 | 31/12/2020 | Var |
|----------------------------------|--------------|------------------------|-------------|
| Associated Bodies | 70 | 63 | -7 |
| Chief Executive | 33 | 34 | +1 |
| Communities & Families | 2,296 | 2,372 | +77 |
| Edinburgh Leisure | 95 | 109 | +14 |
| Health & Social Care | 1,351 | 1,300 | -51 |
| Lothian Valuation Joint Brd | 54 | 52 | -2 |
| Place | 742 | 733 | -9 |
| Resources | 894 | 850 | -44 |
| Comm & Voluntary Sector | 1,264 | 1,457 | +193 |
| Unallocated | 31 | 13 | -18 |
| TOTAL | 6,830 | 6,984 | +154 |
| Student | 0 | 0 | 0 |
| Unemployed | 12 | 17 | +5 |
| Retired Members | 1,199 | 1,185 | -15 |
| TOTAL | 8,041 | 8,186 | +143 |
| Recruited 1/1/20 – 31/1/20 = 865 | | Officially resigned 67 | |

Affiliations 2020

Paid in 2020

Cuba Solidarity Campaign
Edinburgh TUC
Justice for Colombia
Labour Research
LRD Workplace Reports
Midlothian TUC
Nicaragua Solidarity Campaign

Awaiting renewal notice

ACTSA
ACTSA Scotland
Campaign for Press and Broadcasting Freedom
Trade Union Friends of Bhopal
Scottish Pensioners Forum
MENA Solidarity Network
People's Assembly Scotland
Scottish Venezuela Solidarity
Scottish Palestine Solidarity Campaign
Labour Behind the Label

Proportionality and Fair Representation Audit 2020

1. Women in branch

**Figures in brackets show 2019 figures.*

| Branch | Branch Committee | Officers | Stewards |
|-----------|------------------|-----------|-----------|
| 70% (70%) | 36% (38%) | 40% (33%) | 43% (43%) |

2. Branch Committee Breakdown

% of Women in membership = 70% (70%)

% of Women among delegates to Branch Committee = 36% (38%)

3. Department numbers at 31/12/20 (% women)

| | |
|--|---|
| Chief Executive (60%) Female 22 Male 12 Other 3 | Lothian Valuation Joint Board (50%) Female 26 Male 24 Other 2 |
| Communities & Families (83%) Female 1,944 Male 386 Other 4 | Place (28%) Female 206 Male 516 Other 9 |
| Edinburgh Leisure (43%) Female 47 Male 59 Other 3 | Resources (65%) Female 553 Male 284 Other 12 |
| Health & Social Care (79%) Female 1,028 Male 253 Other 17 | Community & Voluntary Sector (71%) Female 1,030 Male 370 Other 56 |

Branch Committee Attendances 2020

Due to Covid restrictions, branch committees were suspended between March and October 2020 and so meaningful attendances cannot be published this year.

Agenda Item 10 Rule and Standing Order Changes - AGM 2021

The full Branch Rules are available at
unison-edinburgh.org.uk/about-us/branch-constitution-and-rules/

Changes to rules require a two-thirds majority of members voting across the total votes of the aggregate meetings.

1. Update branch constitution to reflect changes to organization of LGBT+ members

Proposed by Michael Richardson and Dean Williams (Resources)

Throughout the branch rules,

Replace all occurrences of “lesbian, gay, bisexual and transgender” with “lesbian, gay, bisexual and transgender plus (LGBT+)”

(This rule change reflects changes agreed at UNISON National Delegate Conference 2019 and to bring the branch in line with National Rules)

All changes should reflect the current capitalisations.

2. Update branch constitution with fully inclusive language

Proposed by Michael Richardson and Dean Williams (Resources)

Throughout the branch rules,

Replace all occurrences of “he/she” with “they”

Replace all occurrences of “she/he” with “they”

Replace all occurrences of “his/her” with “their”

Replace all occurrences of “him/her” with “them”

All changes should reflect the current capitalisations.

(This rule change calls on the branch constitution to be updated with fully inclusive language)

3. Rule C and H Shop Stewards Committee Meetings

Proposed by Place Shop Stewards Committee

In Rule C.2.1 Replace:

“Regular Shop Stewards Committee meetings will take place preferably monthly. Minutes and agendas will be issued to all Committee members at least 7 days prior to the meeting.”

With: “Regular Shop Stewards Committee meetings will take place preferably monthly. Action notes and agendas will be issued to all Committee members at least 7 days prior to the meeting.”

In Rule C.2.4 Replace:

“A copy of all minutes and agendas will be forwarded to the Branch Secretary.”

With: A copy of all action notes and agendas will be forwarded to the Branch Secretary.”

In Rule C.2.6 Replace:

“d) Ensure minutes are taken at Shop Stewards Committee meetings”

With: “d) Ensure an action note of key decisions and actions are taken at Shop Stewards Committee meetings”

Continued on Page 16

Continued from page 15

In Rule C.2.6 Replace:

“e) Forward copy of all relevant minutes and agendas to Branch Secretary”

With: “e) Forward copy of all action notes and agendas to Branch Secretary”

In Rule H.20 Replace: “in the case of a nomination from quorate shop stewards committee, health and safety sub-committee or self-organised group, the

signature of the convenor or chair of that committee with a copy of the relevant minute.”

With: “in the case of a nomination from a quorate shop stewards’ committee, health and safety sub-committee or self-organised group, the signature of the convenor or chair of that committee with a copy of the relevant minute or action note.”

4. To create the following posts within the structure of the Branch

Proposed by Branch Committee

To reflect the change in the National Rules (G 4.1.1) that the Branch have a “Women’s Officer (who must be a woman)” by having an officer to develop and support each of the self-organising groups, and to formalise the post of Environmental Officer to reflect the importance of this to our members.

Rule E.23 “23. Other Officers The Branch may appoint other officers from time to time as it thinks fit, for example Women’s Officer, etc.”

to be replaced with:

“23. Women’s Officer

- a) The postholder must be a Woman
- b) Under the responsibility of the Equalities Sub Committee to develop and co-ordinate women’s activities in the Branch in line with national and Scottish guidelines as issued.
- c) Under the responsibility of the Branch Committee to facilitate the establishment and development of the self organised group for women, to work alongside their representatives to the Branch Committee and the Equalities Sub Committee, and act in support of the priorities and service conditions issues determined by that group
- d) To develop strategies for recruiting, retaining and involving women.
- e) To act as one of the Branch delegates to any approved UNISON or other Women’s

conferences etc.

24. Black Members Officer

- a) The postholder must be a black member
- b) Under the responsibility of the Equalities Sub Committee to develop co-ordinate Black Members’ activities in the Branch in line with national and Scottish guidelines as issued.
- c) Under the responsibility of the Branch Committee to facilitate the establishment and development of the self organised group for black members, to work alongside their representatives to the Branch Committee and the Equalities Sub Committee, and act in support of the priorities and service conditions issues determined by that group
- d) To develop strategies for recruiting, retaining and involving Black Members.
- e) To act as one of the Branch delegates to any approved UNISON or other Black Members’ conferences etc.

25. Disabled Members Officer

- a) The postholder must be a disabled member
- b) Under the responsibility of the Equalities Sub Committee to develop co-ordinate Disabled Members’ activities in the Branch in line with national and Scottish guidelines as issued.

Agenda Item 10 Rule and Standing Order Changes - AGM 2021

Continued from Page 16

c) Under the responsibility of the Branch Committee to facilitate the establishment and development of the self organised group for disabled members, to work alongside their representatives to the Branch Committee and the Equalities Sub Committee, and act in support of the priorities and service conditions issues determined by that group

d) To develop strategies for recruiting, retaining and involving disabled members.

e) To act as one of the Branch delegates to any approved UNISON or other disabled members' conferences etc.

26. LGBTQ+ Officer

a) The postholder must be a LGBTQ+ member

b) Under the responsibility of the Equalities Sub Committee to develop co-ordinate LGBTQ+ 's member's activities in the Branch in line with national and Scottish guidelines as issued.

c) Under the responsibility of the Branch Committee to facilitate the establishment and development of the self organised group for LGBTQ+ members, to work alongside their representatives to the Branch Committee and the Equalities Sub Committee, and act in support of the priorities and service conditions issues determined by that group

d) To develop strategies for recruiting,

retaining and involving LGBTQ+ Members.

e) To act as one of the Branch delegates to any approved UNISON or other LGBTQ+'s conferences etc.

27. Environment Officer

a) to raise and co-ordinate activities for the increase in members knowledge and understanding of Environmental issues

b) to keep the branch informed, via the Policy and Finance Committee, on Environmental issues.

28. Other Officers

The Branch may appoint other officers from time to time as it thinks fit."

And so these posts can be democratically elected by the members via the AGM

Section H 5 6)(s) "s) Other Branch Officers as may be decided by the branch " to be replaced with:

"(s) Women's Officer (who must be a woman)

(t) Black Members Officer (Who must be Black)

(u) Disabled Members Officer

(v) LGBTQ+ Officer

(w) Environment Officer

(x) Other Branch Officers as may be decided by the branch"

Agenda Item 11 Policy Motions - AGM 2021

Council Budget, Cuts, Redundancies (local)

1. Campaign against council cuts

Proposed by David Harrold and Tom Connolly (Communities and Families)

After years of austerity, this AGM believes that another round of cuts to City of Edinburgh's budget will be so longlasting and undermining that our essential services may never recover.

These essential services cannot be provided on the cheap, by cutting corners or letting experienced and knowledgeable staff go, they require investment. This AGM holds that any failure to ensure adequate staffing, back-up and resources will be to neglect the public we serve and undermine our professionalism.

Coronavirus and the subsequent lockdown showed us the importance of Council services that are bolstered by a dedicated and skilled workforce. Where would our elderly, infirm and vulnerable be without our care workers? Where would our children be without our school staff? What state would our streets be in without our refuse workers? This AGM knows their value and that of all within public service. It is time for those who govern us to also know your value and stand up for public services.

This AGM supports this motion and instructs the UNISON City of Edinburgh Branch Officers to:

- 1) Call upon City of Edinburgh Council Councillors and their Waverley Court officials to reconsider their planned budget cuts and to look at more creative ways to secure and build upon existing Council services.
- 2) Petition City of Edinburgh Council to provide proper investment for services and also call upon them to request emergency funding from the Scottish Government.
- 3) Reinforce UNISON's complete opposition to compulsory redundancies and the use or interpretation of any Council policy and procedure that would cause our members financial harm.
- 4) Organise and coordinate a campaign to oppose any instruction or decision that threatens job loss or financial detriment to Council.serviced by working in partnership with our members, with our sister trade unions and the public.

Pensions and Superannuation

2. Lothian Pension Fund – Time2Divest

Proposed by Ian MacDonald (Retired Member) and Tara McCarthy (Health and Social Care)

This branch notes that:

1. Unison nationally has a policy of support for the Boycott, Divestment and Sanctions campaign.
2. Unison Scotland jointly launched the TimetoDivest campaign in 2017 with Scottish Palestine Solidarity Campaign. This campaign targets the 11 local authority pension funds in Scotland that have investments in companies that support and profit from Israel's illegal occupation or are involved in the arms trade with Israel.
3. The UN Human Rights Council database, published in 2020 highlighted 112 companies deemed to be most involved in the illegal settlements, and the human rights violations that inevitably result from this.

4. Lothian Pension Fund has investment in 2 companies on the UN list, Bank Hapoalim and Booking Holdings as well as in a number of large arms companies that sell weapons to Israel.

The branch therefore resolves to:

1. Express support for the local TimetoDivest campaign to end such investments by Lothian Pension Fund
2. Publicise at regular intervals the letter writing campaign to councillors in the Lothians
3. Coordinate a meeting for TimetoDivest with Unison reps on the Pension Board in order to consider how they can influence the discussion on these unethical investment.

Branch Meetings

These are the supreme branch policy meetings and are open to all members.

Departmental Meetings

Open to all members in each department or sector and can mandate Shop Stewards Committees. Members mandate their own stewards via Workplace Meetings.

Branch Committee

Consists of about 40 members made up of branch officers, stewards elected from Departmental Committees and reps from self organised groups. Steward delegates are accountable to their Stewards' Committees. Structures ensure stewards outnumber officers.

The Committee meets monthly to deal with the running of the branch and oversees work of all other committees.

Delegations must meet proportionality (ie reflect the proportion of women in the membership) and fair representation.

Shop Stewards Committees

Made up of all stewards in each department. These deal with issues in your department and most have a Joint Consultative Structure through which they meet management regularly. They represent your views through workplace or departmental meetings and elect delegates to the branch committee.

Scottish Council

UNISON's Scottish forum of delegates from all branches. There are also specific structures for services like Local Government and Health.

National Conference

UNISON's supreme policy making body made up of delegates from branches. Also Conferences for each individual service (eg Local Government).

National Executive

Elected by ballot of all members on Regional constituencies (eg Scotland), and UK service constituencies like local government. Implements, interprets and sets policy between conferences. Members are lay officers who have jobs like the rest of us.

Self Organised Groups

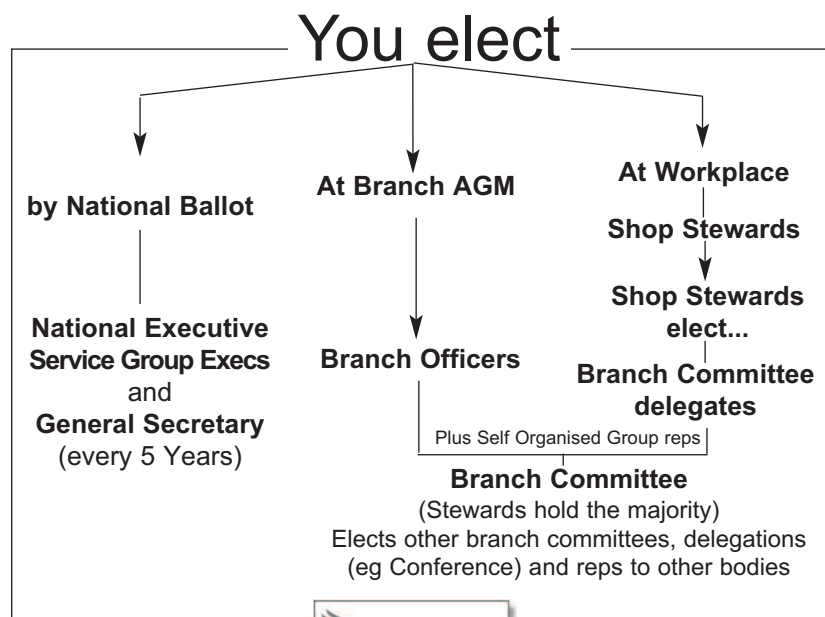
For structurally disadvantaged groups, eg Women's Group, Young Members, Black Members, Disabled Members, Lesbian, Gay, Bisexual and Transgender Members.

Making your VOTE COUNT

Here we outline broadly the current framework and the UNISON structure in which the branch works.

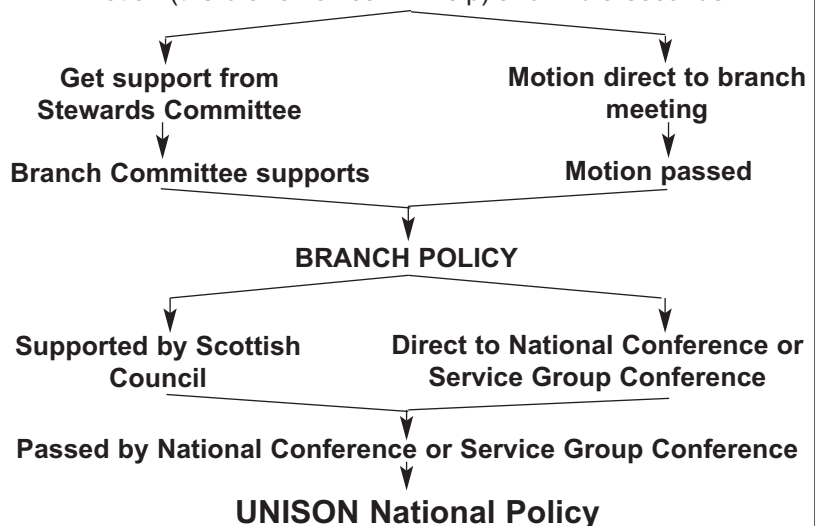
UNISON is a lay member led union with democratic structures at all levels. But these structures are no good unless members themselves exercise their right to use them.

The structures which branch members have set up will no doubt develop through experience to meet the branch's needs.



How you can make UNISON Policy

For example, you want UNISON to campaign for more leave
Discuss at your workplace, raise with your steward or draw up a motion (the branch office will help) and find a seconder.





Three simple ways to join UNISON today



Join online at
joinunison.org



Call us on
0800 171 2193



Ask your rep
for a form

You can also call 0131 558 7488 or download a form at
www.unison-edinburgh.org.uk

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