

AGM SURVIVAL GUIDE

Complete Guide to UCL UNISON's Annual General Meeting

**Make
your
VOICE
heard**

Inside this issue:

- AGM Agenda**
Page 4
- AGM Minutes**
Page 5
- Branch Officer Nominations;**
full list available
Page 6
- Nomination Form**
Page 7

UCL UNISON's Annual General Meeting (AGM)

We are pleased to
announce that our AGM
will take place on:

Wednesday
16th March
1-2.30 pm

At:

Lecture Theatre 106
Roberts Building
Torrington Place
WC1E 7JE

A Note From The Editors

Welcome to your special edition AGM Survival Guide. This edition is designed to make your Annual General Meeting more accessible and easy to understand and we hope this will encourage you to attend our most important meeting of the year.

You will find lots of important information enclosed together with news and activities related to our branch. We hope you will take the time to read all of the information and articles here as some of it is very important and we ask you to please read this edition carefully.

Your Survival Guide is an important document and provides much of the information that will be needed at the AGM so please look after your copy and bring it along to the AGM with you.

If you have any comments or suggestions on how to improve the design, layout, what information is included or how it is presented for future editions, we would appreciate your feedback.

We can be contacted via e-mail; **unison@ucl.ac.uk**

UNInews is our monthly UNISON branch newsletter and is central to how we communicate with YOU, the membership so if you have any articles, letters or issues that concern you, please send them through to us and have your say.

Contributions to UNInews are made by many different people in the union and we welcome all contributions. Without articles or information there would be no newsletter so please do contact us. We would like to express my thanks and gratitude to all of those who put in so much time and effort in contributing to the articles, producing, publishing and distributing UNInews.

If you are interested in becoming involved in publicity and have access to e-mail, please do not hesitate to contact us.



Table of Contents

Page 3

A note from the Editors	Page 2
Table of Contents	Page 3
Agenda	Page 4
Minutes of the last AGM	Page 5
Branch Officer Nominations received	Page 6
Nomination Form	Page 7
Annual Report	Pages 8-12
Officer Reports	Pages 13-15
Branch Assessment Objectives	Page 16
Recruit a Member Form	Page 17
Membership Form	Page 18
Who's Who in UCL UNISON	Page 20

Welcome to all Members

AGENDA

1. Apologies
2. Minutes of the last AGM
3. Matters Arising
4. Written Reports from Branch Officers
and Branch Committee - questions
from floor
5. Election of Branch Officers
6. Ratification of Shop Stewards
7. Election of Safety Reps
8. Election of delegates to internal and
external bodies :-
9. Branch Assessment
10. Rule change proposal - BL
11. March on March 26th
12. Institutional Racism
Working Group
13. Any Other Business

Safety Committee (2)

Equal Opportunities Committee (2)

Regional Higher Education Committee
(2 – must be at least 1 woman,
preferably 1 manual grade)

Regional Council (2– must be at least 1
woman, preferably 1 manual grade)

Joint Union Committee (2)

Close of Meeting - Thank you for attending

**Minutes of UCL UNISON
Annual General Meeting
Wednesday 17th March 2010, Haldane Room,
Wilkins building 6.00pm-7.30pm**

Present: Bill Lehm (Chair) (BL), Makeba Adero (Secretary) (MA), Maria Cotera (MC), Sarah Alleemudder (SA), Roy Capleton (RC), Oliver Thomas (OT), Helen Fullerton (HF), Stephanie Smith (SS), Molly Cooper (MoC), Simon Wigley (SW), Ann Smith (AS), Tim Purkiss (TP), Martin Simukai (MS), Ellenor Hutson (EH), Jane Ferrie(JF)

1. Apologies: Andre Burbidge, Wendy Biggin

2. Minutes of the last AGM passed 8, abstentions 3

3. Matters arising

Bill Martin has resigned from the role of assistant branch secretary, for personal reasons. Anne Tucker is no longer disability officer.

4. Written reports from Branch Officers

No questions were asked.

5. Election of the branch officers (ADDITIONAL TO THOSE LISTED IN THE NEWSLETTER)

Nomination of Martin Simukai as Branch Welfare Officer

In favour 9 Absentions 0 Objections 0

Nomination of Lifelong Learning Officer - Tim Purkiss

In favour 9 Absentions 0 Objections 0

Nomination of Lifelong Learning Officer - Roy Capleton

In favour 9 Absentions 0 Objections 0

6. Ratification of Shop Stewards - none ratified

7. Election of Safety Reps - none elected

Guest speakers

Barry Blinko HE SGE of University of Westminster, who gave an update on the Higher Education sector pay situation.

Gloria Foran of UNISON Regional office, National Officer Disability Policy, who gave a talk on the Fit Note policy which is due to take effect from April 2010.

8. Election of delegates to internal and external bodies

Nomination to Regional Higher Education Committee – Nomination of Martin Simukai

In favour 8 Absentions 0 Objections 0

Nomination to Regional Higher Education Committee – Nomination of Helen Fullerton

In favour 8 Absentions 0 Objections 0

Nomination of Regional Council Officer – Simon Wigley (nominated by Sarah Alleemudder and seconded by Helen Fullerton)

In favour 8 Absentions 0 Objections 0

9. Core Branch Rules (written 2009) members were asked to contact committee members if they had any questions.

10. Proposals

It was proposed that 2 General Members meetings should take place in the evening and 2 at lunch time and that meetings should take place offsite from time to time. The meeting on Weds 9th June, is a lunchtime meeting 1-2 (lunch provided) in the Haldane Room. The General Members meeting that is taking place on Wednesday 8th September will take place at LHSTM. Members will be asked whether they prefer a lunch time or evening meeting via the newsletter.

11. Any other business

UCL UNISON branch assessment objectives were decided, after an assessment by Regional office.

Meeting concluded 7.30pm

ANNUAL GENERAL MEETING - Wednesday 16 March 2011

I hereby nominate(nominees name)

For the post of(see below for posts)

I confirm I have spoken to the member and she/he is willing to be considered for election

Proposed by(must be current UNISON Member)

Department

Seconded by(must be current UNISON Member)

Department

I accept the above nomination

Signed.....(nominees signature)

Date

Nominees Full Name.....

Department.....

Address.....

Telephone Number.....Internal extension.....

Email Address.....

Please Note: You must be a fully paid up member for at least 13 weeks in order to nominate or stand

Officer Posts:

(alphabetical order)

- Assistant branch secretary
- Branch secretary
- Black members officer
- Black members secretary
- Black members convenor
- Chair
- Disabilities officer
- Education officer
- Entertainments officer
- Equalities officer

- Health and safety officer
- International officer
- Manual staff officer
- Membership secretary
- Minutes secretary
- Lesbian, gay, bisexual and transgender officer
- Publicity officer
- Recruitment Officer
- Retired members officer
- Treasurer
- Vice-chair
- Welfare officer

- Women's officer
- Young person's officer

additional posts:

- Committee of equal opportunities X2
- Regional higher education committee X2
- Regional council X2
- Safety committee X2
- Shared conference delegates X2

“CELEBRATING OUR ACHIEVEMENTS”

UCL UNISON ANNUAL REPORT 2010/11

Our annual report focuses on the work the branch has carried out during 2010.

Sections Include:-

- | | | |
|---------------------------------------|---|-----------------------------------|
| * Branch Secretary | * Recruiting and organising | * Improving the branch |
| * Foreword | * Supporting our members at work | * Getting involved |
| * Building an organised branch | * Campaigning and policy | * Getting the basics right |

Branch Secretary's Report 2010-11

The most important news for the coming year is that there are likely to be fewer redundancies than there have been in the past few years. This is because UCL has to save or raise £10 million, which is a tiny part of the overall budget of £420 million. The money is being found through fund raising activities such as increasing overseas students fees by up to 12.5%. Some divisions will still be restructured but these will not be done for cost cutting reasons although some money may be saved through them. Estates and Facilities Division are in the second phase of a three phase restructuring at the moment and Information Systems Division will enter the second phase of their pretty soon. The Faculty of Biological Sciences is to be split into four separate faculties: Neuroscience and Behaviour, Life Sciences, Biomedical Sciences, and Population Health. But, however many redundancies are made, there always seems to be an average of 8,500 employees (and 23,000 students) at UCL.

The main refectory is going through a restructuring at the moment and their staff, even though employed by Chartwells, a division of Sodhexo, rather than directly by UCL, are members of our branch. The proposal there is that most of the staff now working 52 weeks per year will in future only be needed for 40 weeks per year, e.g. just in term time. This proposal is being contested by Greater London Region officers who are supporting them.

The branch has been involved in the London Living Wage campaign with our sister branches in the other Bloomsbury colleges (Birkbeck, Senate House, SOAS and the Institute of Education – London School of Hygiene and Tropical Medicine is part of UCL Branch although it is not part of UCL) and with students at UCL. Soon, almost all manual staff at UCL including those employed by outside companies will be earning at least the London Living Wage but the companies are making staff savings in other ways to make up for paying it.

The Branch has a new website put together by our Communications Officer, Makeba Adero, and you can find information on it about restructuring, redeployment and redundancy, health and safety, bullying, The Equalities Act and contact details for your reps and officers. Most Branch officer posts are filled at the moment but we could still do with an International Officer, a Young Members' Officer and an OGBT Officer. At a two day training event earlier this year 14 members were accredited or their accreditations were updated to be able to represent members in disciplinaries, grievances and other procedures. We have about 20 members able to do this now.

I'm pleased to say that the branch has had delegates at the National Conference, the Higher Education Conference and the Black Members Conference this year. We like to encourage all members to attend conferences to see for yourselves how the union is run at the national level. If you would like further details please contact the branch at unison@ucl.ac.uk

The main thing that we have all been aware of this year is the change of government and the sweeping cuts made in all public services including cuts to the Higher Education budget and the increase in student fees to cover that cut (which it won't). You will also have noticed cuts in your local authority services and increasing food, fuel and everything else price rises. Join us on what will be the biggest march in years to protest against these cuts. We will be meeting up at Temple tube station at 10.30 on Saturday 26 March and going from there to Hyde Park where there will be a rally. It will have a serious purpose but it should be great fun.

Branch Chair report 2010-2011

The role of branch chair consists of much more than chairing meetings, and can be a thankless task. I was pleased that Makeba Adero was elected as vice chair. For me the attraction of trade union participation is that everyone is (or should be) there on an equal basis – it is not the same as, say, representing your department on a management committee. It is important to remember that the hierarchical distinctions of the workplace don't apply. While you may think of, say, the branch secretary as being "in charge", they certainly aren't the union equivalent of your boss.

We were still struggling with unfilled branch positions, but I am pleased to report that Molly Cooper will be standing for Women's Officer at the AGM; and Jacqui Sheehan as Disabilities Officer. At the time of writing we still need nominees for Young Persons Officer, International Officer and Assistant Branch Secretary.

In June we held a successful "Day of dissent" in the front quad at UCL, with refreshment supplied by LSHTM refectory, the only in-house catering service in the University. Having a visible presence has encouraged members to get involved in campaigns and stand for branch positions. Later in the year we joined students in the Front Quad in support of their occupation.

At the end of January, London Region held a refresher course for branch stewards at UCL which proved very useful and produced 3 new reps. Given the present economic climate, and with the current government, UNISON is keen to ensure that the accreditation of all its elected reps is up-to-date. Although many employers don't insist that union reps are accredited under the Employment Rights Act, we can't afford to take this chance or assume this will always be the case. The course was also useful in being able to interact with shop stewards who would normally be on night shift, and those working for private companies. The other objective was to get some ideas to feed into the branch assessment, which determines the strategic direction of the branch.

Finally, I am hoping to step down from the Branch Chair role within the next year. There are factors which limit my participation – e.g. as a member of LSHTM staff, I can't sit on any of the panels or Committees at which the branch negotiates with UCL management.

✧ **Foreword**

UNISON's members



UCL UNISON has approximately 626 members in UCL, LSHTM, Scolarest and the RVC. We are the recognised trade union for manual, clerical and secretarial staff. We also have within our membership, academic and senior administrator staff.

UCL UNISON's aims and objectives

1. Increasing recruitment and retention to build organisational strength and to maximise income.
2. Supporting members at work.
3. Providing effective campaigning and policy development to build UNISON's profile and influence.
4. Improving services to members.
5. Improving member participation.
6. Developing the union's infrastructure.



✧ **Recruiting and organising**

Recruiting and retaining more members

Nothing is more important to the union than recruitment and retention. It is our lifeblood and our future.

UNISON has recruited 41 in 2010 and lost 24 a net gain of 17 : for more details see Membership report

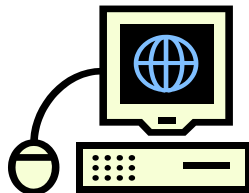
Building an organised branch

We know that the best way to build and sustain recruitment is to develop our branch organisation. Branches that are well-organised, focused on recruitment and functioning well on the ground will be branches which recruit and maintain membership. A negative side to branch organisation is that we are not represented in many areas including departments in outlying sites.

In areas where we do have reps they do not always get involved in the Committee. This weakens the branch as the general activity and organisation of the branch depends on involvement of lay activists.

Safety reps

The importance of Health & Safety cannot be underestimated in the union. Although UNISON has a number of safety reps, who by their nature have statutory rights to a number of things including time-off and rights inspect workplaces we are always in need of more volunteers



UCL UNISON WEBSITE

www.uclunison.org

UCL UNISON ANNUAL REPORT 2010/11 CONT...

Working for better pay and conditions

Successful pay negotiations on behalf of members are probably the single area of UNISON work our members would consider most important.



Representing all our members

One of the most important areas of UCL UNISON's work is advice and representation.



We have seen our casework rise in the past year due to disciplinary's, appeals, grievances, and sickness absence reviews. This is on top of the almost daily informal meetings with members and management to try and resolve problems informally. This work is being dealt with by only a few members of the committee and is a great burden on these representatives.

Facility Time and Time-Off

UCL UNISON has been offered additional facility time for the purpose of dealing with reorganisations



Supporting our members at work

Supporting members at work is not just about pay or terms and conditions. It is about making sure they have access to the information, support and assistance that can change working lives. We have attempted to do this with regular publication of newsletter, e-mail notifications and updating of web site:- www.uclunison.org

Learning in the workplace

The establishment of the role of union learning rep/lifelong learning adviser as champions for

learning has opened up a new route into trade union activity for key sectors of the membership currently under-represented as activists - most notably women, part-time workers and black workers. It is important that UCL UNISON increases its numbers of learning reps.



Negotiating for equality

UCL UNISON has been active in promoting the equality agenda. We have been involved in consultation on age discrimination regulations, Disability Equality Scheme and the Gender Equality Scheme, to name a few.

UCL UNISON Womens Group



The Women Members Group is not currently active but the Branch is planning a re-launch in 2010. Women members interested in participating in a reformed Women Members Group should contact the Branch Equalities Officer.

UCL UNISON Black and Minority Ethnic Members Group

UNISON Black and Minority Ethnic Members Group has continued to function in 2008/2009 despite some setbacks involving turnover of key activists in the group some of whom have either left UCL or UNISON.

This group has had a very important role to play and continues to do so because of the Race Relations Act and the obligations of the employer in terms of monitoring disciplinary's, grievances, appraisals and recruitment. UCL UNISON BMEG has representation on key UCL Committees which includes the Committee for Equal Opportunities and the Human Resource Policy Review Group which monitors the implementation of the UCL Race Equality Policy.

UCL UNISON LGBT Group

If you are interested in setting up or participating in a UCL UNISON LGBT members group please contact the branch

Campaigning and policy Campaigning for better working lives

Political campaigning in UNISON

UCL UNISON has not really taken a definitive position on the political funding discussion although we have consistently voted at conference to allow funds to be used by other parties on top of the Labour Party.

Speaking in UNISON

This year, UCL UNISON has made rigorous efforts to ensure that we raise the union’s profile by adopting a coherent and powerful stance on issues affecting members



A clear focus to the union’s campaigning work reaped real rewards in improving the union’s profile and positioning UNISON within UCL as a key public services union.

We have improved the co-ordination of UNISON’s message in the branch with regular newsletter, e-mail updates, meetings and use of web site.

Improving our services

Keeping our members in touch

Making sure our members feel they have regular and appropriate contact with the union is key to keeping them in the union—and to encouraging new activists. Effective communication with members is central to our campaigning and recruitment work and making sure the union talks clearly, simply and directly at all times ensures that our voice is heard. We have improved communications with members, including re-vamping monthly newsletters.

Help from UCL UNISON



The branch has 2 mobile phones which are on call for emergencies in the working day as well as a union office with a telephone and voice mail. These have proved to be a very effective form of communication from members. We also have a voicemail service set up and remote access for the union e-mail account unison@ucl.ac.uk



Providing better Services. Your welfare at heart

UNISON Welfare, our registered charity, introduced a free debt advice service for members in partnership with FCL (Federated Credit Ltd.) including a UNISON-dedicated freephone number.



Personal Injury support

UCL UNISON have referred a number of members in personal injury claims and a number of these were successful.

Legal support

We have referred a number of cases in the year for assessment at employment tribunal (ET) to UNISON but have been disappointed that none of these requests have been granted.

Getting Involved

Involving members in our structures

UNISON has structures, rules and representational forums designed to ensure that every member’s voice can be heard. Reviewing and improving these is a key part of improving participation and enriching our democratic processes. One way to do this is by having workplace meetings and in some areas this has taken place. We now have quarterly branch meetings. However in all cases the attendance has been low. This is an area of disappointment for the branch committee as the union will only work effectively if members are involved in its day to day running.



We have also consistently sent members to conferences as either delegates or visitors. We sent members to both the National UNISON Conference and the National HE UNISON Conference. Members also attended the UNISON Welfare, Women’s and Black Members’ conference

Working to involve members

The task of improving member involvement and participation is very important to the branch and is always the subject of discussion. We have tried various methods, socials, campaigns, incentives and have in some areas had an element of success. However the branch falls below its desired aim and objectives in this area and we are always seeking to improve.

Getting the basics right

Managing our membership information

This has always been an issue for us as a branch and has not been helped by some of the inadequacies of the region. However, we have undergone a cleansing operation and there is now a good reporting structure to the Membership Secretary. Our records are now 95% correct with still room for improvement.

Treasurer report 2010 **Andre Burbidge**

The branch received £ 16 092 in subscription income for 2010, and a balance of £2 395 for 2008 and 2009. The level of income for 2010 was 18.5% of member subscriptions. On top of this we received £15 in retired member subscriptions (although two more retired members will be recorded in 2011 income) and £7 in investment income (a sign of the times ..)

The Conference expenditure includes National Delegate, BME Conference, Higher Education Conference and the Branch Seminar. The 2010 budget figure of £5000 was exceeded but approximate £ 700 of this relates to payment for accommodation at the 2011 BME Conference, which took place in January 2011.

The heading of other meetings relates mainly to branch members meetings and the 2010 AGM for which catering was provided. It has been difficult to predict numbers at these meetings, many of which have been poorly attended.

Publicity costs include paper and toner for Newsletter production, but also material costs for the Day of Dissent in June (A3 paper, placards etc.) and the Bloomsbury recruitment stall.

Donations included £200 to the UNISON President's Fund against Domestic Violence, something which affects many members. The affiliations include Abortion Rights and Cuba Solidarity.

The only equipment purchased was a shredder for the office but the Committee agreed that a portable computer would be purchased and this has been factored in for this year's spending plans.

There were surprisingly few claims on the Recruit a Member scheme, but this perhaps needs a re-launch

Communications Officer report 2010 **Makeba Adero**

In 2010 I continued work in the area of communication in the branch. As well as the regular newsletter we produced two Special Editions; one for our Recruitment Stalls and the other for the all important March on the 26th March. The branch website was redesigned to make it more informative for members, a resource where they could look up information local to the Branch. The website has a wealth of information about the work that the branch is involved in with UCL on matters such as the Environment and Health and Safety. I see it as my role to ensure that members have access to the information and resources that they need and it is my intention to ensure that this happens by working closely with the branch stewards and health and safety representatives. It would be great if members could contact me with ideas about what you would like to see on the site and in the newsletter.

Equality Officer Report 2010 **Sarah Alleemudder**

To be distributed at the AGM

Black & Minority Ethnic Group Officer report 2010

Oliver Thomas

To be distributed at the AGM

Eastman Dental Institute **Health and Safety Rep 2010** **Javed Khanzada**

Being the first health and safety union rep at Eastman has been quite a challenging experience. Initially there was some reaction from management who were unfamiliar with the regulations and from some staff who felt that their domains were being trespassed. Support from the branch secretary soon subdued any misconceptions on the management side and our members gave a sigh of relief that a Unison health and safety rep and shop steward was now on site.

Far from being a simple area of operation it turned out that the Eastman site is rather a complex area shared by NHS and UCL with contracted services provided by Interserve. Initially the demarcations were unclear but clarity was soon achieved and issues addressed. One notable Health safety issue addressed was the notorious uneven paving in the Eastman quad which was hazardous to disabled visitors and Eastman staff. Hazardous for many years this wasn't taken seriously and as a result of a Unison Health and safety rep repairs were soon expedited by the NHS. Some incidents investigated included the library entry laser scanner risk to the eye, unsafe window , a piece of lab equipment that nearly caught fire and chemical spray into the eye of a researcher. Regular inspections nipped hazards in the bud and were highlighted to management to help make Eastman a safer place of work.

Learning Representatives **Tim Purkiss & Roy Capleton**

We're hoping to get some formal Learning Reps training in the coming months and then aim to be doing more to organise and promote learning opportunities for UCL branch members. There are lots of organisations that can provide assistance and advice on learning - be they at UCL, in UNISON and the broader the Trade Union movement, or further afield - so we'll be looking to work with them to help make members aware of what's on offer.

MEMBERSHIP SECRETARY REPORT by Stephanie Smith (e-mail s.c.smith@ucl.ac.uk)
Monthly breakdown for the year 2010:

Month	Number Joined	Number Left (by notification)	Gain/ Loss
January	3	1	2
February	9	0	9
March	0	0	0
April	2	3	-1
May	5	2	3
June	1	0	1
July	2	4	-2
August	2	7	-5
September	8	7	1
October	2	0	2
November	5	0	5
December	2	0	2
Total:	41	24	17

Membership Figures

During the year 2010 we saw **41** members join and **17** members leave the branch. By the end of the year a total of **626** members were recorded on branch files.

Change of address or contact details

Members should be aware of the change of address form which can be found on the UNISON web page <http://www.unison.org.uk/help/changeofaddress.asp> Please use this form to notify us of any changes to your home or work address or any other details. Members can also contact me direct if they prefer with changes or complete the form in the branch newsletters.

Joining UNISON

A good time to join the union is when you first start employment. Although a good number of staff will agree with this and join up when they first start work, we still tend to see a number of staff joining when they are in trouble. UNISON offers a number of benefits which range from advice and help at work to help with other issues outside work (see our website for more details) - <http://www.uclunison.org/> So go ahead and encourage your fellow friends and work colleagues to join UNISON today!

Recruit a member Campaign

The branch continues to support the recruit a member campaign where members are able to get up to £10. This is a good way of getting members involved with helping to recruit new members to the branch. Well done to all those who introduced new members to the branch.

Leaving UCL

A big thanks to all of you who have notified me of staff who have left UNISON and UCL. This has been very useful to help keep the membership file as up to date. Please continue to return any newsletters back to the branch if a member has left your department or send me details of the member who has left by e-mail, post or telephone (see below for my contact details). Don't forget that you can continue your UNISON membership when move jobs or employment, go off for maternity leave or have retired. Please get in touch if you would like further details.

New membership application forms

Please continue to add my pre-address label to the back of membership application forms. This helps with the prompt process of new applications. Forms that are sent to the UNISON freepost address take several weeks longer to process compared to forms that are sent directly to me. We have also found in the past that forms that were sent to the freepost address did not get passed on to the membership secretary to add to our branch records.

Completed application forms should be sent to: **Stephanie Smith, UCL UNISON Membership Secretary,**

LSHTM report, 2010-11

The following issues or policies/procedures were discussed in the Joint Union Management Forum (JUMF):

Redeployment / end of contract procedures. All three unions welcomed the introduction of a redeployment procedure, coupled to software which alerts the staff member to suitable redeployment opportunities. However some members reported receiving incorrect advice shortly after implementation, more to do with end of contract procedures than redeployment itself.

Sickness Absence. The School's previous policy covered reporting procedures and the claiming of Statutory Sick pay. However it wasn't clear on how sickness absence would be managed, potentially leading to inconsistencies of approach. There had been an attempt some years earlier to apply a monitoring procedure to Central Services staff

The new policy proposed monitoring and review procedures and some changes to the reporting procedure. We successfully opposed the use of the Bradford Factor as a calculator to determine "trigger points". We made a number of other points and reached what we felt was the most favourable position we could under the circumstances; certainly more favourable than the 3 stage procedure at UCL, for example. Sickness monitoring remains a sensitive area however and members are advised to seek advice from the union should they be called to meetings. Shortly after implementation we did need to point out to one department that they had given incorrect information to staff which was based on the old procedure. Their document was immediately corrected and re-circulated.

The way employers deal with sickness absence remains a sensitive area and you are advised to contact your rep if you have any questions about the procedures and their implementation, or if you find yourself called to a review meeting.

Financial position (standing item)

While it has been clear that the School financial position is more robust than many of the other institutions, there have been concerns over cutbacks in certain specialist grants. It does seem likely that we will get increasing numbers of restructurings at LSHTM and indeed are currently in consultation over one of these

Pensions. The USS proposal to change to a Career Average scheme is a national issue. A key issue for UNISON is those members on USS-eligible grades who were previously in SAUL and the USS "exclusivity rule". The support staff unions nationally drafted a letter in response to the consultation which was also adapted locally. A joint meeting with Unite was held in response to some of these concerns

Appraisal / Performance management. This item wasn't discussed at JUMF, but we were invited to join an LSHTM Working Group, which met late January and is next due to meet in April. It is likely that the appraisal systems for both academic (AP) and non-academic (PSP) staff will be changed. UNISON has made it clear that we will oppose any move towards performance related pay. Further, our role is important as it appears we are the only union, indeed the only party on the group, which represents non-managerial grades.

The September branch meeting was held at LSHTM once more and members are beginning to feel more connected with the wider branch. I was pleased to see LSHTM colleagues at the December branch meeting.

A sad event during the year was the sudden and unexpected death of Dorothy Wright of the local UCU branch. I and many others had got to know Dorothy well, dating back to the start of Framework Agreement negotiations. She will be sadly missed

UCL UNISON BRANCH ASSESSMENT OBJECTIVES



Organising Objective 1

Recruitment and Organisation: address membership/steward ratio at employer/section level

Organising Target

Recruit 10 members to take on branch responsibilities, i.e. as officers, convenors, co-ordinators, shop stewards, reps and workplace contacts

Organising Objective 2

Recruitment and Organisation: increase membership density within each section

Organising Target

To get the contact details of trade union safety officers handed out at Health and Safety Inductions for new staff. Arrange a programme of stalls and drop-in advice sessions.

Organising Objective 3

Representation: ensure Branch has representatives engaged in local bargaining with employers

Organising Target

Establish a UNISON negotiations/policies review team. Set up regular Joint Consultative Committee meetings with management

Organising Objective 4

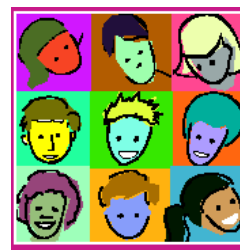
Participation: address discrepancies between the profiles of workforce membership, activists and branch officers

Organising Target

Recruit Learning Rep and Young Members Rep. Invite Speaker from Young Members Committee to AGM and invite non-members to attend.



STRONGER IN UNISON



Open to UCL UNISON Branch Members Only (including LSHTM and RVC). Please note Branch Committee Members are excluded from this scheme

Recruit A Member - Get A Tenner! Campaign 2010

Bonus Payment Claim Form

This form must be completed in full for the recruitment incentive payments (any partially completed forms will be returned). Please complete in capital letters.

Details of new member recruited

F

M

Name

Address

.....

Name of Department or workplace

Job

2. Details of recruiter

F

M

Name

Address

..... **Post Code**

Contact number or e-mail

Department or Workplace

Bonus Payment being claimed*(please tick appropriate box)

£10 First member recruited

£5 for subsequent new recruit

Confirmation Details

(To be completed by Branch Officer not the recruiter)

I confirm that the above new member has been recruited to this branch by the recruiter named above and that a completed application form has accompanied this claim form.

Name Date.....

Branch Officer Position.....

Signature

Please Return this form together with the **completed** UNISON application form to your workplace rep , steward, Branch Officer or Stephanie Smith, Department of Epidemiology, 1-19 Torrington Place, WC1

* Payment will be made after the first subscription is paid by the recruited member.

APPLICATION FORM *Join UNISON altogether a better union*



1. Your PERSONAL DE-

Please tick box below

Mrs	Ms	Miss	Mr	Other
-----	----	------	----	-------

First name	Other initial
------------	---------------

Surname/Family name	Date of birth
---------------------	---------------

Home address

National Insurance number (from your payslip)

□□□□□□□□

Please tick if you require materials in a different format (eg large print or Braille - Be sure to supply contact details below

Please give a telephone number/voice/text/email address for UNISON to contact you - indicate if work or home

Contact tel/voice/text/email

2. Your EMPLOYMENT DETAILS

Employer's name

Your job title/occupation

Department/section

Workplace name and address

Postcode

Payroll number (from your payslip)

PLEASE RETURN YOUR COMPLETED FORM TO:

**Stephanie Smith, c/o Epidemiology,
1-19 Torrington Place
London WC1E6BT**

3. WHAT YOU PAY – CURRENT RATES

Please tick the appropriate box for your earnings before deductions.

YOUR SUBSCRIPTION - WHAT YOU PAY

Weekly pay Band	Annual pay	per week	per month	
Up to £38.47	Up to £2,000	£0.30	£1.30	A
£38.48–£96.16	£2,001–£5,000	£0.81	£3.50	B
£96.17–£153.84	£5,001–£8,000	£1.22	£5.30	C
£153.85–£211.53	£8,001–£11,000	£1.52	£6.60	D
£211.54–£269.23	£11,001–£14,000	£1.81	£7.85	E
£269.24–£326.92	£14,001–£17,000	£2.24	£9.70	F
£326.93–£384.61	£17,001–£20,000	£2.65	£11.50	G
£384.62–£480.76	£20,001–£25,000	£3.23	£14.00	H
£480.77–£576.92	£25,001–£30,000	£3.98	£17.25	I
£576.93–£673.08	£30,001–£35,000	£4.68	£20.30	J
£673.08+	over £35,000	£5.19	£22.50	K

Please tick this box if you are a student member in full-time education

4. POLITICAL FUND

UNISON's **Affiliated Political Fund (APF)** is used to campaign for and promote UNISON policy and the need for quality public services within the Labour Party, locally and nationally, in Parliament and Europe. UNISON APF affiliates to the Labour Party.

UNISON's **General Political Fund (GPF)** is used to pay for campaigning at branch, regional and national levels of the union and for research and lobbying in Parliament and Europe. It is independent of support for any political party.

It is important that you indicate a choice of fund by ticking one of the boxes below. Your subscription shown above includes a political fund payment so you do not pay any more by being in one of

If you have been a member of a trade union before, please state which one:

The information provided by you shall be recorded by UNISON for statistical purposes and used for sending you UNISON publications, ballot forms and otherwise communicating with you. If you do **NOT** want any mailings from UNISON, besides those required by statute, please tick this box

.....

To keep you fully informed of the services we arrange for members we want you to receive details of benefits offered by or in conjunction with UNISON's affinity partners. The affinity partners are organisations with close links to UNISON that share our ambition to provide you with the best possible range of benefits. Under the Data Protection legislation we can only disclose your details to our affinity partners with your explicit consent. Therefore if you **WANT** to receive details of the full

5. YOUR AUTHORISATION

- I wish to join UNISON and accept its rules and constitution.
- I authorise deduction of UNISON subscriptions from my salary/wages at the rate determined by UNISON in accordance with its rules to be paid over to them on my behalf and
- I authorise my employer to provide information to UNISON to keep my records up to date
- I authorise deduction of the following Political Fund payment as part of my subscription: Tick one box only

Affiliated Political Fund **General Political Fund**

Now please sign and date below.

Signature Date.....

If you are interested in helping to form, or to participate in, a UCL UNISON women members' group, please contact Branch Equalities Officer, Sarah Alleemudder

The group would meet regularly to discuss equality issues related to women, e.g. maternity rights, equal pay, etc.

email: s.alleemudder@ucl.ac.uk
Phone: ext 24230 (020 7679 4230)



Calling on all Lesbian, Gay, Bisexual and Transgender members.....

If you are not "out" at work but would like to join an LGBT group, please send a note stating "LGBT" and give your contact details in the strictest of confidence to the UNISON Office in the internal mail.



UNISON Black & Ethnic Minority Members Group (BMEG)

The group's meetings usually take place once a month. The meetings are a friendly, informal Forum to discuss any issues affecting Black and Ethnic Minority Staff. Please contact Stephanie Smith if you are interested in being more involved in the BMEG. Telephone: Ext 45621 or s.smith@public-health.ucl.ac.uk

Wednesday 30th March 2011 8.30-9.00am	Physics Building, Room A17
Wednesday 27th April 2011 8.30-9.00am	Physics Building, Room A17
<i>Future dates to be confirmed</i>	

WHO'S WHO IN UCL UNISON BRANCH

Branch Officer Posts

Assistant Branch Secretary	VACANT
Black & Ethnic Group Officer (BMEG)	Oliver Thomas
BMEG Convenor	VACANT
BMEG Secretary	Stephanie Smith
Chair	Andre Burbidge
Communications Officer	Makeba Adero
Disabilities Officer	Jacqui Sheehan
Education Officer	Roy Capleton
Entertainments Officer	
Equality's Officer	Sarah Alleemudder
Health & Safety Officer	Bill Lehm
International Officer	
Manual Staff Convenor	VACANT
Membership Secretary	Stephanie Smith
Minutes Secretary	VACANT
Lesbian, Gay, Bisexual & Transgender Officer (LGBT)	VACANT
Retired Members Officer	Oliver Thomas
Recruitment Officer	VACANT
Secretary	Bill Lehm
Treasurer	Andre Burbidge
Vice Chair	Makeba Adero
Welfare	Martin Simukai
Womens Officer	Molly Cooper
Young Persons Officer	VACANT

Shop Stewards

Post	Alan Neary
Maintenance	Tim Lee
Security	Steve Lamb
Security	Antonio Sampaio
Refectory	Cosme Santos
Refectory	Arnaud Leudjou
Human Communication of Science	Sarah Alleemudder
Information Systems	Makeba Adero
Library Services	Bill Lehm
Lifelong Learning Officer	Roy Capleton
Lifelong Learning Officer	Tim Purkiss,
Residences	Yassin Benserghin
LSHTM	Andre Burbidge

Workplace Contacts

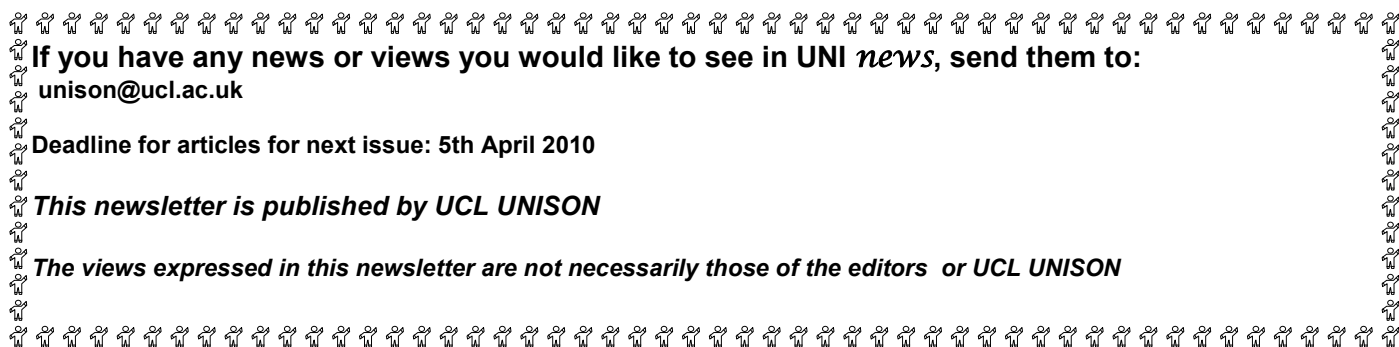
Institute of Orthopaedics	Michele Pannaman
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Safety Reps

Civil Engineering	Marie Parker
Library Services	Bill Lehm
HCS	Sarah Alleemudder

Accredited Learning Reps

HCS	Sarah Alleemudder
	Cristina Gardini


If you have any news or views you would like to see in UNI news, send them to:
unison@ucl.ac.uk
Deadline for articles for next issue: 5th April 2010
This newsletter is published by UCL UNISON
The views expressed in this newsletter are not necessarily those of the editors or UCL UNISON

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Join UNISON — Britain's biggest union to get your voice heard. From negotiating better pay and conditions to supporting you in cases of disciplinary or grievance issues, advice on health and safety or education and training, your UNISON branch is there to help you. Joining UNISON gives you access to a great range of membership benefits and offers too.
Join UNISON — altogether a better union.
To Join contact your local UNISON rep, e-mail; unison@ucl.ac.uk or telephone 020 7679 4888 (internal extension 24888) leaving your name, department and contact details
If you know someone who is interested in joining UNISON, please Pass UNI news or this slip on