

AGM SURVIVAL GUIDE

Complete Guide to UCL UNISON's Annual General Meeting

**Make
your
VOICE
heard**

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UCL UNISON's Annual General Meeting (AGM)

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

Wednesday
17th March
6-7.30 pm

At:

Haldane Room
Wilkins Building

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.



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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 :-
Safety Committee (2)
Equal Opportunities Committee (2)
Regional Higher Education Commit-
tee (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)
9. Core Branch Rules
10. Proposals
11. Any Other Business

Close of Meeting - Thank you for attending

Minutes of AGM, 12 March 2009

Minutes of UCL UNISON Annual General Meeting, Thursday 12 March 2009, Wilkins Old Refectory, 5.30-8.00 pm

Present: Andre Burbidge (Chair) (AB), Bill Lehm (BL), Bill Martin (BM), Maria Cotera (MC), Stevie Russel (SR), Solomon Egerton (SE), Pat Johnson (PJ), Oliver Thomas (OT), Sevelle Lewis (SL), Milton Sevilla (MS), Marie Parker (MP), Carol Blackburn (CB), Sarah Alleemudder (SA), Icina Shakes (IS), Helen Fullerton, Mike Smith (MS), Victor Lawal (VL), Stephanie Smith (SS), Makeba Adero (MA), Paola Stillone (PS), Michelle Pannaman (MiP) Meeting inquorate

Guest speakers: Jon Richards, UNISON National Officer; Daniel Peppiatt, UNISON Area Organiser

Jon gave update on national negotiations and associated matters ; Dan spoke about branch organisation and urged members to get involved

Apologies: Beth Shaw, Mick Cairns, Anna Nazareth, Wendy Biggin, Jane Ferrie. The Chair explained that Wendy Biggin had hoped to be at the AGM but had been delayed by unforeseen circumstances.

Minutes of 2008 AGM. In favour: 14, against: 0, abstentions: 3
AGREED. No

Matters arising. None.

Written reports from branch officers. Branch Secretary -outgoing (Wendy Biggin), Chair (AB), Treasurer (incl. accounts)(AB), Women's Officer(CB), health & Safety Officer (BL), BMEG, (OT)Equalities Officer (SA), Membership Secretary.(SS)

The chair thanked all officers for their reports and work Reports tabled formally. In favour: 18, against:0, abstentions:0 ACCEPTED

Election of Branch Officers. The following list was ratified at February Branch Committee

Assistant Branch Secretary: Bill Martin
Branch Secretary: Bill Lehm
Black Members Officer: Oliver Thomas
Black Members Secretary; Stephanie Smith
Chair: Andre Burbidge
Disabilities Officer: Ann Tucker
Entertainments Officer: Maria Cotera
Equalities Officer: Sarah Alleemudder
Health & Safety Officer: Bill Lehm
Membership Secretary : Stephanie Smith
Retired Members Officer: Oliver Thomas
Treasurer: Andre Burbidge
Womens Officer: Carol Blackburn

Proposed: BL, 2nd AB. In favour: 18, against:0, abstentions:0 CARRIED

Positions still vacant :Black Members Convenor, Education Officer, Manual Staff Officer, Minutes secretary, LGBT Officer, Recruitment Officer, Vice Chair, Welfare Officer, Young Person's Officer

Ratification of shop stewards. The following had been elected by site meeting/email vote: Helen Fullerton, Frank Sechere (Domestics) ; Arnaud Leujou, Cosme Santos (Refectory) ; Stephanie Woods (Archway/ Royal Free) ; Andre Burbidge (LSHTM).

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In favour: 16, against:0, abstentions:1 RATIFIED
The Chair noted that other section would need to hold meeting and notify committee, action: Assistant Branch Secretary

Election of Safety reps

Marie Parker, Civil Engineering
Makeba Adero, Learning Support
Andre Burbidge LSHTM

In favour: 18, against:0, abstentions:0

ELECTED

Delegates to external and internal bodies:

Safety Committee: Bill Lehm, Makeba Adero. Proposed AB, 2nd SS. In favour: 19, against:0,abstentions:0 CARRIED

Committee for Equal Opportunities: Sarah Alleemudder and either Women's Officer, Black Members Secretary or Disabled Members Officer. Proposed AB, 2nd: MP In favour: 19, against:0, abstentions:0 CARRIED

Regional Higher Education Committee: Helen Fullerton, Andre Burbidge. AB said he'd step down if others interested. Proposed OT, 2nd MP In favour: 19, against:0, abstentions: 0 CARRIED

Regional Council: Helen Fullerton, Andre Burbidge. AB said he'd step down if others interested. Proposed BM, 2nd BL. In favour:19, against:0, abstentions:0 CARRIED

Joint UNISON- HR Consultative Committee. It was proposed to continue with system of Branch Secretary/Chair, plus self organised group officer/member of at least one self organised group, preferably manual staff member. Proposed MC, 2nd BL. In favour: 19, against:0, abstentions:0 CARRIED

Motion 1. Proposal for linking Committee Membership with representation. Proposed Branch Committee. 2nd MP. In favour: 15, abstentions:4, against:0 CARRIED

Motion 2. Proposal for Branch Meetings to be held Quarterly. Proposed Branch Committee, 2nd SR. Members expressed some concerns that need may arise for more frequent meetings. The Chair noted that more frequent meetings could be arranged ; and that ordinary members could request to attend Committee Meeting.

The motion was put to vote without amendment. In favour: 14, against 3, abstentions:2 CARRIED

Any Other Business. The Chair thanked everyone for attending and paid tribute to Wendy Biggin for all her work for the Branch in different roles, most recently Branch Secretary. MP proposed formal vote of thanks, which was supported unanimously.

Meeting concluded 7.15 pm



UCL BRANCH AGM - BRANCH OFFICER NOMINATIONS

Anyone who is a fully paid up member for at least thirteen weeks can stand for an Officer's Post and, in order to ensure democracy and fair representation, we encourage sharing roles (this can also ease the workload on members).

Branch Officer Posts (in alphabetical order): ☆Membership Secretary Stephanie Smith

- | | |
|--|--|
| ☆Asst Branch Secretary (VACANT) | ☆Minutes secretary (VACANT) |
| ☆Branch Secretary Bill Lehm | ☆LGBT Officer (VACANT) |
| ☆Black members Officer Oliver Thomas | ☆Retired members officer Oliver Thomas |
| ☆Black Members Secretary Stephanie Smith | ☆Recruitment Officer Simon Wigley |
| ☆Black Members Convenor (VACANT) | ☆Treasurer Andre Burbidge |
| ☆Chair Andre Burbidge | ☆Vice-chair (VACANT) |
| ☆Communications Officer Makeba Adero | ☆Welfare Officer (VACANT) |
| ☆Disabilities Officer (VACANT) | ☆Women's Officer (VACANT) |
| ☆Education Officer (Roy Capleton) | ☆Young Person's Officer (VACANT) |
| ☆Entertainments Officer Maria Cotera | ☆Committee for Equal Opportunities X2 |
| ☆Equalities Officer Sarah Alleemudder | ☆Regional Higher Education Committee Helen Fullerton |
| ☆Health & Safety Officer Bill Lehm | ☆Regional Council Helen Fullerton |
| ☆International Officer Maria Cotera | ☆Safety Committee Bill Lehm |
| ☆Lifelong Learning Officer VACANT | ☆Shared Conference Delegates X2 |
| ☆Manual Staff Officer Cleveland Davis | |

Nominations can be submitted using the form on opposite page * or in person at the AGM. If you wish to object to any of the above nominations, you must do so in writing to the chair no later than March 17th. Objections will be presented at the AGM. The Officer will be informed and given the right to reply at the AGM.

Where no objections are raised and there is only one nomination the above list will be presented to be elected unopposed. UCL UNISON encourages job share of posts.

ANNUAL GENERAL MEETING - Wednesday 17 March 2010

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
You may submit nominations for more than 1 post - please photocopy this form
We welcome joint or shared nominations for Officer Posts*

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 2009/10

Our annual report focuses on the work the branch has carried out during 2009.

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 2009-10

The main thing on everyone's minds at UCL this year has been restructuring and redundancies. Many departments are being restructured in line with the need to cut 6% from the college budget and I have been to a number of meetings where the plans are introduced to the staff affected. These include the Institute of Orthopaedics at Stanmore, the Registry, The Petrie Museum, Museums and Collections, the Registry, Modern Languages, the Wellcome Institute for the History of Medicine and the Faculty of Life Sciences. There have been others and there will be still more. Estates and Facilities will not be affected so porters, cleaners and security staff are not at risk. The branch website has a guide to what to expect if you ever have to go through the process. Any member without access to the web can phone the UNISON office 020 7679 4888 or ext 24888, leave your request with your name and department and we'll print off a copy and send it to you.

Thanks to Makeba Adero, our new Communications Officer, the branch website has been revised and tidied up and it is a lot clearer and easier to navigate than it used to be. We hope that the you find the information provided on it useful. One of the things you'll see on there is our Green section. Last July I asked the Provost if he would put the Environmental Sustainable Steering Group on a more formal footing and to give it more power so that cost savings could be made on energy and waste rather than have so jobs lost. You might think this is far fetched but UCL spends very nearly one million pounds every year on energy and energy prices are rising so if that figure is cut substantially the pressure to make cuts in other areas will be reduced. The Provost agreed to what I asked and you will see very big changes in the way UCL is run with sustainability and carbon reduction having a far greater emphasis in the way UCL does things in the future. I hope branch members can play their part in this process as green champions or by helping to form green groups in their departments. These are growing up college wide and they are not confined to trade union members.

You voted overwhelmingly to accept the 0.5% pay award last year. There has been a prediction that pay rises this year will be 2% in the private sector and 0.9% in the public sector. This may or may not give us an indication of what to expect.

We have two new reps who have been trained to represent members: Makeba Adero and Simon Wigley. Makeba is also our Communications Officer and Simon is also our Recruitment Officer. Sarah Wright has agreed to be our workplace contact in the Institute of Child Health and Mick Cairns will do the same thing for Management Systems. Roy Capleton will be our new Learning Rep and Education Officer.

Javed Khanzada is our new Safety Rep at the Eastman Dental Institute and he is also one of our nine members of the standing panel of reps who sit on appeals panels. Also, for the first time ever, our shop stewards in Security have regular monthly meetings with their managers. If you want to help out the branch look at the courses page of our website. It will give you an idea of the range of things a UNISON Branch can do and you may find something you would like to get involved with. And, as above, any member without access to the web can phone the UNISON office 020 7679 4888 or ext 24888, leave your request with your name and department and we'll print off a copy and send it to you.

Many of the senior managers at UCL, especially in Estates and Facilities, who were in office this time last year have been replaced. The result is that many things are going to change. One of these is the way safety is managed. At the moment there is a Senior Management Team for Health and Safety and a Safety Committee but there is a proposal from the new Head of Safety Services that these two groups are merged into one. The negotiations are ongoing but the trade unions' main concerns are that we retain the rights we have under the law and that we are not expected to take on any executive roles. The new arrangement is expected to be in place by the start of the next academic year. The Stress Working Group was replaced by the Stress, Resilience and Well Being Committee (STRaW) and it is much more robust than its predecessor was. The results of the Staff Survey conducted last year have given it something to work with and respond to. You can see the Terms of Reference and access the minutes of the meetings of both these committees through the branch website. As above, any member without access to the web can phone the UNISON office 020 7679 4888 or ext 24888, leave your request with your name and department and we'll print off a copy and send it to you.

ANNUAL REPORT 2009/10 CONT...

* Foreword



UNISON's members

UCL UNISON has approximately 556 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 45 in 2009 and lost 15 a net gain of 30 : 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 ANNUAL REPORT 2009/10 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.



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.

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.

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.

Facility Time and Time-Off

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



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.

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

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.

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.



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.

Negotiating for equality

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 UNI-SON-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 2009 Andre Burbidge

Branch finances are in a healthy state with the total funding for the year being £15 709 (approx £1 309 per month, up from £1 200 last year). The accounts for the period are currently being audited and will be presented to the meeting, but it looks like there will be a surplus of income over expenditure for the period.

The branch has not yet replaced the laptop which was written off, but has received the funding to do so. I am liaising with the Communications Officer on this matter.

The branch attended the National Delegate Conference, National Women's Conference, Higher Education Conference and National Black Members' Conference. Delegates were disappointed that the Branch Seminar was oversubscribed and we were therefore unable to attend for the first time since 2001. A full refund was obtained

It is evident that we have been under-spending the last couple of year and I therefore propose a budget to try and address this and use branch resources more effectively as follows

Expected income for 2010: £ 15 800 (Jan-Dec)
Proposed expenditure

Newsletter/ other publicity: £1 000
Recruitment: £ 1 500
UNISON Conferences £ 5 000
Office equipment £ 2 000
Donations and affiliations £ 500
Self Organised Groups : £250
Local events £750
Other proposals: reduce current account balance to £ 15 000

Communications Officer report 2009 Makeba Adero

In 2009 I continued the work of my predecessors, improving communication in the branch through the monthly newsletter and web site and I am pleased to say that the new branch website was launched. The website has a wealth of information about the work that the branch is involved in with UCL, reports from our international officer and matters relating to the environment and welfare. 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, officers and workplace contacts. 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 2009 Sarah Alleemudder

2009 has seen a lot of changes at UCL. The Branch continues to address and get involved in equality issues so that members are well represented.

Together with a member with a disability, who was offered a job on the main campus, we managed to make UCL address the access issue to the North Cloisters by getting them to extend the handrail all the way down for people with mobility difficulties and not using wheelchairs. UCL applied for planning permission and has now implemented this adjustment. The Branch has two representatives on the Committee for Equal Opportunities, myself and Makeba Adero. We attend the meetings once a term and contribute to discussions on equality. I have attended and served on the Committee for a few years now and I would welcome another member to take over at the end of this year. The CEO receives reports from UCL equality groups and considers equal opportunity issues such as annual student data for students and recruitment data for staff.

The Equality Bill was introduced in April 2009 and should come into force in autumn 2010. Since the introduction, there have been many changes and one that particularly addresses selection and recruitment is that it makes it unlawful to ask applicants questions on disability and health before any job is offered except in prescribed circumstances. In July 2009, the Fawcett Society and UNISON called upon members of Parliament to support equal pay audits within the Equality Bill.

I must thank members of the committee who have provided advice when I have needed it and Officers from the Region who have helped enormously with negotiating and resolving cases. I hope to continue in my role for 2010/11 and to help members facing problems at work. Best wishes for 2010/11.

Black & Minority Ethnic Group Officer report 09 Oliver Thomas

The group continued to meet though out the year alternating the meetings each month between early mornings and lunch-times. The morning meetings are quite popular with members who start work early in the morning.

The group discussed and tackled issues relating to specific areas of work such as increase of work, decline in number of staff, the pay increase, increase of external contractors, redundancies.

The group held their social locally at an Indian restaurant on Drummond Street where 10 members attended.

The 2009 conference took place in Bristol. The group sent three members to the conference. Attending conference is a good way of meeting other branches and networking with other members. The group will continue where possible to send members to the annual conference. Hopefully 2010 will see more members attending our meetings.

MEMBERSHIP SECRETARY REPORT by Stephanie Smith (e-mail s.c.smith@ucl.ac.uk)
Monthly breakdown for the year 2009:

Month	Number Joined	Number Left (by notification)	Gain/ Loss
January	4	1	3
February	6	0	6
March	5	4	1
April	6	0	6
May	0	1	-1
June	2	0	2
July	0	3	-3
August	4	0	4
September	2	0	2
October	7	4	3
November	2	2	0
December	7	0	7
Total:	45	15	30

Membership Figures

During the year 2009 we saw **45** members join and **15** members leave the branch. By the end of the year a total of **612** 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. 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, C/o Dept of Epidemiology and Public Health, 1-19 Torrington Place, London WC1E 6BT**. The envelope can be sent via the college internal mail system. I am happy to send out pre-printed labels if required.

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

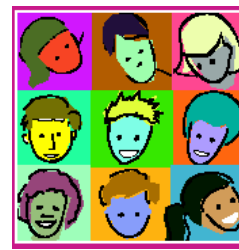
Participation: address discrepancies between the profiles of workforce membership, activists and branch officers

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

Please tick this box if you are a student member in full-time education (including student nurses or Modern Apprentices). Your subscription is £10 per

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

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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 31 st March 2010 8.30-9.00am	Physics Building, Room A17
Wednesday 28 th April 2010 1.00pm-2.00pm	(room to be arranged)
Wednesday 26 th May 2010 8.30-9.00am	Physics Building, Room A17
Wednesday 30 th June 2010 1.00pm-2.00pm	(room to be arranged)
Wednesday 28 th July 2010 8.30-9.00am	Physics Building, Room A17
Wednesday 25 th August 2010 1.00pm-2.00pm	(room to be arranged)
Wednesday 29 th September 2010 8.30-9.00am	Physics Building, Room A17
Wednesday 27 th October 2010 1.00pm-2.00pm	(room to be arranged)
Wednesday 24 th November 2010 8.30-9.00am	Physics Building, Room A17

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	VACANT
Education Officer	Roy Capleton
Entertainments Officer	Maria Cotera
Equality's Officer	Sarah Alleemudder
Health & Safety Officer	Bill Lehm
International Officer	Maria Cotera
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	Simon Wigley
Secretary	Bill Lehm
Treasurer	Andre Burbidge
Vice Chair	VACANT
Welfare	VACANT
Womens Officer	VACANT
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	VACANT
Residences	Yassin Benserghin
LSHTM	Andre Burbidge

Workplace Contacts

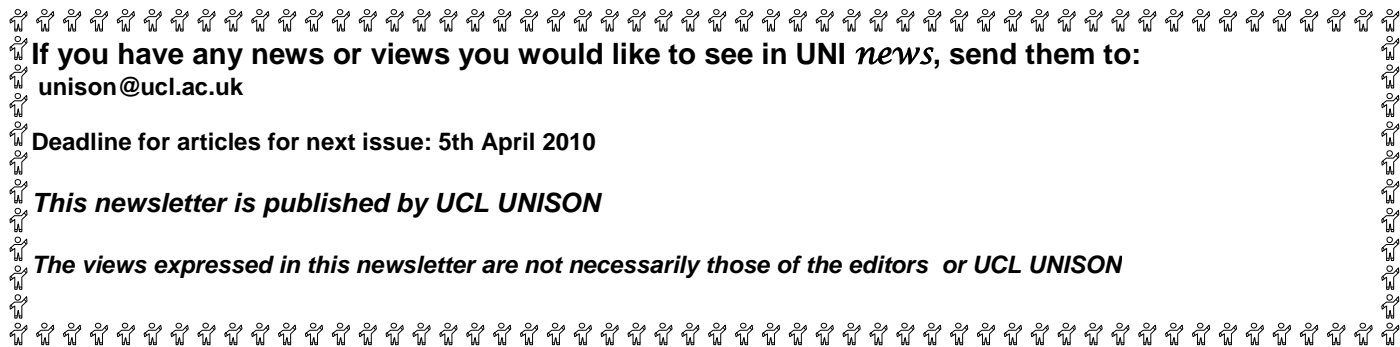
Institute of Orthopaedics	Michele Pannaman
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Safety Reps

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

Everybody needs a helping hand at work sometimes.
 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 to them or call the *UNISON* recruitment hotline on 0800 70 70 77