



Branch Secretary

BRIEFING

FOR BRANCH ACTIVISTS AND MEMBERS

November 2013

[Acts/Sue; Unite Membership Cards; Acts 2014 Calendar; Acts Application Form; Legal Services; Acts 2014 Key Dates; Fighting Fund Organisers; Domestic Abuse Policy; Occupational Health Wellbeing Survey; Pay 2014](#)

ACTS/SUE

A framework of issues, as circulated with the Branch Committee papers, that would guide the Branch Committee representatives in their discussions with SUE when discussing the potential creation of a single staff trade union, were agreed. Also agreed was the draft Joint Statement of Mutual Respect, also previously circulated to the Branch Committee, that I understand will be considered at the forthcoming SUE Executive meeting.

Unite Membership Cards

This is a reminder of the note that was issued after the previous Branch Committee. Existing membership cards expired at the end of August (for some reason!) and Unite has issued replacement ones. Therefore all members should have their new cards. Senior Stewards are asked to let members know this and if any member has still not yet received their new card then they should let the Membership Officer – Jackie Loudoun, GLR – know so that she can chase the matter up. Senior Stewards are also asked to remind their members that if they change home addresses then they need inform the Membership Officer so that their details can be updated.

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Acts 2014 Calendar

Copies of next year's Acts calendar are in the process of being printed. Copies of the calendar will be despatched directly to Senior Stewards who are asked to ensure that they are in turn swiftly distributed to their members. The calendars should also be prominently displayed on notice boards etc. Members should be asked to post them prominently at their desks. Senior Stewards should have sufficient copies of the calendar to allow them to provide each new member with one throughout the year.

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Acts Application Form

The Branch application form is being reprinted to reflect the recent change in Unite's subscription rates. **These will also be sent directly to Senior Stewards. A copy of the revised application form will also be posted on the Branch website and Senior Stewards will be advised when this is accessible.**

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Legal Services

A reminder to Senior Stewards that the copy of Unite's legal services leaflet that I sent out on 30 October should have been circulated to members. A reminder too that should any member

require a Compromise Agreement signing, this has to be processed via the Branch Secretary and that Unite does not pay the employer's cost of the member obtaining legal advice on the content of the Agreement. Further, no Branch representative has the authority nor is indemnified to sign off a member's Compromise Agreement. As you are likely to be aware anyone now pursuing an Employment Tribunal claim has to pay, up front, a Hearing Fee. If a member successfully obtains Unite's support for pursuing such a claim they will be required to sign a loan agreement for that amount with Unite. A reminder that any member who wishes to obtain Unite's support for an Employment Tribunal needs to submit their application & paperwork via the Branch Secretary.

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Acts 2014 key dates

Below is a list of the dates for 2014 for the Branch Committee & Branch Officer meetings, along with the date of the AGM & the dates associated with the significant points leading up to it. Please put the dates in your diary now! Senior Stewards are asked to draw the date of the AGM & the other AGM related dates to the attention of their members.

Branch Committee, Branch Officers & AGM - 2014 Dates

Schedule of 2014 dates

January 9 – *Branch Committee* & Branch Officers

February 27 – *Branch Committee*

March 21 – AGM Calling Notice issued

April 10 – *Branch Committee* & consideration of Rule Changes/Motions for submission to AGM

April 17 – Receipt of AGM Rule Changes/Motions & Nominations

April 18/21 – Easter

April 24 – AGM Preliminary Agenda issued

May 1 – Local elections

May 5 – Bank Holiday

May 26 – Bank Holiday

May 29 – *Branch Committee* & Branch Officers & Receipt of AGM Rule Changes/Motions Amendments

May 30 – AGM Final Agenda issued

June 16/20 – National Delegate Conference

June 26 – AGM & *Branch Committee*

July 17 – *Branch Committee*

August 25 – Bank Holiday

September 11 – *Branch Committee* & Branch Officers

October 30 – *Branch Committee*

December 4 – *Branch Committee*

December 25/26 – Bank Holidays

NB: all meeting dates fall on a Thursday

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Fighting Fund Organisers

A separate is being issued on what the Trade Union Side is doing in response to the employer's decision not to extend any existing FFO contracts until a formal review has been undertaken.

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Domestic Abuse Policy

It is anticipated that at the beginning of December the Trade Union Side will be in an position to consult upon a draft Policy. This will in turn be undertaken in this Branch through Constituencies.

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Occupational Health Wellbeing Survey

Senior Stewards are asked to remind their members of the need to complete the Survey which closes on this coming Friday, 8 November. I would draw your attention to the email that I issued on 22 October which explained what the survey was for and why it was important that we had a good response to it from staff.

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Pay 2014

It is hoped that negotiations on the 2014 pay claim can be concluded early in December to allow consultation on (presumably) a final offer to be undertaken in time for Constituencies to respond at the January Branch Committee meeting. If this goes to schedule then any new increases in pay could be paid in the February salaries.

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BRIEFING is intended to provide stewards and members of the branch with accurate and up to date information on branch policies and activities as well as details of external campaigns supported by the branch. It is sent to all branch activists who have a valid email address listed in the branch directory. Activists are encouraged to forward it to all of the members that they represent and to print off and display copies in the workplace. If you have any comments on the contents or problems receiving or reading them please email us feedback@uniteinacts.com

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