

**UNISON City of Edinburgh Local Government and
Related Sectors Branch**

Annual Report 2009

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Minutes of Branch Meetings - See Separate Document

Branch Officers 2009/2010

President: John Stevenson

Chair: Duncan Smith

V/Chair: Rose Jackson

Secretary: Agnes Petkevicius

Asst Secretary: Luke Henderson

Treasurer: Mike McCrossan/ John Stevenson

Equalities: Irene Stout

Health & Safety: Hugh Menzies/Lorraine Paterson:
Dave McConnell from July 2009

Service Conditions

Co-ordinator: Kevin Duguid

Convener (APT&C): John Ross

Convener (Manual): Walter Weir/Tam McKirdy

Convener (Craft): Walter Weir

Service Conditions Officers: Tom Connolly, Irene Stout/Jim Quinn, Agnes Petkevicius, Elaine Wishart.

Communications: John Stevenson

Recruitment/Membership Irene Heggie

Welfare Officer: Gillian Allan/ Mike Smith

International: Matthew Creighton

Education: Hugh MacDonald

Lifelong Learning: Ishbel Foster

Young Members: Gem Hogan/James Wilson

Auditors: A Bennett, S Mullen

PRESIDENT'S REPORT 2009

Public services must not pay for bankers' excesses

John Stevenson, Branch President

The last year has highlighted the need to have more 'political' and financial education for branch activists.

The complexity of issues like outsourcing and privatisation, budgets and the technicalities of local government finance mean that it is more important than ever that officers are equipped to challenge Council facts, figures and policies.

Politically, it has also been essential that activists understand that the 'cuts' solution is not the way to build out of a recession.

Public services have faced an onslaught in the media as if it were public service workers that had created the financial crisis rather than the excesses and greed of city profiteers.

That is why the Branch has tried to ensure that the arguments are made in the media as much as possible that public services are essential to building out of the recession and public service workers do not have cosy deals with huge bonuses and fringe benefits.

We have to continue the message that these services are provided by people. People like home carers, social workers, road workers, environmental staff and workers in trading standards, education, early years and public safety.

Some will be cut and some – like home carers – sold off to the lowest bidder paying even lower rates so they can take our taxes as profit.

We have also taken the argument to the politicians and that 'political lobbying' is an area we have to develop further across the whole union.

To that end, the Branch needs activists who are experts in their field and I urge people to get involved at whatever level they can - whether as a steward, a contact or a source of information for branch officers.

An example of what we can do with that expertise has been the widely welcomed Social Work Manifesto and the recent guide to Social Work Workload management and Supervision that I and other activists have contributed to at Scottish level.

I know it is an old chestnut to go on about workload but the last year has brought unprecedented challenges for officers and staff and my thanks go to them for rising to the challenge.

CHAIRPERSON'S REPORT 2009

Success depends on all of us acting together

Duncan Smith, Branch Chairperson

The Branch faces a number of very serious challenges this year. It seems there are threats to pay, service conditions, and job security that will affect most of us in one way or another.

Writing this in December I don't know how the final negotiations over Single Status will go but it seems likely that significant numbers of our members will be worse off. The point of the exercise was to address decades of pay discrimination against women workers but the actual outcome may result in some groups of women workers being poorer than before.

We have been told the Council claims it needs to save £93m over the next few years. This is a direct result of national cuts to public spending that have been made to finance the bail out of the banks. Unlike those fat cats whose decisions led to the Recession we, like other workers across the UK, are expected to pay the price.

That price may include a pay freeze, possible redundancies, working harder to cover for unfilled vacancies and the outsourcing of services. What does this mean for the Branch?

Well we can accept what management dishes out or we can organise to resist as best we can. The example of the recent successful strike by council refuse workers in Leeds, which was backed by UNISON nationally, shows that attacks on pay and conditions can be beaten.

Also we need to remind everyone that cuts in council employment won't help those in the private sector either as they depend on us spending our wages in their shops or rely on council contracts to keep their businesses afloat.

Organisationally there are signs that the Branch is in good shape. The monthly Branch Committees where workplace delegates from the departments meet with Branch Officers to agree the way forward have usually been well attended and important decisions have been taken after thorough discussion of the issues.

The decision to hold a series of local meetings to explain and find out what members thought about Single Status/Pay Modernisation was an important initiative in 2009 that raised the profile of the union and hopefully made it more relevant.

I chaired many of these consultation meetings in different venues across the city and members from a wide range of occupations came along. Engaging with members in this way was very productive and it brought home to me just what is at stake for many. However we need to tighten our organisation and recruit more members if we are to successfully resist. Many workplaces don't have stewards to represent them and that is still a major source of weakness. As lone individuals we are pretty powerless to alter the course of events. Success depends on all of us acting together and that is what the union is about. By taking part in the AGM you can help take the decisions and make the policy that will take us forward in 2010.

What you do counts. So please come to the AGM and make the union stronger.

SECRETARY'S REPORT 2009

Year on year - more challenging and difficult

AgnesPetkevicius, Branch Secretary

Déjà vu - 2008 was a difficult and challenging year for the branch and 2009 has proved to be even more challenging and difficult, with worse to come in 2010.

The main council wide issues that the branch have had to deal with in 2009 have been Modernising Pay, Budget Cuts ,the move towards Alternative Service

Delivery and ongoing reductions in Staffing levels with the possibility of compulsory redundancies in 2010.

Reviews and Cuts

In line with last year a number of major reviews have been carried out with the main aim still being to reduce costs as opposed to developing and improving the services. A great number of posts have gone as a result and whilst impact assessments have been asked for, no clear answers have been given about the services that have gone.

It is down to the hard work, commitment and flexibility of public sector workers, under extremely difficult circumstances, that have ensured the ongoing delivery of public services to a high standard within the council.

UNISON and its members have shown yet again the commitment to public services and this is reflected in our Million Voices for Change Public Works Campaign, which I would urge all members and others to join.

The current administration talk about “harsh decisions having to be made” but the priority here has to be about the quality of the services and who delivers them. “Services that protect, enrich and change lives.”

School closures are still high on the agenda, Westburn PS closed in July and four more schools are to be closed this year on the casting vote of the Lord Provost.

Pay

The 2.5% rise in April was the final stage of a two-year deal which was accepted reluctantly. It was better than expected when inflation dropped to 1%.

Nevertheless, it still did not make up for years of falling behind and next year's claim for 3% or £600 and a minimum wage of £7 per hour plans to address that.

Pensions

Changes to the pension scheme were implemented in April 2009. Throughout the year there have been ongoing attacks on public sector pensions, which are totally unjustified. What we need to bear in mind, is that the average pension paid out is less than £4,000 - certainly not 'gilt edged' as some of the reports have stated. In fact a motion was passed at National Conference this year with a strategy to protect our pensions.

Involvement at Scottish and National Level

Once again the branch has been actively involved both at a Scottish Level (via Scottish Council and Local Government Conferences) and at National Conference.

We have a number of officers who have been elected to various committees: John Stevenson, Rose Jackson and Irene Stout - Scottish Committee, John Stevenson - Campaigns and Communication Committee, Irene Stout, John Ross - Local Government Committee and Matthew Crighton - International Committee, where he has been heavily involved in organising the St Andrews Day March and The Wave. Gem Hogan, Young Members Officer has also been involved in a number of events organised by the Young Members Committee.

A number of delegates from the branch also spoke at this year's National Delegates Conference - Elaine Wishart on Domestic Abuse, Kevin Duguid - Climate

Change, Marilyn Tweedie - Care Homes and I spoke on pensions.

Branch Office

Throughout the year the branch office staff, Support Officer Monica Niven and Support Assistants, Nicola Lee, Eileen Thomson and Julie Finlay have worked hard dealing with the day to day business of the office but also with all the additional work generated by the issues we have had to deal with as a branch. Many thanks for all their hard work. Déjà vu - we are still actively looking for new branch premises.

People

I will reiterate my message of last year re cooperation and team work being essential to the smooth and effective running of any organisation and that applies to the branch as well. 2010 will be a year where we really need to as a branch work together to ensure that we do our best for members and the public services that we deliver.

Thank you to all the stewards and officers who have worked hard over the last year and a particular thank you to those who have stepped down or retired. Rose Jackson - hope you are enjoying your retirement. To a very good friend who worked tirelessly for the Nursery Nurses and the branch Barbara Foubister, who I hasten to add, does not quite qualify for her bus pass yet.

SERVICE CONDITIONS REPORT 2009

Service Conditions: Single Status, reviews and over 200 members' cases

Kevin Duguid, Service Conditions Co-ordinator

This past year has seen the Service Conditions Team stretched to try to keep apace with the huge numbers of individual members' cases, reviews and of course the large Corporate issues of Single Status, Budget Cuts and Privatisation threats but by and large we have managed to do it.

SINGLE STATUS

The early part of the year was dominated by Single Status (Pay Modernisation!) discussions with some concessions won but not enough to make the Current Proposals ones which we could accept. We carried out one of the largest and most comprehensive consultation exercises ever done by the Branch, involving over 40 members meetings over a two month period and answering hundreds of phone and e-mail queries, and the view of the vast majority of members was that the proposals were too detrimental to too many people.

The other unions agreed with us and the Council were notified of our rejection of the proposals in late September. From then till now there has not been one meeting arranged to try to move matters forward despite the trade unions' willingness to meet. BUT NOW (literally as I write this) I have just received the Council's Notice that they are moving into a Formal 90 day Consultation Process - what a lovely welcome into the New Year!

As it appears this will now be a moving picture over the coming weeks I will provide an up to date report

at the AGM. It is only to be hoped that the Council use this consultation period for constructive and meaningful negotiation - something that has been sadly lacking at times.

BUDGETS, ALTERNATIVE BUSINESS MODELS (PRIVATISATION) & REDUNDANCIES

I'm sure you are all aware that the Council's budget position (allegedly) requires them to save over £90 million over the next three years. The Council has warned of up to 250 job losses and many more vacant posts not being filled and this will undoubtedly result in greater pressure on existing staff, a poorer service and in some cases the loss of a service altogether.

The Full Council Meeting in December saw elected members from the Liberal Democrats, SNP and Conservative Groups vote to start a Competitive Tender Process for nearly 3,000 posts in the Council, which includes everything from HR and Finance to Street Cleaning and Catering, despite a deputation from the UNISON and opposition from the Labour Group and the Green Party to the proposals.

Again this is a moving feast with things likely to have moved on between this being published and the AGM, so a full update will be given at the AGM .

We have been hard at work trying to influence the direction the Council will take by meeting with Elected members from all parties, council officials, MPs and MSPs.

We cannot allow the decimation of our public services without a fight and it will be a long hard fight where we will have to use all the tools at our disposal and that will mean trade union members

working together in solidarity and encouraging any non members to join us, as our strength in the coming year will be in all employees standing together to defend jobs, services, pay and conditions.

LOCAL AGREEMENTS AND POLICIES

The team have been actively involved in discussions on a vast range of new and revised Council Policies and Agreements over the last year, including Sickness Absence, Domestic Abuse, Appeals Procedure, Redeployment Procedure and Car Allowances to name but a few. But they have inevitably been overshadowed by Budget and Single Status Discussions with nothing conclusive being agreed. We have been advised though that the Council will be presenting us with a raft of proposed new policies/agreements for discussion shortly and I'm not holding my breath that these will all be positive proposals to enhance our terms and conditions - they are more likely to be cuts and the removal of some of our hard fought/won conditions in order to try and save money!

DEPARTMENTAL REVIEWS

Despite everything else that is going on there has been little respite from what seems to be the continual merry-go-round of Reviews and the Team have been involved in most of these including Refuse/ Street Cleaning, Libraries, Community Education, Procurement, Human resources, Parks, Concierges, Home Care, Residential Care and many many others.

It is unlikely that this workload will reduce any and it is therefore vital that we have as many stewards as possible so that the work can be shared and their

expert knowledge of their own services can be utilised, SO IF YOU HAVEN'T CONSIDERED IT BEFORE THINK ABOUT IT NOW AND SIGN UP TO BE A STEWARD.

VOLUNTARY SECTOR AND RELATED BODIES

We Continue to work hard doing many reviews and individual members cases within this sector covering over 200 different Employers including SACRO, Lothian & Borders Fire Brigade, Lothian Valuation Board , Hanover Housing , Edinburgh Leisure to name but a few.

This has been an extremely challenging year with funding in these areas at a premium and has resulted in some very tough and long running negotiations and I can only see this area being further squeezed for funding in the coming years and it is vital, therefore, that stewards and UNISON are better organized in this area and we will be actively pursuing with UNISON Scottish Region as to how this can be best achieved.

INDIVIDUAL CASES

The Team continue to carry a caseload in excess of 200 individual members' cases at the moment, dealing with issues from Sickness Absence and Bullying/Harassment to Disciplinarys, Appeals and Grievances.

FINALLY ... THANKS

Thanks to the Branch Staff who as always carry out their work, no matter the pressures, with a cheery can do / will do attitude. Thanks also to all the members of the Team, Stewards and Regional Officials who have helped keep on top the issues this year.

The Service Conditions Team is:

Kevin Duguid, Service Conditions Co-ordinator

John Ross, Convener APT&C,

Wattie Weir, Convener Manual.

Tam McKirdy, Convener Craft (JS)

Officers

Agnes Petkevicius,

Elaine Wishart,

Tom Connolly,

Irene Stout,

Jim Quinn.

EQUALITIES REPORT 2009

Pushing for implementation plans for Equalities Bill

Irene Stout, Equalities Officer

The past 12 months have been problematic in terms of pursuing an Equalities agenda with the Council's focus being more aimed at the Pay Modernisation initiative which every member will be more than aware of.

The negotiating team have striven to ensure equalities has a key role in any outcome from these proposals but difficulties still remain as we are still at odds with management on an Equalities Audit which is a more in-depth exercise than the processes they have applied to carry out a gender audit.

Our aim is to ensure total eradication of inequalities of any kind whilst management have carried out a more limited exercise.

Talks are continuing and, as reported by the Branch Service Conditions Coordinator, an update will hopefully be made at the forthcoming AGM but it is important to stress there is no agreement on Pay Modernisation at this stage.

Throughout the year we have raised equality issues with management and councillors but their resources have not been targeted on discussions outwith the Pay Modernisation talks.

We have made some progress on a draft agreement on Domestic Abuse but we have still got matters on the agenda such as Disability Leave, Access to Training, Application of elements of Single Status etc.

and we shall be following these up in the coming months.

The indifference of the council has been replicated at a national level with MPs and MSPs being more interested in the forthcoming election and the implications of the recession rather than developing a more equitable work environment.

The only exception was the Equalities Bill which seeks to merge all the various strands of legislation impacting on disadvantaged groups in society but, unfortunately, the council have yet to take on board any of the proposals or to enter into discussion with the unions on any implementation plans.

The focus on Pay Modernisation allied to the reducing number of Shop Stewards has meant the Equalities Committee has not been active in the past year, partially because of competing demands but also because of lack of activity at a political level and, more disconcerting, within the union.

Throughout 2009 I have striven to reinvigorate our self organised groups with several meetings being convened but having to be abandoned due to the poor turnouts.

You will see a motion from me on the AGM agenda calling for an examination of Self Organisation. This is not a criticism of the concept but a recognition that outcomes are clearly not evident. If self organisation has any value it has to be based on being an integral part of the union and have a visible presence representing their groups. The status quo is not an option if we are to go forward.

Again that will be issue during the coming months.

The Branch has ensured a presence at all the Self Organised conferences with reports being submitted to the Branch Committee (contact me at the Branch Office if you wish copies) and we will try to maintain that involvement whilst increasing our influence but we do need the members to work with us to a far greater extent than that evidenced in the past.

All in all, a trying year and the report card would say “could do better”. Working together we can achieve that objective.

I must place on record my appreciation of the support provided by my fellow Branch Officers and, of particular comment, all the assistance and support I get from the office staff which is invaluable given the ever-increasing workloads.

COMMUNICATIONS REPORT 2009

Tell us why you value public services

John Stevenson, Communications Officer

The Branch Website (Scotland's first Branch website) has become a very important tool in getting news quickly to members and as a resource for more detailed documents.

The site has over 700 pages and has gone up from 27,000 hits a month to as much as 60,000 in 2009. The biggest hits currently are on the Single Status pages.

This year, we set up special interactive pages so that members could make their views known on the pay claim (as demanded by the AGM motion) and the special Single Status FAQs page was very successful.

Members were able to ask specific questions about 'Modernising Pay' via the site and many did. All queries were responded to quickly - most the same day - while others took some time and follow up calls to be able to give the best advice.

This is something we will build on as the Modernising Pay agenda continues.

Many members use the website to update their details and it has been well used to download membership forms.

Email communication: We are still working on ways to get a full email list to contact members directly and we are using email more and more to contact stewards. It is not only quicker, it is much cheaper and allows for more dialogue and debate.

Branch Magazine: The goalposts changed so many times with Single Status that we concentrated on one-off bulletins in-house.

However we did produce a widely welcomed special bulletin (see pic) in November which is also on the website. Another is due to follow soon as and when there are specific updates we can give to members.

Million Voices: The website also has a page where people can add their voices to UNISON's Million Voices for Public Service campaign. We are urging members to tell us about why their job is important and why they value public services. We will use these (anonymously if you wish) to build the campaign to remind people how important services are and the need to fight to defend them.

Media: Media strategy is about speaking up for members no matter how small the story is. The focus this year has been on reminding people what public services do at a time when they are under so much attack.

We have managed to get several TV slots throughout the year from STV and BBC local news to even Newsnight Scotland (courtesy of UNISON Scotland), along with regular coverage on local radio and media. A search on the Evening News website will show just how much coverage there has been.

Education: Since there is no Education report this year, it should be noted that, in addition to basic courses, we are planning specialist briefings on local government finance for stewards.

This Annual Report is one of our biggest projects in the year and thanks to Monica Niven for her help, especially with the figures.

INTERNATIONAL REPORT 2009

Gaza, World Justice Festival, Put People First and Venezuela

Matthew Crighton, International Officer

The last year started with the Israeli onslaught on the population of Gaza, witnessed frantic attempts at meetings of G20 government to avoid a global slump and ended with the Copenhagen talks on climate change - so it is no surprise that we have remained active on all these issues.

We also deepened our interest in Latin America.

In the aftermath of the attack on Gaza we supported a trade union conference on boycotting the state of Israel; and applauded when the STUC agreed a policy of Boycott, Disinvestment and Sanctions. We are now looking at the guidance about how to take this forward; it's good to see that the Council have at last dumped their contract with Eden Springs, an Israeli-owned company. We are also building person-to-person links with trade unionists in Palestine.

In the context of continuing global financial mayhem we, and UNISON Scotland, supported the fourth Edinburgh World Justice Festival in May, and proposed its theme: 'Building Justice out of Crisis'. We organised a meeting on this topic which was addressed by the Secretary of State for International Development, Douglas Alexander MP, amongst others. In that, our partners were the World Development Movement.

Also in the Festival we worked with Friends of the Earth and Stop Climate Change Scotland to organize a conference on climate change - To Copenhagen and beyond. In the run-up to the talks in December

we arranged a meeting with Edinburgh Trades Union Council called 'Change the world, not the climate' which was addressed by Cllr Ewan Aitken and Cllr Maggie Chapman. We then ran a coach to The Wave, the demonstration in Glasgow on 5 December.

The eyes of the world were on the G20 meeting in London in April and I am pleased that our branch sent a delegation to the 35,000-strong march on 28 March organised by a coalition called Put People First, which our union helped create. It is united by three linked calls: Decent jobs and public services for all, end poverty and inequality, build a green economy.

A Scottish version of that coalition came together to organise a People's Summit on 7 November, when the G20 Finance Ministers came to St Andrew's. I ran a workshop there, for UNISON, entitled '21st Century Socialist Solutions?'. The title is a reference to President Hugo Chavez' plans under that banner in Venezuela; the workshop looked at how these offer solutions to both economic and environmental crises.

In this I was building on the insights I had got from being part of a delegation to Venezuela in August, on behalf of UNISON. My report on this, running to four pages, is on the branch website (www.unison-edinburgh.org.uk), so I won't say more about this here - except that it was great to see a government which really is on the side of working people.

Still in Latin America, we were pleased that the 50th anniversary of the Cuban revolution saw the setting up of a local group of the Cuba Solidarity Campaign, to which we have given support.

Looking ahead we can guess that the need for activity on all of these topics will continue - and others will arise.

If you wish to be involved contact the Branch Office.

POLITICAL FUNDS REPORTS 2009

UNISON has two political funds. The first report is from the viewpoint of the Labour affiliated fund and does not necessarily reflect Branch views.

The second report is on the General Political Fund which is not affiliated to any party.

LABOURLINK REPORT 2009

2009 saw UNISON's affiliation to Labour Party have real relevance

Matthew Creighton, LabourLink Officer

2009 was a year in which UNISON's affiliation to the Labour Party could be seen to have real relevance.

The Scottish Government abandonment of the local income tax, under pressure from Labour, removed one threat to local government funding. But, as Scottish Secretary Matt Smith told the Scottish Labour Party Conference, in seeking to pave the way for that policy, the SNP government's concordat with local government has become a straitjacket which is causing cuts in local services this year with even more damaging threats for next year.

Edinburgh UNISON members are starting to feel the impact on the ground. In tackling the threats of cuts and out-sourcing ('alternative business models') we are keeping Labour politicians briefed.

We are pleased that we have been able to work with them to challenge the Lib Dem/SNP administration on these key issues. The Labour Group's motion at the last Council meeting called for the recognition of the importance of public services being delivered by public servants; Malcolm Chisholm MSP tabled a question in the Scottish Parliament about the outsourcing plans; and the branch's lobby that morning was attended by Sarah Boyack MSP.

Union influence on Labour Party policy remains real, for example in the commitment to keep the Royal Mail in public ownership, which led to abandonment of plans for part-privatisation.

This year the process of formulating policy for the Party's manifesto for the 2011 Scottish Parliament elections started. Consultation within UNISON on this process was opened up to the whole of the union (not just those within the APF).

Our branch contributed to UNISON's submission, urging restatement of commitment to the 'Scottish Public Service Model' established by the previous Labour-led administration at Holyrood - which resisted the trend to marketisation of provision seen south of the border under Blair.

We have also contributed to UNISON's review of its political funds. We emphasised the need for openness by Labour Link, requested more integration between the working of the General Political Fund and Labour Link, and suggested there should be automatic referral of new policy positions to both.

We reiterated the branch's view that they should both be member-led and that especially at these times, political work should be seen as part of the mainstream of union activity at all levels.

GENERAL POLITICAL FUND REPORT 2009

Resources for our campaigns

UNISON's political fund is divided into two sections: the General Political Fund and the Affiliated Political Fund.

UNISON uses the General Political Fund (GPF) to pay for political campaigning at branch, regional and national level as well as for research and lobbying in Parliament to pursue UNISON's objectives and priorities.

It is not affiliated to any political party, but the money in the fund is used to support local campaigns, to give a boost to our big national political campaigns, and to pay for political advertising.

Much of the high profile political campaign work you see from UNISON is paid for by the GPF.

The GPF funded a TV recruitment advert 'You're one in a million'.

The GPF has also funded adverts and other materials in areas where the BNP were standing at elections as well as adverts in national papers, along with other anti-racism initiatives.

But it's not just the big things that the GPF funds. All sorts of national and local projects and campaigns benefit from receiving funding this way.

These have included:

- Anti-racist events
- Local campaigns against privatisation/marketisation
- UNISON presence at various national and regional events

- Campaigns against council housing sell-off - like the money it made available to us in Edinburgh for that but also Nationally for the Asylum Seeker Children initiative.

More recently, much of the funding for environmental and economic campaigns has come from the GPF

If the AGM approves Motion 1 on the agenda, a key strategy will be seeking support from the GPF for campaigning, research and materials to combat the attacks on public services.

RECRUITMENT AND MEMBERSHIP AUDIT 2009

John Stevenson, Branch President

Although membership is slightly down this year, it is mainly explained by structural issues with members moving branch and employer. In fact we recruited almost 700 new members over the year and changes in when and how we match figures with UNISON HQ's system initially suggest the real picture is an increase in membership.

The College of Art membership has been transferred from the Branch (reducing the Further Education figures) and there have been several departmental transfers, especially affecting catering workers. Health and Social Care's drop is probably related to the number of staff who took voluntary severance during the year. The PPP schools have meant the transfer of staff to new employers and, while they have dropped off our records at the moment, Branch Office staff are following this up to ensure membership continues.

Data cleansing and direct matching with the union's central membership system should now mean that that our figures and HQ's match at all times.

With almost 700 new members this year at a time when the workforce has reduced, we can rightly be optimistic. But more needs to be done if we are to maintain our strength and influence as a union. Twice over 10 years, research has shown that the only reason about half of people who are not members have not joined is because no-one asked them to join!

So, in a way, we don't need fancy recruitment campaigns - we just need to give people a membership form! As usual the figures are subject to confirmation as the national union does it yearly assessment.

Membership at 31 December 2009

Department.....	31/12/08	31/12/09	Var
<i>Associated Bodies.....</i>	<i>188.....</i>	<i>195</i>	<i>+7</i>
<i>Children & Families....</i>	<i>2,590...</i>	<i>2,699</i>	<i>+109</i>
<i>City Development.....</i>	<i>464.....</i>	<i>472</i>	<i>+8</i>
<i>Corporate Services</i>	<i>625.....</i>	<i>570</i>	<i>-55</i>
<i>Edinburgh Leisure</i>	<i>175.....</i>	<i>163</i>	<i>-12</i>
<i>Finance</i>	<i>382.....</i>	<i>360</i>	<i>-22</i>
<i>Further Education.....</i>	<i>317.....</i>	<i>273</i>	<i>-44</i>
<i>Health & Social Care</i>	<i>2,246...</i>	<i>2,197</i>	<i>-49</i>
<i>Services For Comms..</i>	<i>1,468...</i>	<i>1,440</i>	<i>-28</i>
<i>Valuation Joint Board</i>	<i>67.....</i>	<i>66</i>	<i>-1</i>
<i>Voluntary Sector.....</i>	<i>640.....</i>	<i>641</i>	<i>+1</i>
<i>Unallocated.....</i>	<i>0.....</i>	<i>5</i>	<i>+5</i>

TOTAL.....	9,162... 9,081	-81
Student.....	7..... 8	+1
Unemployed.....	72..... 98	+26
Retired Members.....	777..... 838	+61
TOTAL.....	10,018. 10,025	+7
Recruited 1/1/08-31/12/08 = 690		
Officially resigned = 86		

Audit for proportionality and fair representation

Figures are clouded if places are left vacant if there is no woman and a two delegate dept meets proportionality by having 50%.

Figures in brackets show 2008 figures. With the advent of Single Status, this is the last year that the figures will show an APT&C/Manual split and the branch is working on other indicators to reflect fair representation in 2010.

1.Women

Branch	Branch Ctte	Officers	Stewards
68% (69%)	49% (48%)	40% (42%)	45% (42%)

2.Branch Committee breakdown

Women, Manual & Craft and APT&C (and CO)
Breakdown at 31/12/09

a)Women on dept. delegations

Department.....	Should be	Actual
Associated Bodies	55%(58%)	0%(0%)
Children & Families	82% (82%)	67%(40%)
City Development	30%(33%)	0%(0%)
Corporate Services	68%(69%)	33%(44%)

Department.....	Should be	Actual
Edinburgh Leisure	43%(43%)	0%(0%)
Finance	62%(63%)	25%(20%)
Further Education	38%(61%)	0%(0%)
Health & Social Care	80%(81%)	82%(69%)
Services for Comm	45%(45%)	38%(39%)
Valuation Joint Board	61%(60%)	0%(0%)
Voluntary Sector	75%(75%)	0%(0%)

b) Manual/Craft on dept. delegations

Associated Bodies	23%(26%)	0%(0%)
City Development	14%(7%)	0%(17%)
Corporate Services	45%(49%)	10%(11%)
Edinburgh Leisure	19%(22%)	0%(0%)
Children & Families.....	3%(3%)	0%(0%)
Finance	0%(0%)	0%(0%)
Further Education	1%(21%)	0% (0%)
Health & Social Care	24%(25%)	9%(13%)
Services for Comm	16%(17%)	13%(17%)
Voluntary Sector	3%(3%)	0%(0%)
Valuation Joint Board	0%(0%)	0%(0%)

c) Manual & Craft breakdown

% of Branch Membership = 14% (15%)

% of Branch Committee = 7% (8%)

d) Women on Manual/Craft delegations

% of Women in M&C membership 63%(64%)

% of Women among M&C delegates to Branch Committee = 33% (25%)

e)APT&C (and CO) breakdown

% of Branch Membership =82%(84%)

.% of Branch Committee = 93%(90%)

f)Women on APT&C delegations

% of Women in APT&C membership = 69%(70%)

% of Women among APT&C delegates to Branch Committee = 51% (51%)

Conditions breakdowns show the percentages where conditions are known. There are a large number of members, especially in Associated and other bodies where the conditions category is not clear. There are members where gender is not recorded. Machinery not yet in place to identify shift workers, disabled, lesbian or gay, or black members. Part time and job share figures are unreliable..

Branch Committee Attendances 2009

NamePOSS.....ACT

Branch Officers

John Stevenson..... 12 10

Duncan Smith..... 12 12

Matthew Creighton..... 12 11

Rose Jackson 12 10

Agnes Petkevicius..... 12 9

Luke Henderson 12 12

Mike McCrossan 12 0

Kevin Duguid 12 8

John Ross 12 9

Walter Weir 12 5

Tam McKirdy.....	12.....	11
Elaine Wishart	12.....	11
Irene Stout.....	12.....	9
Tom Connolly	12.....	9
Jim Quinn	12.....	10
Lorraine Paterson.....	12.....	0
Dave McConnell	12.....	7
Irene Heggie.....	12.....	8
Hugh MacDonald.....	12.....	3
Gillian Allan/ Mike Smith.....	12.....	0
Gem Hogan	12.....	9
James Wilson	12.....	3
Ishbel Foster	12.....	3

Associated Bodies (2)

No delegates appointed

Chief Officers (1)

No delegates appointed

Children & Families (13)

Alex Gallacher	12.....	12
Karen MacLean.....	12.....	6
Evelyn Hanlon	12.....	11
Carol Griffin	12.....	7
Kathleen Hendry.....	12.....	4
(8 vacant seats)		

City Development (4)

Frank Donoghue	12.....	2
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Name.....POSSACT

Alex Paterson 120

(2 vacant seats)

Corporate Services (4)

Mike Durnan 12 6

Sheila McLuckie 12 1

Edinburgh Leisure (3)

No delegates appointed

Finance (3)

No delegates appointed

Further Education (3)

No delegates appointed

Health & Social Care (12)

Alan Turnbull 12 3

Jim Kelly 12 0

Martin Robb 12 3

Mary McCrea 12 9

Pauline Lowe 12 3

Marlyn Tweedie 12 11

Sasha Cunningham 12 4

Mo Innes 12 4

Rene McWilliam 12 8

(3 vacant seats)

Services for Communities (8)

Rory Gardner 12 9

Paul Clarke 12 10

Alison Gowrie	12.....	2
Amanda Kerr.....	12.....	7
Shauna Clarke	12.....	9
Caroline MacLean	12.....	6
Mandy Easton	12.....	3
(1 vacant seat)		

Valuation Joint Board (2)

No delegates appointed

Voluntary Sector (5)

No delegates appointed

Self Organised Groups (6)

Retired Members (1)

No delegate appointed

**UNISON City of Edinburgh Branch
Health and Safety Plan 2010**

Dave McConnell Branch Health and Safety Officer

Recruitment

Currently according to the records available to me we have 35 Safety Reps in the Branch. It's very hard to identify how many of these reps are active due to the fact that we don't have an effective communication structure. It appears that some of these reps are working effectively but in isolation however others may no longer be Safety Reps or may not be active. Either way 35 is insufficient to properly carry out Health and Safety activities in a Branch this size.

UNISON has started a campaign called Safety in Numbers. The aim of the campaign is to recruit more Safety Reps with a view to having one per workplace. I think that this target will be very difficult to achieve in our Branch but we do need to try. The campaign is supposed to feature a website and will run for one year from July 2009. I can't see any evidence that the website is up and running.

In the absence of the website I would want to try to raise the profile of Safety issues through the Stewards Committee network and to try to encourage them to help recruit more Safety Reps in their Departments. We have a number of large workplaces who don't appear to have a Safety Rep in them and this is certainly an area that we need to change.

Internal

At the moment communication amongst Safety Reps is patchy. As noted above it's clear that some of our Safety Reps are working effectively but the successes they are having are not being communicated well within the Safety Rep community so good practices aren't being spread.

For us to work effectively we have to have an improved communication structure. I have booked dates for monthly Safety Rep meetings over the course of the year. At the moment the venue for all of them is the Branch Office but as the meetings become better attended we will probably need larger venues. Meetings will be open to all Safety Reps; if there is an issue that requires a vote to be taken it can be voted on by committee members

only. At the moment the actual membership of the Branch Health and Safety sub committee isn't clear but for 2010 I would want to see each Steward's Committee appointing 2 members so that we will have a proper structure to work within.

Below Branch level we will also need to be organised at Divisional level. Health and Safety should have a structure that replicates the structure within the Branch so we need to have better communications between Safety Reps within each Division. This does not necessarily have to mean that all Divisions need to have a monthly Health and Safety reps meeting, but that shouldn't be ruled out where that approach would be the best option within a Division.

I would also hope to use the Branch website more effectively to make up to date Health and Safety information to members.

Safety reps have also advised that they find workplace meetings are useful to spread information about how safety concerns have been tackled in other workplaces with similar safety issues.

External

In the main there are two working relationships that we need to build externally to the Branch. The first is with the other unions representing staff in our workplaces. If we are going to negotiate effectively on Safety issues it's important that we have a united front when dealing with management. I've tried to make contact with GMB and Unite and will try to ensure that we liaise on Safety issues where

appropriate to put pressure on management to make workplaces safer. The second relationship is with management and is covered below under Consultation.

Training

The appropriate training for workplace Safety Reps is the first two stages of the TUC approved training (Health and Safety Stage 1 & Next Steps for Safety Reps). Each course lasts ten days and usually runs every term at Stevenson College. It's important that all Safety Reps undertake the training. Any Safety Reps who are active but haven't completed the training need to arrange to do so. Paid time off forms part of our industrial relations agreement with management and I will take up any issues where staff are unreasonably refused time. It is recommended that Reps should leave one year between stages 1 and 2 but this is not mandatory and there will be occasions where Reps will be able to complete them in less time. Where Safety Reps have a more strategic role the appropriate training is the Stage 3 TUC Diploma in Occupational Health and Safety). The section on Consultation goes into more detail on what the role involves but it would be desirable for the Branch to have Safety Reps in each Division who have undertaken this training.

Consultation

In March 2009 the Council signed off the new Health and Safety Policy which was agreed by the Unions. This committed it to setting up an overarching Council joint safety committee and to setting up

committees within each Division. These committees are not yet functioning. The first Services for Communities meeting will take place in January 2010. I have advised the Council that I want the first full Council one to take place before the end of March 2010 which is a year since the publishing of the policy so shouldn't be an unrealistic target.

These Council and Divisional meetings should take place quarterly and represent a big challenge for the Branch. We will need to assemble a team to attend each committee. Some of our Safety Reps are already experienced at consultation from other roles Trade Union roles but others aren't and will only gain the experience required by attending the meetings. By the end of this year I would hope that each committee will have met at least 2 or 3 times and we will be gaining experience in them. To help our Safety Reps I am trying to pursue agreement on a standard constitution and agenda for these committees. Health and safety is an area where we have a great deal of legislative power should we choose to exercise it and by standardising the format of meetings we can ensure that they are run in accordance with H&S law.

The committee structure is only part of the work we need to do as Safety Reps. We also need to ensure that risk assessments are being properly carried out and adequately reviewed, accident reporting and corrective action is taking place and that any other actions management should be taking to make workplaces safer are being done. Getting the committee structure up and running makes it easier

to scrutinise what management are doing and easier to hold them to account.

Over the year health and safety work will become harder as more changes come in the way we work. Management intend to increase home working which will require careful risk assessment and monitoring, increased casualisation of the workforce usually means a decrease in training and a lower awareness of safety controls among workers and the risk of work being outsourced to private contractors makes consultation harder as it moves work out of the Council's framework as well as introducing the risks that always arise when companies try to make a profit out of providing a public service and cut corners.

BRIEF MEETING GUIDE (See full standing orders at www.unison-edinburgh.org.uk)

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

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

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

Chairperson: The Chairperson is there to keep order and make sure that things are run within *your* rules set by previous meetings.

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

Amendments: Amendments change motions. They can add, change or delete bits to but they cannot merely contradict a motion.

Speaking: The mover of a motion gets up to 7 minutes to speak and other speakers get 3 minutes.

Then any member can speak and should start by giving their name and department. They must keep to the issue under debate and can speak only once.

How do I get to speak? Just come forward. The Chairperson decides the order of speakers, usually alternating for and against.

Right of Reply: The mover gets another bite at the cherry at the end of the debate - if there have been issues to reply to. No new material can be raised.

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

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

TREASURER'S REPORT AND FINANCIAL STATEMENT

Mike McCrossan/John Stevenson, Branch Treasurer

This year we had a deficit of approximately £58,000. There are three reasons for this: -

Firstly, we have reviewed the salaries and pensions of our office staff which resulted in a significant increase in our staffing costs.

Secondly, due to our impending office move, we have had to pay a share of a dilapidation payment to the landlords with the Council of approx £23,000. Finally because of our level of reserves last year, we had our monthly remission (the percentage of subs received from HQ) reduced from £24,000 to £13,000.

Despite this we remain in a healthy financial state at the moment. It is anticipated that our running costs will increase over the next year due to our move to new premises.

UNISON City of Edinburgh Local Government & Related Sectors Branch

Statement of Income and Expenditure for the period ended 31 December 2009

INCOME	2008	2009
Bank Account Interest	£ 8,788.12	£ 1,922.00
Branch Retention	£ 298,491.20	£ 206,788.96
Hardship Fund Donations	£ 605.64	£ 0.00
Subscriptions-Members	£ 2,772.86	£ 2,351.02
Subscriptions-Retired Members	£ 1,107.00	£ 844.00
Subscriptions-Student Members	£ 10.00	£ 0.00
Subscriptions-Unemployed Members	£ 148.00	£ 108.00
TOTAL INCOME	£ 311,922.82	£ 212,013.98
EXPENDITURE	2008	2009
Affiliations-Conf/Meet/Rallies	£ 282.00	£ 643.95
Affiliations-Donations	£ 150.00	£ 225.00

Affiliations-Subscriptions	£ 406.20	£ 1,124.00
Bank Charges	£ 0.00	£ 6.16
Black Members SOG	£ 661.60	£ 335.61
Branch Meeting Expenses	£ 8075.90	£ 8,248.39
Child Care	£ 260.00	£ 0.00
Cleaning	£ 2,897.68	£ 1,952.70
Disabled Members SOG	£ 848.15	£ 410.80
Education-Fees	£ 1,565.00	£ 2,880.00
Education-Travel & Subs	£ 666.78	£ 127.00
Electricity	£ 0.00	£ 691.92
Hardship Fund Grants	£ 236.00	£ 60.00
Lesbian & Gay SOG	£ 2,032.91	£ 1,926.30
Library	£ 354.99	£ 198.37
Miscellaneous-Conf/Meet/Rallies	£ 875.70	£ 4,141.72
Miscellaneous-Donations	£ 709.00	£ 400.00
Office Bearer Expenses	£ 10,324.34	£ 11,143.97
Office Expenses	£ 17,502.72	£ 34,977.37
Photocopying	£ 2,101.74	£ 1,236.58
Postages & Telephones	£ 21,830.66	£ 19,342.36
Printing & Stationery	£ 25,504.45	£ 21,283.28
Publicity & Recruitment	£ 3,346.13	£ 4,371.12
Rent & Rates	£ 19,066.14	£ 28,951.55
Retired Members Section	£ 847.15	£ 696.20
Scottish Region Expenses	£ 2,865.00	£ 1,115.00
Staffing Costs	£ 74,932.07	£ 97,388.18
Stewards Expenses	£ 2,104.00	£ 577.45
Subscription Overpayments	£ 51.75	£ 0.00
Subscriptions to Headquarters	£ 2,879.11	£ 2,459.02
Unison-Annual Conferences	£ 12,250.44	£ 12,776.00
Unison-Conf/Meet/Rallies	£ 14,441.52	£ 7,242.57
Unison-Donations	£ 15,748.00	£ 1,250.00
Welfare	£ 455.65	£ 276.19
Welfare-Grants to Members	£ 250.00	£ 0.00
Womens SOG	£ 2,191.95	£ 1,006.70
Young Members SOG	£ 0.00	£ 257.60
TOTAL EXPENDITURE	£ 248,714.73	£ 269,723.06
TOTAL INCOME	£ 311,922.82	£212,013.98
TOTAL EXPENDITURE	£ 248,714.73	£269,723.06
SURPLUS/ (DEFICIT)	£ 63,208.09	£ (57,709.08)

UNISON City of Edinburgh Local Government & Related Sectors Branch

Balance Sheet

For the period ended 31 December 2009

ASSETS	2008	2009
Cash in Hand	£ 10.86	£ 20.70
General Fund	£ 98,833.49	£ 70,423.05
Strike/Hardship Fund	£ 144,200.67	£ 144,933.47
Welfare Fund	£ 100.00	£ 100.13
Premises Fund	£ 101,446.80	£ 71,350.39
TOTAL CASH AND BANK ACCOUNTS	£ 344,591.82	£ 286,827.74
Other Assets	£ 0.00	£ 0.00
Total Other Assets	£ 0.00	£ 0.00
TOTAL ASSETS	£ 344,591.82	£ 286,827.74
Other Liabilities	£ 0.00	£ 0.00
Total Other Liabilities	£ 0.00	£ 0.00
TOTAL LIABILITIES	£ 0.00	£ 0.00
EQUITY	£ 344,591.82	£ 286,827.74
TOTAL LIABILITIES & EQUITY	£ 344,591.82	£ 286,827.74

Mike McCrossan
Branch Treasurer

We have examined the books and accounts of UNISON City of Edinburgh Local Government & Related Sectors Branch and in our opinion the above balance sheet and income and expenditure account gives a true and fair view of the financial position of the branch at 31 December 2009 and for the period ended on that date.

Alan Bennett Stuart Mullen

Branch Auditor Branch Auditor