



UNISON City of Edinburgh  
Local Government and Related Sectors Branch

# CONSTITUTION, RULES & STANDING ORDERS 2010

As revised by the 2010 Annual General Meeting



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# SECTION A. Introduction Aims and Principles

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## 1. Branch Name

The Branch shall be called the “City of Edinburgh Local Government and Related Sectors” Branch of UNISON.

## 2. Relationship to National Organisation

- a) Branch rules shall always be in accordance with national rules, decisions of the Scottish Council, and decisions of the Annual Delegate Conference and the NEC.
- b) Any member may have a copy of the current National or Branch Rule Book.
- c) The Branch shall make an audited annual return of branch income, expenditure, assets and liabilities as prescribed by the NEC and in accordance with national rules. (See Role of Branch Treasurer E.7)

## 3. Aims of the Branch

The aims of the branch shall be in accordance with the aims and values of UNISON as set out in the Rule Book and in this section of the Branch Rules.

## 4. Membership

- a) Eligibility for membership shall be in accordance with the Rules of the union.
- b) Applications for membership will be approved by a Branch Meeting, the Branch Committee or in urgent or exceptional circumstances, by the Branch Policy and Finances Committee or Branch Chairperson and Secretary. Applications for membership will take effect after such approval and from the date at which completed forms are received by the branch or at regional/national level and the first contribution is made.
- c) A meeting of the Branch or Branch Committee may decide not to support a membership application but such a decision must be consistent with the Rules and with Statute. Such a decision must be explained to the individual in writing, together with their rights of appeal.
- d) All members must comply with National and Branch Rules.
- e) The NEC may terminate an individual’s membership in accordance with the Rules.

## 5. Conduct of Meetings

- a) All meetings will be conducted in a fair and democratic manner under the Branch Standing Orders.
- b) All meetings should be advertised widely as far in advance as possible as provided for in Branch Standing Orders.
- c) The procedures to be used at any meeting should be

explained clearly.

- d) The Branch shall set a quorum for Branch Meetings, Branch Committee Meetings and any other meetings in the Branch as it considers appropriate.
- e) The Branch will maintain records of meetings, financial records, books of accounts and other appropriate records (as provided for in Branch Rules and Standing Orders) to enable the branch to function.
- (f) If any member of a Branch Committee or sub-committee or Shop Stewards Committee has not attended for two consecutive meetings without submitting their apologies, the lead officer of that body shall contact them to ascertain if there is a problem. If they fail to attend a third consecutive meeting, it shall be reported to the constituency which elected them in order that it may consider the matter of absence and whether any action is required.

## 6. Respect

All UNISON members, regardless of their direct employer, occupation or background within the Trade Union movement, are to be valued for the skills, experience and diversity which they can bring to the branch.

## 7. Empowerment

All members should be encouraged to participate in their branch and measures must be put into place to redress the balance where there is under-representation.

No member should be prevented from participation for financial reasons. Activists will be reimbursed by the branch on the basis of out of pocket expenses. Creches and/or carers allowances should be available for all meetings and for other duties.

Democratic decision making should be brought to the closest level to the members concerned. It also involves adequate staffing and resources to maintain an efficient membership record and distribution system.

## 8. Expenses

- a) Rates of expenses for members attending meetings on behalf of the Branch shall be agreed by the Branch AGM or Branch Committee via the Policy and Finance Committee.
- b) A creche will be provided for all major meetings in the Branch and carers allowance will be available to any member who has to arrange care for a child or adult dependant for any specific meeting.
- c) Rates of expenses will be based on the rates agreed by Scottish Council, with the following exceptions:
  - i) Lunch allowance within the City of Edinburgh will only

be paid on leave days, or where lunchtime is outwith the normal working day or for education courses where no lunch is provided.

ii) Car mileage allowance will only be paid where there is prior approval from the Branch Secretary or Treasurer

iii) Any taxi used must be with the prior approval of the Branch Secretary or Treasurer.

iv) Out of Pocket expenses shall be paid for Conferences and Education Courses where appropriate at rates to be decided from time to time by the Branch AGM or Branch Committee via the Policy and Finance Committee.

v) Carer costs will be paid on the basis of actual payments to carers.

## 9. Lay Control/ Accountability

The branch will be based on lay control and accountability of stewards, delegates and officers. Lay officials will control organisation, representation and negotiation. They will be accountable to the membership through a range of structures.

## 10. Partnership with Full Time Officers

The role of the full time officer will be that laid out in UNISON rules and procedures. The relationship should be one of partnership between the lay leadership and the professional role of the full time officer. The full time officer should be seen as a point of reference and organisational and professional support as and when requested by the branch.

## 11. Communication

### a) Structures

Structures should be put in place to ensure good and regular communication with stewards and members. While it is recognised that face to face communication is the best way to report to and consult with members, this should be backed up by a regular branch magazine and newsheets as appropriate

### b) Media Communications

Communications to the media on behalf of the Branch shall be made only by officer(s) authorised by the Branch Committee in terms of Branch Rule E.5 (Role of Branch Secretary) and Branch Rule E.14 (Role of Branch Communications Officer).

## 12. Membership/ Stewards

UNISON will be built from the membership with the emphasis on a Stewards System.

Such a system requires to be flexible and to be supported through access to advice and assistance from Branch Officers or more experienced Stewards. Further support should come from Education Programmes and regular communications from all levels of the union.

It must be emphasised the role of the Steward is

fundamental to the success of the organisation. The Steward is the link between the members and their union and should be responsible to and for a particular group of members and negotiate on behalf of this group and individuals within the group.

The efficiency of each Shop Steward will be determined by the extent to which each is prepared to commit themselves and the level of skills and knowledge they attain. It is imperative they be provided with access to support resources in terms of advice, assistance and training if the Branch is to provide the best possible representation for the members. Any structures put in place must facilitate the ready availability of the necessary resources.

While it is preferable for a Steward to represent an occupational group (eg Caretakers) the Stewards System must facilitate instances where more benefits can be accrued from Stewardship on a geographical basis (eg Decentralised Offices).

The City of Edinburgh Local Government and Related Sectors Branch of UNISON will provide representation for members working in a wide range of occupational groups.

There will inevitably be a great diversity in the requirements of and demands arising from members and groups and the Branch must be organised in a way which ensures these are addressed whilst maintaining the positive application of the principles of democracy and accountability. At the heart of the branch should be the principles of proportionality, fair representation and the fostering of functioning and accountable self organisation.

The various proposals in this document provide for decision making at the most appropriate level and ensures the co-ordinated involvement of Branch Officers and local Shop Stewards through a series of Committees and Branch Officer posts whose principal role will be to co-ordinate resources to maximise benefits for the membership.

## 13. Affiliations

- a) Affiliations to relevant constituency Labour Parties will be decided by the LabourLink membership.
- b) Affiliations to trade councils shall be determined by the Branch AGM or Branch Committee.
- c) Affiliations may be made to other organisations consistent with the national union's policies and rules.

## 14. Donations/ Sponsorships

- a) Donations shall be agreed by the AGM or Branch Committee in accordance with the union's policies and objectives and subject to the provision of national rule.
- b) Sponsorships may be agreed from time to time and will be considered only on the basis of criteria and guidelines as set out by the Branch Committee. (See Appendix A).

## 15. Annual Report

The Branch Secretary in conjunction with the Communications Officer will produce a report annually to be distributed to members prior to the AGM. It will include:

- a) Reports on the year's work from all branch officers

- b) Financial Statement, Affiliations and Minutes of Branch Meetings
- c) Attendances at Branch Committees, Scottish Regional Council and Scottish Local Government Conference.
- d) A report on Branch activities during the year

# SECTION B. Structures

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## I. Branch Structure

- a) There will be an Annual General Meeting of the Branch to elect, or confirm the election by ballot of branch officers, approve members of the Branch Committee and deal with other business as outlined in Branch Standing Order 4 (Order of Business).
- b) Other general Meetings may be called by the Branch Committee or by 200 members of the Branch in terms of Branch Standing Orders 23, 24 and 25. (Other Branch Meetings).
- c) For the purposes of all calculations in these Rules, "Membership" will be defined as the figures and all breakdowns of those figures appearing as audited membership in the Annual Report for the immediately preceding year.
- d) The AGM will determine the basis of representation in the Branch and the number of stewards to be elected in each work group or workplace. The AGM may devolve some or all of its powers in terms of election of stewards to the Branch Committee, which in turn may devolve powers to Shop Stewards Committees under Branch Rules C.3 and C.4 (Workplace Meetings and Election of Stewards).
- e) The Branch shall keep bank/building society account(s) in the name of the branch under the direction of the Branch Treasurer in terms of Branch Rule E.7 (Role of Branch Treasurer).

## 2. Branch Audits

- a) To assist planning for proportionality and fair representation, the Branch Secretary and the Recruitment Officer will produce an annual audit of membership. This should, where possible, identify numbers of members who are women, part time or job share, shift workers, low paid workers (ie lowest subs band), General Grade workers based on the appropriate pay spine/scale, Craft, Chief Officer or any other conditions category.
- b) It should also identify, where possible, numbers of members who wish to be identified as lesbian, gay, bisexual and transgender members or black members or disabled and any other group the branch committee feels is necessary to be identified for the purposes of

fair representation.

- c) Where systems do not exist for identifying such members, the Branch Committee should address ways of developing such systems.

## 3. Proportionality

The Branch is committed to achieving proportionality at all levels and to that end will promote the following measures:

1. We should not merely pay lip service to proportionality by setting up 'quotas' but address the organisation at all levels in the branch. The Branch commits itself to continually monitoring and developing structures to provide for proportionality. Proportionality at all levels will be reviewed annually.
2. **a) Branch Delegations**  
There must be made at least 50% proportionality by ensuring that all delegations are elected on the basis of proportionality.
- b) Sub Committees**  
Nominees from the Branch Committee must be elected via proportionality.
- c) Branch Officers**  
Where there are assistant posts or two posts (eg vice-chairs) at least one incumbent should be a woman. Job share arrangements by consent of the parties involved and of the branch should be facilitated on the same basis.
- d) Shop Stewards**  
Where there are two vice-conveners on Shop Stewards Committees, at least one should be a woman.
- e) Departmental delegations to the Branch Committee**  
must be elected on the basis of proportionality.
3. It is the ongoing objective of this Branch, to achieve proportionality at all levels, with progress being monitored and a programme for action determined by the Equalities Committee in conjunction with Stewards Committees.

## 4. Quorum

1. The quorum of a branch meeting shall be 200.
2. The Branch Meeting will not be the only way of consulting members. A range of structures including Departmental, Occupational Group, Workplace or

Geographical meetings are inherent in the structures depending on the issue. There should be ballots on major issues like pay.

3. The quorum of the Branch Committee, Branch Sub-Committees and Shop Stewards Committees shall be one-third of the relevant committee's membership.
4. Wherever "quorum" referring to membership of a body/ committee is referred to, it shall mean actual rather than potential membership.

## 5. Fair representation

The assumption throughout this document is that there should be fair representation of members conditioned to all categories and terms of conditions. Planned structures give equal status to all sets of conditions irrespective of numbers of members involved. Shop Stewards Committee delegations to the Branch Committee and Sub Committees must reflect all categories and terms of conditions of membership.

1. To facilitate these principles Deputy Co-ordinator posts will be established to recognise both General Graded posts and Craft posts supplemented by other Deputy Co-ordinator posts as agreed by a Branch Annual General Meeting
2. Work should continue to monitor fair representation and to develop methods of involving shift workers etc.
3. Fair representation for-black members, disabled members and lesbian, gay, bisexual and transgender members will be addressed by seats on the Branch Committee elected by the respective self-organised groups.
4. Shop Stewards Committees should attempt to reserve at least one of their Branch Committee delegation seats for a member paying the lowest subscription band.
5. Activists should be encouraged to become familiar with all sets of conditions and the requirements of individual occupational groupings both within their local workplace and elsewhere in the branch
6. In instances where an occupational group is based in one

department it will be the responsibility of that Shop Stewards Committee to ensure the members' interests are represented and protected. Where there is more than one department involved the responsibility to coordinate the representation and protection of members will lie with the Branch Committee. At all times actions and decisions will be in accordance with union policy.

## 6. Branch Employed Staff Structures

### (a) Staffing Sub Committee

For all staffing policy matters except the consideration of individual or collective cases under the agreed staff Disciplinary and Grievance procedures, the Branch will establish a Staffing Sub Committee. This sub-committee will consist of the Branch Chairperson, Branch Secretary, Branch Service Conditions Coordinator (or nominee), Branch Treasurer, Equalities Officer and three members elected by the Branch Committee. - NOTE: In Recruitment and Selection processes a panel member must have evidenced they have gone through appropriate training.

### (b) Staff Grievance and Disciplinary Appeals

(i) Staff Grievance and Disciplinary procedures will be those agreed from time to time with the staff trade union(s). These procedures will require clear lines for appeals purposes as follows.

(ii) The Branch President will provide a first line of appeal for staff grievance and disciplinary matters. The President may seek advice and assistance in this task from other branch officers.

(iii) As the ultimate line of appeal, the Branch will establish a **Staffing Appeals Committee** comprising the Branch Chairperson, Branch Equalities Officer and one member elected from the Policy and Finance Committee. The Vice Chairs will substitute for the Branch Chairperson if she/he has already been directly involved in the case in question.

(iv) The procedures for dealing with staff grievances and appeals will be those agreed with the staff trade union(s) from time to time.

# SECTION C. Departmental Organisation

## 1. Preamble

In each department a UNISON Committee will be established consisting of all Stewards from that department.

The Committee will elect from its body a Shop Stewards Convener and a Vice Convener.

These elected posts represent the lead negotiators within the department and will co-ordinate the activities of the union within that area. They would also participate in Departmental Joint Consultative

Committees.

Other members of the Committee will adopt roles which reflect those services provided by Branch Officers (e.g Education).

Whenever possible a parallel structure for Health & Safety Stewards will be put in place.

It is recognised that Health & Safety matters will on occasion overlap with Conditions of Service and as such all shop stewards should have at least a basic knowledge of Health & Safety requirements. It will be necessary, in

certain instances, for shop stewards to also carry out the role of Health & Safety Steward.

Shop Stewards Committees may set up functional groups to reflect the divisions in the department or particular occupational groups.

Whilst the above outline is desirable it must be stressed that it is open to amendment to suit Departmental needs with the approval of the Branch Committee or AGM.

**NOTE: The term Department should be broadly interpreted to include sections and sectors like the Voluntary Sector.**

## 2. Shop Stewards Committee Meetings

1. Regular Shop Stewards Committee meetings will take place preferably monthly. Minutes and agendas will be issued to all Committee members at least 7 days prior to the meeting.
2. The Committee will consider;
  - a) Motions submitted for the agenda and may act on such motions or process them to the Branch Committee as appropriate. All motions must be checked for competency by the Shop Stewards Convener or the Chair of the Branch. In their absence the Branch Secretary will deputise.
  - b) Items remitted from the Branch Committee and furnish comments as appropriate.
  - c) Matters arising from discussions / negotiations with management or arising from Committee reports.
  - d) Conditions of Service matters relating to the departmental membership.
3. The Shop Stewards Committee at its first meeting of the year, will elect delegates and substitutes to the Branch Committee.
4. A copy of all minutes and agendas will be forwarded to the Branch Secretary.
5. The functions of the Shop Stewards Committee includes:
  - a) Ensuring that all issues raised by members or referred to the Committee by the Branch receive appropriate attention.
  - b) Guide negotiations with departmental management having sought, where appropriate, advice/participation from Branch Officers and /or other committees involved in the subject matter.
  - c) Ensure members in the Department receive UNISON information and services, are represented properly, are consulted on policy matters and can participate fully in defining the terms and voting on the outcome of any negotiations which affect them.
  - d) Maximise UNISON membership in this Department.

## 3. Workplace Meetings

1. Workplace Meetings, open to all members in a defined workplace, shall be held as required.

2. A Workplace Meeting shall have the following definitions:

**a) For the purposes of electing shop stewards:**

All members from one Department at a place or area of employment, or within an occupational group recognised as a constituency by the Shop Stewards Committee and the Branch Committee. Such meetings may elect stewards and, if quorate, will mandate their own steward.

**b) For other purposes**

All members in any geographical location or occupational group. Such meetings cannot mandate stewards.

3. Meetings may be called by the Shop Steward, the Shop Stewards Convener, or the Branch Chair or Secretary, or by 20% of the members involved. If the meeting is not called by the shop steward, he or she must be consulted if possible prior to the meeting being arranged.
4. Workplaces shall set a quorum for meetings which is practical but not so small as to be unrepresentative.

## 4. Election of Shop Stewards

1. Stewards will be elected annually to serve from 1 January to 31 December.
2. Stewards will be elected at Workplace Meetings by ballot or by show of hands (See Rule C.3 for definition of Workplace Meeting) and the result of the election forwarded to the Branch Secretary on the prescribed form which must be signed by two members of the workplace who were in attendance at the meeting.
3. In the event of a workplace meeting or ballot not taking place, details of any nominees along with an explanation should be forwarded to the Branch Secretary by the Departmental Convener. Such instances will be referred to the Branch Committee for their consideration and decision
4. Stewards will not be accredited for representation purposes until they have notified the branch office, they have received their credential card, returned the duplicate to the Branch Office and have undergone any statutory training requirements.
5. As a guideline, there should be a steward for each 25 members. Stewards can job share but will carry only one vote between them at any meeting they attend in their capacity as shop steward.
6. Unless it is a job share, there should be normally no more than one steward where there are less than 10 members in the agreed constituency, except by special agreement with the Shop Stewards and Branch Committees.
7. Stewards elections are subject to confirmation by the Branch via the Branch Committee or the AGM (both of which may delegate their powers) and the National Executive.
8. New Stewards will be provided with appropriate training opportunities.

## 5. Departmental Meetings

1. Departmental Meetings, open to all members of that department, will be held as required between branch meetings.

- a) Notification will be issued in writing to all members giving 7 days clear notice and indicating items for discussion.
- b) Departmental meetings may be called by the Branch Secretary, Shop Stewards Committee or at the request of 5% of the constituent members.
- c) Decisions taken by quorate meetings will, if competent, serve as a mandate for the Shop Stewards Committee.

## 6. Role of Shop Stewards Convener

- a) Conduct elections in liaison with Branch Secretary
- b) Convene Shop Stewards Committee Meetings
- c) Chair Shop Stewards Committee Meetings
- d) Ensure minutes are taken at Shop Stewards Committee meetings

- e) Forward copy of all relevant minutes and agendas to Branch Secretary.
- f) Provide advice / assistance to Shop Stewards
- g) Act as intermediary between Shop Stewards & Branch Officers
- h) Lead Departmental negotiations
- i) Liaise with Vice Conveners
- j) Ensure the Department is represented at Service Conditions and other relevant committee meetings.

## 7. Role of Shop Stewards Vice Convener

- a) Assist in Departmental negotiations
- b) Represent Department at Service Conditions meetings as required.
- c) Provide advice / assistance to Shop Stewards
- d) Liaise with Convener
- e) Act as intermediary between Shop Stewards & Branch Officers
- f) In absence of Convener convene and chair Shop Stewards Committee meetings ensuring all normal procedures are followed.

# SECTION D. Branch Organisation

Reference to **Core Branch Officers** means President, Chair (Vice Chairs), Secretary, Service Conditions Coordinator and Conveners, Treasurer, Education Officer, Equality Officer, Communications Officer, Health & Safety Officer.

## 1. Branch Committee - Outline

- a) The Branch Committee should reflect occupational and employer groups ensuring fair representation.
- b) Representation on the Branch Committee will be that as set out in Branch Rule D.2 (Branch Committee - Structure) and will be agreed by the AGM.
- c) The Committee should reflect the gender balance of the Branch. All branch delegations should, as a minimum, reflect a 50/50 gender balance.
- d) The Branch Committee shall administer branch business in accordance with national rules and guidance and in accordance with Branch Rule D.2 below.
- e) The Branch Committee will establish arrangements for representation of all members as allowed for in these Rules and in terms of structures laid down from time to time by the Branch Committee or the Branch AGM. Any difficulties which cannot be resolved by the Branch Committee or the AGM will, in the first instance, be referred to a sub group of the Branch Committee, chaired by the Branch President, to seek a resolution. If the difficulty is not resolved to the satisfaction of the parties concerned, the matter shall be referred to the Regional Organiser.

## 2. Branch Committee - Structure

1. Stewards elected from Shop Stewards Committees,

elected Branch Officers and elected delegates from Self Organised Groups shall be members of the Branch Committee under the following formula:

- a) All branch officers. The Auditors will have non-voting status.
- b) Two delegates for each Shop Stewards Committee for the first 200 members registered as coming under its constituency. A further one delegate for each further 225 members or part thereof.  
Delegates will be elected by Shop Stewards Committees and notified to the Branch Secretary by at least 21 days before the AGM. Delegations must reflect fair representation and proportionality.
- c) One delegate conditioned to Chief Officer conditions and elected by the members on Chief Officer conditions.
- d) Two delegates from each of the Lesbian, Gay, Bisexual and Transgender Group, Womens Group, Black Members and Disabled Members self organised groups. The Lesbian, Gay, Bisexual and Transgender Group delegation will consist of one man and one woman. The other groups must have at least one woman on the delegation.
- e) The Retired Members Secretary who will not vote on Service Conditions matters.
- f) In the case of job share posts, each of the postholders may attend but only one vote for the post may be cast at any meeting.

2. The Committee will meet monthly to consider business affecting the Branch.

- a) To consider policy matters in the absence of a Branch Meeting
- b) To consider the status of current negotiations with the employer on those issues impacting on the Branch as a whole
- c) To consider applications for membership
- d) To consider reports from Branch Officers
- e) To receive regular reports on the financial position of the Branch
- f) To consider minutes from Sub Committees
- g) To consider motions submitted in accordance with Standing Orders
- h) To consider items of correspondence requiring decision
- i) To consider the appointment of delegates / representatives
- j) To consider reports from delegates / representatives
- k) To consider such other items as considered appropriate by the Chair of the Meeting
- l) To consider nominations from the Branch to other UNISON/outside bodies

### **3. Conditions of Service Sub Committee**

1. The Sub Committee shall consist of;
  - a) The Branch Chairperson, the Branch Secretary and the Branch Officer(s) whose remit is directly relevant to the responsibility of the Committee.
  - b) representatives from shop stewards committees (number to be determined by Branch Committee).
2. Meetings shall be chaired by the Branch Chairperson
3. The Sub-Committee's business is to consider and guide Branch negotiation, to support and co-ordinate Departmental negotiation, to be responsible for the Branch's consultation on national negotiation; and to make recommendations on these matters for ratification by the Branch Committee as appropriate.
4. The Sub Committee shall meet monthly and shall submit minutes to the Branch Committee for information / decision.
5. The Sub Committee shall set up working groups as it considers appropriate.

### **4. Service Conditions Team**

1. The Service Conditions Team shall consist of:
  - a) The Service Conditions Co-ordinator, The Service Conditions Conveners and the Service Conditions Officers.
  - b) The President, Chairperson, Secretary, Assistant Secretary, Equalities Officer, Health & Safety Officer and Regional Officer.
  - c) Other officers and conveners of Shop Stewards Committees will be invited to attend as and when appropriate.

- d) Meetings of the Service Conditions Team will be convened by the Service Conditions Co-ordinator monthly and will be chaired by the Branch President or Chairperson.
2. The minutes and other relevant information will be submitted to the Service Conditions Committee for information/decision.
3. The purpose and remit of the Service Conditions Team is:
  - a) to ensure all relevant Officers have an in depth knowledge of all ongoing service conditions matters within the branch
  - b) to provide each other with any necessary support or advice on service conditions matters
  - c) to oversee and monitor allocation and progress of cases and duties
  - d) to direct or/and support the branch's lead negotiators and to work out strategies for the implementation of Branch and national service conditions related policy decisions, either by acting on matters devolved to it by the Service Conditions Committee or Branch Committee or by making recommendations to these bodies.
  - e) to nominate the Branch candidate for Staff Side Secretary subject to endorsement by the Branch Committee.
4. The Service Conditions Team shall set up working groups as it considers appropriate (subject to approval from the Service Conditions Committee)

### **5. Equalities Sub Committee**

1. The Sub Committee shall consist of;
  - a) The Branch Chairperson, the Branch Secretary and the Branch Officer(s) whose remit is directly relevant to the responsibility of the Committee.
  - b) Two Representatives from each Shop Stewards Committee, one of whom must be a woman.
  - c) Two Representatives from each self organised group, at least one of whom must be a woman.
2. The Sub Committee shall also have powers to co-opt additional members where it would be of assistance in progressing a specific issue. Co-optees shall have no voting rights.
3. The meetings will be chaired by the Branch Chairperson.
4. The Sub Committee shall consider all Branch business pertinent to the objective of ensuring equality in all matters relating either to an individual's membership of the Branch or to their employment and shall pursue areas of improvement for disadvantaged groups. This will include matters of National or Regional Policy.  
The Sub Committee shall consider all matters referred from the Branch Committee.

5. The Sub Committee shall have powers to elect representatives / delegates without reference to the Branch Committee whilst recognising any projected expenditure must receive the prior approval of the Branch Treasurer on behalf of the Branch Committee.
6. The Sub Committee shall meet bi-monthly with additional meetings being convened as appropriate, and shall submit minutes of their meeting to the Branch Committee for information / decision.
7. The Branch recognises and respects the right of members to self organisation and commits itself to facilitate that principle.

## 6. Health & Safety Sub Committee

1. The Sub Committee shall consist of;
  - a) The Branch Chairperson, the Branch Secretary and the Branch Officer(s) whose remit is directly relevant to the responsibility of the Committee.
  - b) Two Representatives from each Department
2. The Sub-Committee shall have powers to co-opt additional members where it would be of assistance in progressing a specific matter. Co-optees shall have no voting rights.
3. The meetings will be chaired by the Branch Chairperson.
4. The Sub Committee shall consider all matters relating to the Health & Safety of members in the workplace and in the pursuance of their duties.
5. Particular emphasis will be placed on the application of relevant legislation and the creation and maintenance of a union organisation which ensures a high profile for Health & Safety.
6. The Sub Committee shall meet monthly and shall submit minutes to the Branch Committee for information / decision.

## 7. Education & Communications Sub Committee

1. The Sub Committee shall consist of;
  - a) The Branch Chairperson, the Branch Secretary and the Branch Officer(s) whose remit is directly relevant to the responsibility of the Committee.
  - b) Recruitment / Membership Services Officer.
  - c) 8 members elected by the Branch Committee
  - d) Up to 3 additional members co-opted by the committee with the approval of the Branch Committee.
2. The meetings shall be chaired by the Branch Chairperson
3. The committee's remit will be to;
  - a) Co-ordinate shop stewards training
  - b) publicise trade union courses
  - c) publicise the unions aims and policies within the branch and with the wider public
  - d) co-ordinate an ongoing, targeted recruitment campaign

- e) amongst non-members in consultation with Shop Stewards Conveners and Self-Organised Groups
  - e) produce a regular branch magazine supplemented by newsheets as appropriate.
  - f) maintain a watch on the media to alert branch officers to issues requiring a UNISON response.
  - g) develop and produce information for members and stewards
4. NOTE: For the purposes of the branch magazine, the committee will appoint an editorial committee and editor subject to the approval of the Branch Committee.

## 8. Welfare Sub Committee

1. The Sub Committee shall consist of;
  - a) Welfare Officer
  - b) Branch Secretary
  - c) Branch Treasurer
  - d) Branch Chairperson
  - e) Three members elected by the Branch Committee.
  - f) Up to two members co-opted by the committee with the approval of the Branch Committee
2. The remit of the committee will be to;
  - a) Promote and administer the Welfare Fund
  - b) Deal with applicants for assistance from members
  - c) Deal with general problems of a welfare nature
  - d) Make arrangements for visiting beneficiaries
3. Any Welfare application must be dealt with in extreme confidentiality. Applicants will only be referred to by a code number in minutes.

## 9. Policy & Finance Sub Committee

1. The sub committee shall consist of;
  - a) all core Branch Officers
  - b) Six members elected by the Branch Committee
  - c) Up to three members co-opted by the committee with the approval of the Branch Committee
  - d) International Relations Officer
2. The meetings will be chaired by the Branch Chairperson.
3. The remit of the committee will be to;
  - a) Consider detailed matters of policy, including industrial action and relationships with other unions and branches of UNISON and to provide reports to the Branch Committee.
  - b) Consider all matters of finance, including budgets
  - c) Consider all matters delegated by the Branch Committee not within the scope of other committees.
  - d) Consider International Relations issues
  - e) Act on behalf of the branch on emergency items between Branch Committees
4. The committee will meet monthly between Branch Committees and shall submit minutes to the Branch Committee for information/decision.

## 10. Self Organised Group Structures

1. All branches are expected to facilitate the establishment and development of self organised groups for women, black members, disabled members and lesbian, gay, bisexual and transgender members to:
  - Help develop the union's policy on equality issues
  - Identify particular service conditions issues
  - Establish priorities within a defined trade union context
  - Increase visibility and participation within the branch
  - Build links between the union and the wider community
2. Membership of each self-organised group is open only to that self defined group of members. Thus, only women may be members of the women's self-organised group and so on.
3. The Branch Committee has the responsibility for facilitating self organisation, in consultation with the regional self-organised group committees and should ensure that:
  - (a) Appropriate members are encouraged to participate in self-organised groups.
  - (b) Two representatives from each branch self organised group are elected to both the Branch Committee and the Equalities Sub Committee, at least one of who must be a woman.
  - (c) The self-organised groups are involved in determining negotiating priorities and service conditions issues (on matters pertaining to the self organised group)
  - (d) The Branch respects members' rights to confidentiality and that all information is kept secure.
  - (e) Self-organised groups have sufficient agreed funding and resources to ensure attendance at regional and national self organised meetings and events.
  - (f) All meetings of self-organised groups are publicised widely to members and within the branch calendar and bulletins.
  - (g) Self-organised groups should contribute to a review/report of their work within the branch annual report.
4. The self-organised group shall have powers to elect co-conveners for the group and to elect representatives/delegates through mechanisms put in place by the Branch Equalities Officer on behalf of the Policy and Finance Committee, whilst recognising that any projected expenditure must receive prior approval of the Branch Treasurer on behalf of the Branch Committee.

## 11 - Branch Welfare Fund

The Branch shall operate and administer a Branch Welfare Fund under the following terms of reference.

- i) It shall be set up by a substantial donation agreed by the

Branch Committee and thereafter financed by voluntary contributions from members, from donations and from fund raising activities only.

- ii) It shall be kept in a separate bank account from the Branch General Fund
- iii) Independent accounts of the Branch Welfare Fund shall be kept and, duly audited, shall be submitted with the branch accounts as per branch rules.
- iv) The fund shall be established for charitable purposes only, namely the relief of suffering and distress of all categories of members and their dependents who are in necessitous circumstances.
- v) Assistance to members will be given, at the discretion of the Welfare Committee, in the form of loans which may be interest free or, in exceptional circumstances, grants may be given.

Such assistance shall be given either in cash or kind or through direct payment to agencies, whichever is considered most appropriate by the Welfare Committee.

- vi) At the discretion of the committee, funds may be used to provide tokens from the branch in the case of, for example, illness, retirements, bereavements etc.
- vii) The Fund shall be administered by the Branch Welfare Officer in consultation with Branch Treasurer and Branch Welfare Committee in terms of the appropriate Branch Rules governing these, and in terms of policy decisions approved by the branch from time to time.
- viii) The Branch Treasurer, in terms of his/her duties and responsibilities under Branch Rules shall have overall responsibility for the Branch Welfare Fund in as much as the publication of the relative accounts are concerned.
- ix) The confidentiality of all applicants and beneficiaries shall be of paramount importance at all times.
- x) The Fund shall be administered in addition to any other benefits which may be obtainable to members either through UNISON or from other agencies.
- xi) Funds in the Welfare Fund shall not be transferable to any other fund.

## 12 - Industrial Action Fund

The Branch shall operate an Industrial Action Fund under the following terms of reference:

- i) It shall be funded by money transferred from the General Fund as agreed by the Branch from time to time limited to no more than 10% of branch remission in any one year, from donations or fund-raising activities and from any levy agreed by the branch under National Rules.
- ii) It shall be used solely for purposes in direct connection with industrial action and primarily for alleviating hardship of members undertaking industrial action properly approved by the branch.

- iii) It shall be duly audited and shown in the Branch Annual Report and Financial Statement.
- iv) So far as is possible, the balance of funds at 31 December each year shall be maintained at at least 8% of the total income from members subscriptions remitted to the branch.

### 13. LabourLink Committee

The composition and remit of this committee will be

## SECTION E. Role of Branch Officers

### 1. Branch Officers

- a) The Branch shall elect Branch Officers annually in terms of Branch Standing Orders 4(6) "Election of Branch Officers", and 19-22, "Elections".
- b) The procedure for nomination and election will be that contained in Standing Orders with the exception of the LabourLink officer who shall be elected by LabourLink members only subject to Branch Rule E.21 LabourLink Officer.

### 2. Role of Branch President

1. The role of the Branch President reflects elements of the role of the union's national president, as well as a direct involvement in branch affairs as required. The post is geared towards an experienced branch activist who can provide the advice, leadership and continuity required by a large branch with many activists.

2. The President will

- a) Chair Branch General Meetings, liaising with the Branch Chairperson and fulfilling all the roles connected with these meetings as outlined under the Role of Branch Chairperson in A3.2 below.
- b) Represent the branch on official occasions.
- c) Oversee the work of the branch, providing advice and direction as required.
- d) Maintain a knowledge of UNISON's rules and procedures nationally and locally and provide opinion on these as required.
- e) Maintain a knowledge of service conditions matters and advise on these as required.
- f) Act as an arbiter in terms of internal disputes or disagreements, except where branch procedures state otherwise
- g) Act as a route of appeal as required by Rule B5 on staffing matters in the context of agreements applying to branch employed staff.
- h) Take on a negotiating role as and when requested to do so by the Chairperson and/or the Service Conditions team.

### 3. Role of Branch Chairperson

1. The Branch Chairperson shall chair all meetings of the Branch in the absence of the President and (in liaison

decided by branch members who are registered contributors to the LabourLink, supported and advised by the Scottish LabourLink Committee.

### 14. Retired Members Section

The composition and remit of this body, will be determined by appropriate members defined under National Rules.

- with the Branch Vice Chairpersons) shall chair the Branch Committee and other established Committees.
- 2. He / She shall ensure all meetings are conducted in line with Branch Standing Orders and that all motions / decisions are in accordance with the Policies of the Union.
- 3. He / She shall liaise with the Branch Secretary in relation to the convening of meetings and the drafting of agendas.
- 4. He/She will be a member of the Service Conditions Team and will chair relevant meetings. He/She will convene meetings as required of the Team outwith their regular meetings
- 5. Any other responsibilities as outlined in Rule B5

### 4. Role of Vice Chairpersons (2)

To deputise for the President or Chairperson in terms of E.3 paragraphs 1,2,3 and 5.

### 5. Role of Branch Secretary

1. Within UNISON rules the remit of the Secretary is defined as;

- 4.1.** convene and attend all meetings of the Branch and Branch Committee and shall arrange for the minutes and other Branch records to be kept in a proper manner.
- 4.2** co-operate with the Union's Head Office in keeping a record of all members' names, addresses and work groups and in communicating any changes in these matters to the Head Office.
- 4.3** be responsible for communicating with members and with the Union's Regional and Head Offices on behalf of the Branch.
- 4.4** in conjunction with the Branch Committee, ensure that the Branch observes Union Rules.
- 4.5** at the end of his/her appointment (and at any other time when so required by the General Secretary) deliver to the Branch Chairperson or to such person as the General Secretary may appoint all accounts, financial records and money belonging to the Union."

- 2. The above statements are very generalised and should only be considered indicative of the nature of the post.
- 3. Will convene and attend monthly meetings of the Policy and Finance Committee.

4. Within the City of Edinburgh branch it is considered the role of the Branch Secretary should be one of co-ordinator in addition to those tasks itemised within National Rules.
5. He/She should overview the work of all other Branch Officers ensuring those individuals fulfil the tasks and responsibilities allocated to them. This may involve providing direct assistance in addressing workloads or discussing programmes of work. Liaison should be an ongoing process.
6. He/She should ensure there is an active union organisation in each Department and that the body is representative of those members it represents.
7. He/She should be delegation leader to all other forums of the union or appropriate bodies to which the Branch is affiliated unless he/she or the Branch Committee decide it would be appropriate to appoint that role in a particular delegation to another delegate.
8. The Secretary shall be the Branch spokesperson at all times unless the Secretary or the Branch Committee decide it would be appropriate to delegate a particular matter to another individual. All decisions concerning who should be branch spokesperson on an issue and how that issue is presented to the media should be taken in consultation with the Communications Officer.
9. The Secretary shall be responsible for ensuring administration of Branch business is carried out timeously and effectively.

*It should be stressed the Branch Secretary is leader of a team and should at all times attempt to involve other members of the team.*

## 6. Role of Assistant Branch Secretary

1. To assist and deputise for the Branch Secretary in the aspects of his/her duties contained in E.5 paragraphs 1, 2, 3, 5 and 8.
2. The Assistant Secretary and the Secretary should work as a team and agree on a regular basis, an efficient allocation of tasks between them

## 7. Role of Branch Treasurer

1. Within UNISON rules the role of the Branch Treasurer is defined as follows;  
“4.3.1 conduct the Branch business and keep accounts in accordance with the rules.  
4.3.2 at the end of his/her appointment (and at any other time when required by the General Secretary) deliver to the Branch Chairperson or such person as the General Secretary may appoint all accounts, financial records and money belonging to the union.”
2. These clauses should be viewed as generalist and only indicative of the Treasurer’s pivotal role in all aspects of finance relating to the Branch.
3. Specific aspects to be recognised are;
  - a) the requirement to provide union representatives with

- travel and subsistence payments and other appropriate financial assistance (e.g. childcare) when carrying out duties relating to the Branch. These should be linked to those rates applied at Regional level.
- b) the requirement to adjudicate in all matters relating to the payment of union subscriptions.
- c) the requirement to ensure all bills/invoices are dealt with timeously.
- d) the requirement to regularly inform the Branch Committee of the current financial position of the Branch. This will be done at a minimum of once every 3 months from the start of the UNISON Financial Year
- e) the requirement to provide assistance to any bona fide individual who by law or rule has the right to examine the Branch’s financial records.
- f) the requirement to produce estimates for the following years expenditure which should be submitted to the Branch Committee for approval and to monitor individual budget headings.
- g) the requirement to ensure the financial records of the Branch are audited at least once yearly.

It must be stressed the above list is indicative rather than exhaustive.

## 8. Role of Branch Equalities Officer

1. The following are agreed areas of work pertinent to the post;
  - a) In consultation with Regional Self-Organised Group Committees, support and develop the ongoing development of Branch Self-Organised structures
  - b) in consultation with branch self organised groups the postholder should initiate and facilitate proposals which would improve the conditions of service for disadvantaged groups.
  - c) in consultation with branch self organised groups the postholder should participate in the negotiation of and monitor all proposed local agreements to ensure they are nondiscriminatory and lend positive assistance to eradicating existing discrimination.
  - d) the postholder should continually monitor the application of agreements to ensure they are being applied consistently and in a nondiscriminatory manner.
  - e) the postholder should be aware of the National policies of the union as they refer to Equality issues and to advise the Branch/Branch Committee on such matters which require Branch action.
  - f) the postholder should be aware of appropriate legislation and advise the Branch/Branch Committee of any implications.
  - g) the postholder should highlight Equality issues in the Branch and positively pursue an ongoing publicity/education programme which will raise members awareness of Equality issues.
  - h) the postholder should proactively assist the creation

of self organised groups supporting self identified local members.

- i) to provide advice and assistance where required in individual Conditions of Service cases.
- j) in consultation with branch self organised groups to develop measures to ensure that members of structurally disadvantaged groups can be empowered and included in the branch and in the workplace.

The above list is indicative rather than exhaustive.

2. This wide ranging remit will require ongoing mutual liaison and information sharing between the postholder and Steward Committees and with other Branch Officers if the Branch is to positively address Equality issues.
3. Will convene and attend bi-monthly meetings of the Equalities Sub Committee.
4. The scale of the job also dictates a requirement for the active participation of all members of the Equalities Sub Committee if the Branch is to be proactive in this area of work.
5. All work in this field must be co-ordinated by the Equalities Officer if continuity and consistency is to be applied and positive results are to be forthcoming.

## 9. Role of Health & Safety Convener

1. The following are agreed areas of work pertinent to the post;
  - a) the postholder should initiate and facilitate proposals which would improve the work environment.
  - b) the postholder should be aware of the National policies of the union as they relate to Health and Safety issues and to advise the Branch / Branch Committee on such matters which require Branch action.
  - c) the postholder should be aware of appropriate legislation and advise the Branch / Branch Committee of any implications.
  - d) the postholder should participate in Branch negotiations on issues of a Health and safety nature.
  - e) the postholder should highlight Health and Safety issues in the Branch and positively pursue an ongoing education / publicity programme which will raise members awareness of Health and Safety issues.
  - f) the postholder should provide advice and assistance where required on specific Departmental Health and Safety matters.

The above list is indicative rather than exhaustive.

2. This wide ranging remit will require the postholder to liaise to a high degree with other Branch Officers if the Branch is to positively address Health and Safety issues.
3. Will convene and attend monthly meetings of the Health and Safety Sub Committee
4. The scale of the job also dictates a requirement for the active participation of all members of the Health and Safety Sub Committee if the Branch is to become pro active in this area of work.

## 10. Role of Branch Service Conditions Coordinator

The Service Conditions Coordinator will be responsible for the provision of a comprehensive service conditions resource for the membership, ensuring full access to representation, guidance and advice.

He/she will be lead officer for the branch on service conditions issues with the employer(s).

In addition to the range of duties outlined for Service Conditions Convener, this postholder's prime responsibilities will include:

- a) Maintaining an overview of service conditions matters
- b) Ensuring all relevant officers/stewards are updated on progress in negotiations at all levels of the union
- c) Will convene and attend monthly meetings of the Service Conditions Sub Committee
- d) will convene and attend monthly meetings of the Service Conditions Team.
- e) Maintaining and updating a service conditions information bank and an appropriate filing system for issues/ cases.
- f) Preparing strategies for negotiations in liaison with appropriate officers
- g) Assisting service conditions team in addressing casework.

## 11. Role of Branch Service Conditions Convener

1. The Service Conditions Convener will work in conjunction with the Branch Service Conditions Coordinator as well as addressing general Service Conditions demands. The postholders' activities will include the following: in addition to substituting for the duties of the Service Conditions Coordinator as required:-

- a) negotiating on behalf of the Branch on appropriate Conditions of Service issues.
  - b) representing individuals/groups in relation to local claims, disciplines or the pursuance of grievances in liaison with local representatives.
  - c) initiating and facilitating proposals for improvements to conditions of service.
  - d) monitor application of agreements to ensure consistency and proper interpretation.
  - e) awareness of appropriate legislation and advising the Branch/Branch Committee of any implications.
  - f) awareness of the National policies of the union and advising the Branch/Branch Committee on such matters which require Branch action.
  - g) respond to all appropriate correspondence.
  - h) provide assistance and advice to other levels of the organisation.
  - i) maintain contact with Full Time Paid Officer and seek advice and assistance where appropriate.
- The above list is indicative rather than exhaustive.

## **12. Role of Branch Service Conditions Officers (5)**

1. The postholders should work within a team chaired by the Branch Chairperson and involving the Branch Secretary and Service Conditions Team.
2. The postholders should work in close liaison with other Branch Officers and Shop Stewards and Self Organised Group Conveners and undertake work on behalf of the membership across all sectors.
3. They will participate in the provision of a comprehensive service conditions resource in liaison with the Coordinator and other appropriate officers.
4. Their duties will be to take the primary role in those duties outlined in E11 a) to i).

## **13. Role of Branch Service Conditions Convener, Craft Workers**

The postholder will fulfil the same role as a Branch Service Conditions Officer but will take a lead role in all matters relating to members contracted to Craft Workers Terms and Conditions of Service.

## **14. Role of Branch Communications Officer**

1. This postholder will have specific responsibility for maintaining contact between the members and their union and would co-ordinate all Branch publicity.
2. Aspects of the remit of the Communications Officer are;
  - a) the co-ordination of a Branch Magazine to be issued on a regular frequency supplemented by targeted newsheets
  - b) produce, as required, special one - off literature.
  - c) to co-ordinate publicity aspects of Branch campaigns.
  - d) to provide advice and assistance on publicity aspects of Departmental campaigns.
  - e) to co-ordinate (but not initiate without approval of Chair & Secretary) the publicising of the aims, policies and activities of UNISON in all suitable media
  - f) to advise on all aspects of communications with the media
  - g) to develop a database of media contacts and to monitor press
  - h) to co-ordinate branch involvement in wider campaigns.
  - i) to maintain an awareness of local and national issues and ensure they are profiled within the Branch.
  - j) pursue a positive image for the union with members of the public.
  - k) to put in place and maintain a distribution network which will ensure the timeous distribution of relevant materials.

The above list is indicative rather than exhaustive.

3. The postholder will require close liaison with other Branch Officers to ensure information is correct, up to date and relevant.

## **15. Role of Branch Education Officer**

1. The Branch Education Officer's remit will focus on the provision of an educational programme which will ensure all stewards and office bearers have access to appropriate training. In fulfilling this task the Education Officer will have to make an assessment on the appropriateness of particular training packages to the needs of the particular Stewards and Self-organised group committees./ Branch Officer.
2. Aspects of the remit would be;
  - a) identifying and addressing individual and Branch training needs
  - b) the co-ordination of a Training Plan making use of both internal and external resources.
  - c) liaison with outside agencies and other levels of the union on relevant matters.
  - d) programming and participating in internal Branch courses
  - e) assessment of course materials
  - f) ensuring administrative support is provided (e.g. arranging time off, accommodation, travel arrangements etc)
  - g) maintaining records of individual participation in training
  - h) providing support for shop stewards and shop stewards' organisation in the BranchThe above list is indicative rather than exhaustive.
3. If the remit is to be fulfilled the postholder must maintain close contact with other Branch Officers and with Shop Stewards and Self Organised Group Conveners.

## **16. Role of Branch Welfare Officer**

1. This post is different to other Branch Officers due to the confidential nature of the tasks involved. Normally the only people aware of a Welfare case would be the Welfare Officer and the local steward although there will be occasions when the advice of another Branch Officer may be required.
2. Aspects of the remit would be;
  - a) to stimulate and foster support for the Welfare Fund
  - b) visits to beneficiaries
  - c) knowledge of benefits available through the union and other agencies
  - d) ensuring members are aware of welfare provision
  - e) giving advice and assistance to Shop Stewards
  - f) providing direct advice to members
  - g) to do all the above either directly or through the Welfare Committee

The above list is indicative rather than exhaustive.

## 17. Role of Branch Recruitment/ Membership Services Officer

I. While it is every activist and member's job to recruit, this position is key to the recruitment and retention of members and as such key to the whole branch organisation. The post involves:

- a) to co-ordinate recruitment in the branch in conjunction with Shop Stewards Committees, Self-Organised Groups and other Branch Officers as appropriate.
- b) Liaise with National and Regional Officers in mounting targeted recruitment campaigns
- c) to deal with matters concerning applications for membership
- d) to assist in maintaining membership statistics
- e) to correspond with UIA Ltd, Britannia Building Society etc
- f) to develop services available to members outwith conditions of service issues, eg local discounts etc.
- g) to promote such services to members.

## 18. International Relations Officer

- a) to raise and co-ordinate activities for the increase in members knowledge and understanding of international issues
- b) to keep the branch informed, via the Policy and Finance Committee, on international issues.

## 19. Branch Auditors (2)

To conduct an efficient audit in accordance with the NECs general principles at least once per year.

## 20. Young Members Officer

- a) To develop and co-ordinate youth activities in the Branch in line with national and Scottish guidelines which are issued from time to time.
- b) To develop youth structures within the Branch.
- c) To develop strategies for recruiting, retaining and involving young members.
- d) To act as one of the Branch delegates to any approved UNISON or other Young Members conferences etc.

## 21. LabourLink Officer

- a) The LabourLink Officer will be elected annually by a meeting open to all qualifying members paying the LabourLink Fund levy. The LabourLink Officer will:
- b) co-ordinate LabourLink activities within the branch within National and Scottish rules and guidelines.
- c) act as a line of communication between the Branch, the LabourLink and the Labour Party, ensuring that UNISON's policies are understood within the Labour Party at the appropriate levels and communicating

Labour Party issues to the branch membership via the Branch Communications Officer.

- d) keep a record of and convene regular meetings of LabourLink members in the Branch.
- e) set up measures to recruit and retain LabourLink members.

## 22. Lifelong Learning Convener

The role of the Lifelong Learning Convener will include the following in conjunction with the Education Officer:-

- 1) Developing the profile of Lifelong Learning in the branch
- 2) Encouraging members to become Lifelong Learning Advisers/ Representatives
- 3) Setting up schemes and structures to support advisers and members in Lifelong Learning
- 4) Co-ordinating the activities of Lifelong Learning Advisers/ Representatives to:-
  - a) raise awareness of Lifelong Learning issues in the workplace and the branch
  - b) raise awareness of Lifelong Learning opportunities amongst members and potential members
  - c) help to identify and articulate the learning needs of particular groups of members or potential members
  - d) raise awareness of the UNISON partnership approach to learning
  - e) liaise with employers on learning opportunities in the workplace
  - f) create a positive experience of what UNISON can do for members in the workplace around learning issues.
  - g) encourage colleagues to join courses such as Return to Learn and supporting them while they are learning
  - h) work with the branch to encourage learners into branch activity
  - i) work with other branch officers to promote Lifelong Learning opportunities.

## 23. Retired Members' Secretary

The Retired Members Secretary will be elected annually by a meeting open to all qualifying members under the National Rules.

## 24. Other Officers

The Branch may appoint other officers from time to time as it thinks fit, for example Womens' Officer, etc.

## SECTION F.

### Representation of members in Service Conditions Issues

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#### Representation Framework



#### 1. Guidelines

- 1 The Shop Steward must be the first point of contact for the member.
2. The Shop Steward may seek guidance in the first instance from the Shop Stewards Convener / Vice Convener. Following discussion they may then consider it appropriate to involve the Service Conditions Team.
3. Representation at the final Departmental stage of a Discipline or Grievance should involve the Shop Stewards Convener / Vice Convener in conjunction with the Shop Steward. They may involve the Service Conditions Team if appropriate.
4. Prior to any appeal or dispute being progressed to an Employer's Appeals and Disputes Committee the case will be considered by the Service Conditions Team who will assess the case and advise whether it is appropriate to pursue the matter further.

#### 5. Representation to the Appeals and Disputes

Committee will be led by a member of the Service Conditions Team unless otherwise delegated by those individuals.

6. Any member who is aggrieved with the manner in which their case has been represented may in the first instance appeal to the Shop Stewards Convener. If that individual has previously been involved in the case the appeal may be made to the Service Conditions Coordinator or if he/she has similarly been involved to the Branch Secretary.

If the member remains aggrieved, he/she may progress their grievance to an Appeals Panel established by the Branch Committee for that purpose. It is recognised that members have a final right of appeal to the National Executive Council.

**The Branch Secretary must be informed in writing by the member of their intention to appeal.**

7. In Service Conditions matters, as in all others subject to UNISON national rules, the full time officer will only have a role in the branch when and if invited to take on that role by the branch. Decisions on how and by whom members are represented are a matter for the branch.

## SECTION G. Policy Making

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#### 1. Preamble

UNISON will be membership led and as such policies will be determined by the members whether the policy relates to an issue within a particular workplace / department or to an issue which is of significance to the General Membership at Branch or National level. Any structures put in place must recognise this major principle.

There are 4 levels within the policy making structure of the Branch and the following outlines how each tier relates to the members.

#### 2. Workplace Meetings

These will be convened on a frequency agreed between the membership group and their Shop Steward. Further meetings may also be convened to deal with particular issues. Members will be provided with the opportunity to propose / move policy on issues which relate to the union at any level.

If agreed at the Workplace Meeting the issue will be acted upon or progressed for consideration to the relevant level of the Branch.

#### 3. Shop Stewards Committee

This body will consider all relevant matters referred from Workplace Meetings or, in the absence of such a meeting, raised by a Shop Steward on behalf of the membership group he / she represents. If agreed by the Shop Stewards Committee the issue will be acted upon or progressed for consideration to the relevant level of the Branch.

#### 4. Departmental Meeting

This body will be open to all members of the particular Department. It will consider all matters of a conditions of service nature affecting the department. Matters may be raised directly by members to this forum and decisions made there, if competent, will constitute mandates to the appropriate Shop Stewards Committee.

## **5. Branch Committee**

This body will consider all relevant matters referred from Shop Stewards Committees or Branch Officers. Shop Stewards may raise issues directly only if they have not had the opportunity to raise the matter at their Shop Stewards Committee and time constraints require the Branch Committee to make a decision. If agreed by the Branch Committee the issue will be acted upon or progressed to the relevant level of the Union.

## **6. Branch Meetings**

There will be an Annual General Meeting of the Branch  
**It should also be noted that the Branch Committee is able to call additional branch meetings, and meetings can also be requisitioned by the membership.**

The Branch Meeting will consider issues affecting the Branch as a whole or which will have to be progressed to Regional or National levels of the organisation for consideration.

Relevant matters may be raised directly to this forum by any member or committee of the branch.

***[NOTE: In relation to all stages of policy making, all decisions must be confirmed by the branch secretary as being in accordance with the policies of UNISON unless the substance of the proposal calls for a change in policy. In such instances the proposal will not be acted upon until it has been approved at the relevant level of the branch.]***

# UNISON City of Edinburgh Branch

## SECTION H: Standing Orders for Branch Annual and General Meetings

*Sections marked thus \* apply also to Branch Committees, Shop Stewards Committees and Departmental Meetings*

1. Initial Notice of Meeting shall be issued not less than 28 days in advance of the meeting and shall contain the date, time and venue of the meeting and notification of timescales for the submission of motions and nominations for Branch Officers.
  - (k) Branch Health & Safety Officer
  - (l) Branch Equalities Officer
  - (m) Branch Education Officer
  - (n) Branch Communications Officer
  - (o) Branch Recruitment/Membership Services Officer
  - (p) Branch International Relations Officer
  - (q) Branch Welfare Officer
  - (r) Branch Auditors (2)
  - (s) Branch Youth Officer
  - (t) Other Branch Officers as may be decided by the branch
2. Formal Notice of Meeting shall be given by a circular to be issued by the Branch Secretary not less than seven clear days in advance of the meeting and which shall contain the Agenda of Business to be transacted including all competent and relevant motions submitted in accordance with these Standing Orders.

### **QUORUM**

3. The quorum of the meeting shall be 200 members. *The quorum for other meetings shall be as set out in Rule B.4*

### **ORDER OF BUSINESS**

- 4 The following business shall be considered by the Annual General Meeting.
  - 1) Apologies for Absence (to be submitted to the Branch Secretary in writing prior to the start of the meeting).
  - 2) Minutes of the previous A.G.M. and any other Branch Meetings which have taken place in the intervening period and consideration of any matters arising.
  - 3) Annual Reports from Branch Officers (these should have been previously issued to allow questions to be taken. Questions must be submitted to the Branch Secretary at least 24 hours prior to the meeting).
  - 4) Financial Statement for the previous year's accounts.
  - 5) Suggested Organisations to which the Branch should affiliate.
  - 6) Election of Branch Officers;
    - (a) Branch President
    - (b) Branch Chairperson
    - (c) Branch Vice-Chairpersons (2), one of whom must be a woman
    - (d) Branch Secretary
    - (e) Assistant Secretary
    - (f) Branch Treasurer
    - (g) Branch Service Conditions Coordinator
    - (h) Branch Service Conditions Convener
    - (i) Branch Service Conditions Convener (Craft Workers)
    - (j) Branch Service Conditions Officers (5) at least three of whom must be women.

- 7) Motions for which notice has been given.
- 8) Any Other Competent Business.

### **ROLE AND RESPONSIBILITIES OF CHAIRPERSON**

5. The President, or in their absence the the Chairperson or Vice-Chairperson, shall Chair the meeting. In the absence of all such Office Bearers the meeting shall appoint a person to Chair the meeting.

*NOTE: For the purposes of the following paragraphs the term Chairperson will refer to the person chairing the meeting.*

- \*6. Deference shall at all times be given to the authority of the Chairperson. When the Chairperson rises to speak, the member who is addressing the meeting shall resume his/her seat. It shall be the duty of the Chairperson to preserve order and to ensure members obtain a fair hearing. He/She shall decide all matters of order, competency and relevancy. He/She shall also be entitled to adjourn any meeting to a time he/she may then fix, and his/her quitting the Chair shall be the signal that the meeting has adjourned.

The Chairperson shall have both a deliberative and casting vote.

- \*7. The ruling of the Chairperson on any point of order, competency, relevance or policy shall be final unless challenged by at least four members and unless two thirds present and voting vote against such ruling. Upon a competent challenge being made the Chair shall vacate the chair and a vote shall be taken without further debate.

### **NOTICES OF MOTION**

- \*8. Motions may be proposed by any two members, the branch committee or a properly constituted shop stewards committee or self organised group. Notice of a motion for consideration by the meeting shall be given in writing, signed by the intended mover and seconder

and delivered to the Secretary not less than fifteen clear days (11 days in the case of all meetings other than Branch Meetings) before the date of the meeting. Any such motion shall be considered at that meeting provided that any motion which, in the opinion of the Chairperson or Executive Committee, is irrelevant or incompetent shall not be placed on the Agenda or considered at the meeting.

If a tabled motion is not moved by the members responsible for its original submission or by another member on his/her behalf, it shall, unless postponed by leave of the meeting, be withdrawn from the Agenda.

### **\*9. AMENDMENT TO A MOTION**

**\*9.1** Amendments may be proposed by any two members, the branch committee or a properly constituted shop stewards committee or self organised group. An amendment to a motion shall be submitted, in writing, to the Branch Secretary not less than 3 days prior to the start of the meeting and will be moved, provided the amendment:-

- a) is relevant, competent and intelligible as regards the proposal it is intended to amend;
- b) does not alter the motion in such a way as to make it virtually a new motion;
- c) does not imply mere negation;

**\*9.2** When an amendment to a motion is moved, no further amendment may be moved until the first one is disposed of, subject to 9.3 below.

- a) When an amendment is defeated, a further amendment may be moved to the original motion.
- b) When an amendment to a motion is carried, the motion, as so amended, shall become the substantive motion, to which a further amendment may be moved.
- c) A member shall not move more than one amendment to any one motion, nor shall the mover of a motion move any amendment to such motion.

### **GROUPED DEBATE**

**\*9.3.** Where, in the view of the Chairperson of the meeting, separate debates on specified motions and/or amendments dealing with the same subject matter would lead to undue repetition in the debates, a grouped debate and/or sequential voting may be adopted by the meeting.

The following procedure will be followed:

- a) The Chairperson will advise the meeting of the order of business and of the sequence in which motions and amendments will be moved and voted on following a general debate, and of the effect of certain proposals on others.
- b) All motions and amendments included in the debate shall be moved.
- c) The general debate shall take place.
- d) The Chairperson shall again state the order of voting

and shall advise the meeting which, if any, motions or amendments will fall if others are carried.

e) Voting will take place on motions, preceded by relevant amendments, in the order in which they were moved.

### **EMERGENCY MOTIONS**

**\*10.** An Emergency Motion will be considered provided

- The Chairperson rules it relevant, urgent and competent
- The substance of the motion arose outwith the Standing Order timescales for submission of motions
- At least two thirds of those present and voting agree its submission to the Agenda.

### **ORDER OF DEBATE**

**\*11** The mover of a motion or amendment shall not speak for more than seven minutes unless with the consent of the meeting. Each other speaker shall not speak for more than three minutes, and shall speak only once in the same discussion unless to call attention to a point of order or, with the consent of the Chairperson, to make an explanation.

**\*12** The mover of the substantive motion shall have the right to speak for three minutes in reply, but no new matter shall be introduced by him/her in such reply. The discussion shall thereupon be closed and the question put by the Chairperson.

**\*13** A member desiring to speak shall raise his/her hand and, when called upon, shall address the meeting. He/She shall direct his/her speech strictly to the matter under consideration, or to a point of order.

**\*14** If two or more members rise to speak at the same time, the Chairperson shall decide the order of speaking.

**\*15** A member who is addressing the meeting when a point of order is raised shall resume his/her seat until the point has been decided by the Chairperson.

### **CLOSURE OF DEBATE**

**\*16** At the close of any speech during a debate and provided that not less than five members have spoken, a member who has not spoken on the question may move "that the question be put". If this motion is seconded, the Chairperson shall instruct that a vote be taken without further debate. If it is carried, the mover of the original motion shall have the right of reply and the question under discussion shall then be put to the meeting.

**\*17** At the close of any speech during a debate and provided that not less than five members have spoken, a member who has not spoken on the question before the meeting may move "the previous question". If this motion is seconded the Chairperson shall instruct that a vote be taken without further debate. If the motion is carried the meeting shall proceed with the next business.

## **VOTING ON MOTIONS**

\*18 Voting on motions shall be by a show of hands unless a motion for a ballot is supported by not less than twenty members present. Any member taking part in a vote may request his/her dissent from the decision be recorded.

## **ELECTIONS**

\*19 Nominations for Office-Bearer posts must be made by any two members or a properly constituted shop stewards committee and, except in the case of job-share nominations, they may make only one nomination for any individual post. Nominations must be submitted at least 21 days (11 days in respect of Departmental elections) before the meeting and should carry the signature of the two nominators or, in the case of a nomination from a shop stewards committee, the signature of the convener of that committee with a copy of the relevant minute. All nominations shall be confirmed by the Branch Secretary with the nominated individual(s).

\*19.1 Any Branch Officer vacancies following or arising after the AGM may be filled by the Branch Committee. In such case the 11 day timescale for nominations will apply.

\*20. Job-share nominations may only be made with the prior agreement of the candidates concerned and, if a vote is required, they will be voted upon as if they were one candidate.

21 In the event of an election being required all nominees may submit biographical details (not exceeding 250 words) which will be made available to all those taking part in the vote.

22 Voting on elections shall be by secret ballot.

## **STANDING ORDERS**

23 Any one or more of these Standing Orders may be suspended at any meeting with the consent of not less than two thirds of the members present and voting.

## **OTHER BRANCH MEETINGS**

24 Emergency Branch meetings may be called by either;

1) The Branch Committee or

2) Submission of a request signed by at least 200 members stating the reason for calling an Emergency Meeting and the terms of the motion to be debated.

25 An Emergency Meeting shall only discuss that matter for which it has been called.

26 Timescales for convening Branch Meetings may be amended by the Branch Chairperson if, in his/her opinion, the substance matter requires earlier consideration.

In all cases of emergency meetings, the calling notice for such meeting will be circulated to all members and it will include the agenda and will state clearly the business to be addressed. This should include the terms of any motion submitted in terms of 24 (2) above.

# **SECTION I. Adoption of Branch Structures Rules and Standing Orders**

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## **1. Approval/ Alteration to Branch Rules and Standing Orders**

- a) Branch Rules and Standing Orders must be agreed by two thirds of members present and voting at a quorate and properly constituted Annual General Meeting.
- b) Branch Rules and Standing Orders must be approved in accordance with UNISON's procedures.
- c) Any changes to Branch Rules or Standing Orders must be agreed and approved in the same way.

## **2. Adoption Of Rules and Standing Orders**

The foregoing Standing Orders, Rules and Branch Structures were adopted by UNISON City of Edinburgh Branch at its Inaugural Branch General Meeting on the 13th day of May 1996 and amended at its Annual General Meeting on the 17th day of February 1997.

*W. Heeps, Branch President, D. Black, Branch Chairperson  
John Stevenson, Branch Secretary*

The foregoing Standing Orders, Rules and Branch Structures were amended by UNISON City of Edinburgh Branch at its Annual General Meeting on the 26th day of February 1998.

*Joe Galletta, Branch Chairperson  
Morag Stevenson, Douglas Black Branch Secretaries*

The foregoing Standing Orders, Rules and Branch Structures

were amended by UNISON City of Edinburgh Branch at its Annual General Meeting on the 15th day of February 1999.

*Joe Galletta, Branch Chairperson  
Morag Stevenson, Branch Secretary*

The foregoing Standing Orders, Rules and Branch Structures were amended by UNISON City of Edinburgh Branch at its Annual General Meeting on the 8th day of March 2001.

*Douglas Black, Branch Chairperson  
John Stevenson, Branch Secretary*

The foregoing Standing Orders, Rules and Branch Structures were amended by UNISON City of Edinburgh Branch at its Annual General Meeting on the 19th day of March 2002.

*Douglas Black, Branch Chairperson  
John Stevenson, Branch Secretary*

The foregoing Standing Orders, Rules and Branch Structures were amended by UNISON City of Edinburgh Branch at its Annual General Meeting on the 23rd day of February 2004.

*Barbara Foubister, Branch Chairperson  
John Stevenson, Branch Secretary*

The foregoing Standing Orders, Rules and Branch Structures were amended by UNISON City of Edinburgh Branch at its Annual General Meeting on the 9th day of March 2009.

*John Stevenson Branch President, Duncan Smith, Branch Chairperson  
Agnes Petkevicius, Branch Secretary*

# Appendix A: Sponsorship

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## UNISON Scotland Sponsorship Policy Guidelines

1. Sponsorship means the provision of financial support to an organisation, project or event from which benefit to UNISON will be derived through linked publicity.
2. The linked publicity must give UNISON significant opportunities to explain the union's policies or to promote a good image of the union or of trade unions as a whole.
3. Applications should be channelled through the Regional Communications Officer and dealt with by the Communications and Campaigns Committee.
4. The Committee, advised by the Regional Communications Officer, will select projects for sponsorship so as to vary the types of sponsorship between the arts, sport and other activities, and, by monitoring them, build up experience and a clearer picture of the most suitable forms of sponsorship for UNISON.
5. In principle, UNISON will seek to be sole or principal sponsor of any project.
8. Priority will be given to the following two categories in selecting projects:
  - (a) those that extend access to disadvantaged or generally neglected minority groups
  - (b) those that might not happen without the sponsorship, but which are worth encouraging for social or general political reasons.
7. UNISON will not sponsor any service or activity that should by definition be paid for from public funds alone.
8. UNISON will not sponsor any organisation or project whose policies or contents are inconsistent with UNISON's policies.
9. When sponsorship is agreed, the benefits to be derived from it must be clearly stated in the agreement with the organisation being sponsored.
10. A sum will be provided for sponsorship in the Scottish Communications Estimates.
11. Branches will be encouraged to make some provision for sponsorships, as far as that is practical, in their communications planning and budgeting and to observe these policy guidelines in making sponsorship contracts.