**UNISON**

**Edinburgh Napier University Branch**

**Minutes of the Annual General Meeting held on the 5th March, 2015**

**Room H9, Merchiston Campus**

Branch Executive Group present: Malcom Mackay, Stephen McLellan, John Wood, David Campbell, Maxine Wood, Gary Britton, Elaine Macdonald

Branch members present: counted as being 28 people (total 35)

1. Welcome

Stephen McLellan welcomed members to the meeting and outlined the agenda.

1. Minutes of the Branch AGM, February 2014 and EGM, September 2014

The minutes of the previous meetings were reviewed and approved.

1. Matters Arising

Stephen McLellan provided an update on matters contained within the previous AGM minutes:

* The branch executive had invited Angela Constance to attend the AGM to discuss university governance. The invitation was declined. Currently there is no official trade union representation on university courts. The Scottish Government are keen to make this statutory. Currently at Napier one of the academic representatives on court is an EIS representative. The staff representative on court is due to come up for election and UNISON is keen to back a candidate. Members were asked to email Stephen if they were interested in standing for election.
* Car parking will be discussed later in the meeting
* The branch executive has put effort in the last year to improving communications within the branch via emails and newsletters. They are keen to keep people informed without bombarding them.
1. Secretary’s Report

Stephen McLellan updated members on the work of the branch during the previous year:

* University Restructure:

There is poor communication from the university regarding the restructuring which is being undertaken to meet the 2020 strategy (rather than on a cost saving basis). There has been consultation with senior managers up until now, which seems to have occurred in a transparent manner and UNISON is keen for this level of transparency to be continued with staff at lower levels. Consultation on voluntary redundancy is ongoing, but the Branch Exec feels that this isn’t aimed at UNISON members and is instead focused on the move from an academic to research focus. Any redundancy will need to be supported by the individual’s line manager. The unions have asked for clear criteria for voluntary redundancy, but this hasn’t yet happened. It is important to fight our corner at this time and in consultation the union will hold the university to their agreement of no compulsory redundancies.

* November Dispute: The UNISON/EIS joint dispute with the university has now been resolved. It was started as both unions felt that the recognition agreement wasn’t being adhered to. Concerns still remain as to how the current restructuring is being consulted on.
* Central Support from UNISON: Starting in the autumn the branch will receive central support from UNISON for campaigning and recruitment. This is shared with 3 other universities and jointly funded. Members are asked to forward ideas for campaigns to Stephen McLellan.
* ARC: The “Avoidance of Redundancy Committee” was formed to avoid unnecessary redundancies. Through JNCC ARC has been re-instated as there have been a number of redundancies as a result of organisational change. In the last year there have been 7 compulsory redundancies. The benefit of the ARC process is that it enables union access to background information. Since the decision to reform the ARC, the university has gone back on this agreement………
* Car Parking: the car parking consultation process is still ongoing. UNISON have asked for figures and information to inform our response. The proposal looks to increase the cost of permits and outsource the parking to a private company. There may be fines of £70 for parking outwith areas and if 3 penalties are given an individual’s permit may be revoked. UNISON wants there to a tender/procurement process and there are currently questions on the legality of enforcing it.

* Fixed Holidays: Negotiation about changes to fixed holidays is ongoing. The current proposal is to keep the Christmas and Easter holidays and to change the rest to annual leave. There are a large number of UNISON members who will be negatively impacted by these changes and the Branch Executive are looking for guarantees from the university. The changes need to be in place for September and there will be a member vote once a reasonable offer has been put forward.
* Charity Donations: Donations have been made to the following charities this year:
	+ Pilton Youth Project £300
	+ Muirhouse YDG £300
	+ Rhetts Syndrome Charity £300
	+ Newman Trust £300
	+ NSA Duke of Edinburgh Award Fund £600

There has also been a request to make a donation to the Malala Fund. This requires further research as the charity is based in the USA.

Members were asked to suggest charities that they would like donations to be made to, especially local ones. Donations of under £100 can be approved at Committee.

1. Treasurer’s Report and Annual Accounts

David Campbell summarised the annual accounts. He highlighted that the branch had transferred its funds to the Unity Trust Bank. The main expenditures in the previous year were on the industrial action fund, steward training courses and attendance at national conference. David thanked everyone who took strike action. In the coming year some reserves will go to fund a central role (shared with 3 other university branches: Heriot Watt, Stirling and Edinburgh) to support recruitment of new members and campaigning work.

1. Election of Executive Committee

Nominations were collected and counted and members were advised of the outcome:

* Branch Secretary and Steward: Stephen McLellan
* Branch Treasurer: David Campbell
* Health and Safety Officer and Steward: Malcolm Mckay
* Equality Officer and Welfare Officer: Elaine McDonald
* Education Officer: Maxine Wood
* Steward: Gary Britton
* Steward: John Wood

There are currently another 4 members training to be stewards.

1. Prize Draw for Returned Nomination Forms

The prize draw was won by Monica Gribben

1. AOCB

There was no other business.