

UNISON Napier Branch AGM 2019 MINUTES

Welcome and Introductions

1. Apologies
There were 23 apologies in total
2. Minutes of Branch AGM held in March 2018 and Matters Arising
 - i. Approval
Minutes of the 2018 AGM were approved
3. Election of Executive Committee; Secretary, Chairperson, Vice-Chairperson, Treasurer, Communication Officer, Health & Safety Representatives, Welfare Officer, Stewards

The following Officials and Stewards were elected unanimously:

<u>Name</u>	<u>Branch Role</u>
Baird, Derek	Secretary
Cullen, Grant	Chair
Cherry, Morag	Welfare Officer
Fraser, Barry	Health & Safety Representative
Lally, Mary	Steward
Lehneke, Stefan	Treasurer
Wood, John	Steward
Wood, Maxine	Vice-Chair

4. Dispute / Way forward
 - i. MyContribution
Feedback from members:
 - Not happy about being rated
 - MyContribution system isn't very intuitive
 - Property & Facilities staff seem to be given standard objectives

Branch Secretary stated that during a meeting with ULT members it was confirmed that 'if an employee did not complete an objective in MyContribution it did not mean that the employee wasn't doing their job'.

Regional Officer advised that we could take different actions such as campaigning for changes before making a request to the Regional Secretary for a Consultative ballot.

Members requested to provide further feedback on the review system of MyContribution as and when it happens.

5. Reports

- i. Secretary
 - a. Fixed Holidays issue

Branch Secretary confirmed that Unison Legal Services had not yet confirmed that the legal agreement had been signed off by both Party's that we could not discuss in depth concerning the Fixed Holidays Case. The Branch Secretary confirmed that it was still a live legal case and that Unison Legal Services had control over this case, not the Branch.

It was also agreed that members meetings would be booked once we had confirmation from Legal Services that the agreement was signed off, which would allow members a chance to discuss the Fixed Holidays issues further.

- b. Redundancy Policy

Due to the agreement reached during the Fixed Holidays issue the Redundancy Policy Dispute has now concluded. Further details to be released.

- c. Catering Staff – updates

During meetings with the Principal and the HR Director and the Director of Property & Facilities in December 2018, Unison put a proposal to the ULT members that would satisfy the members and resolve this current issue.

Unison proposed that a breakfast item should be allowed for catering staff only in addition to the current lunch offer; panini, soup or salad.

We are waiting on feedback from the ULT before we consider further action. We will provide an update to members once we have further discussions with ULT.

- ii. Treasurer
 - a. Branch Financial Report

Branch finances are healthy with spend for 2018 being up on the previous year. The surplus for 2018 has resulted in a good cash reserve, for which a plan needs to be formulated to ensure best use is made of it.

An audit was held on the day before the AGM. The auditor (Unison member) is satisfied with the treasurer's work.

The bulk expenditure 2018 went in to travel and meetings, campaigning, donations for other branches, and training for Unison members. Balance sheets were handed out to the members at the AGM.

6. Items:

i. NEC Nominations

The AGM endorsed the Committees recommendations for the NEC elections.

Scotland Female Seat

Scotland Male Seat

Scotland Region General Seat

Scotland Region Reserved Seat

ii. Aggregate AGMs

a. Update

The Branch Secretary advised that due to room availability at each Campus it was not possible to hold a meeting at all three Campus sites. Craiglockhart campus was especially difficult to book rooms.

Also the Branch Secretary advised that not enough members had replied to state that they would be attending this year's AGM, therefore we did not have notification of enough members who would be able to attend to allow the booking of all three Campus meetings.

Resolution

A proposal was put to the AGM asking if transport was made available would they attend AGM's being held at other Campus'.

The members in attendance voted unanimously to accept the proposal for transport to be made available for future AGM's.

This proposal will rely on numbers and costs.

iii. Transport to and from AGMs

The members in attendance voted unanimously to accept the proposal for transport to be made available for future AGM's.

See Item ii. a. **Resolution**

iv. Facility Time – update

The AGM was advised that discussions are still on-going with ULT to resolve the issue concerning Facility Time.

Members to be updated as and when further discussions have concluded.

- v. HERA – Only one member semi trained – volunteers?

Request for volunteers for possible HERA training and to be involved in future HERA Panels, once negotiations completed with ULT.

Four members have put their names forward.

- vi. Equality of working terms & conditions

- a. Working hours

Professional Services staff current 36.25 hours working week
Academic staff 35 hours working week

- b. Holiday leave entitlement

Professional Services staff 41 days annual leave (static & flexible)
Academic staff 46 days annual leave (static & flexible)

- c. Scottish Higher Education Group Committee

It has been highlighted at the S.H.E.G.C meetings that there is disparity between Professional Services staff and Academic staff Terms & Conditions within the HE Sector. It was agreed at the S.H.E.G.C meetings that a motion be submitted to the Scottish HE Conference concerning the disparity in T&Cs and that a request be made for harmonisation of T&Cs across the HE sector.

It was also further advised that Unison would be making a submission to the Scottish Government concerning these matters and request a meeting to be setup to discuss these matters further.

The Committee have submitted an Item for discussion concerning T&Cs for the next JNCC which is planned for the 6th march 2019.

- vii. Mental Health & Wellbeing

The Branch chair indicated the University was aware of increases in Mental Health absences throughout the University and provided data to demonstrate was above average comparing to other Scottish Universities.

Branch Chair stated had illustrated initiatives to collaborate with the University to address and provide greater wellbeing on campuses. Will continue to raise and look for partnership working with the university and with the Introduction of a Branch Welfare Officer will help to support members.

- viii. Update membership records, incl. fees, etc.

The Branch Secretary advised the members that whenever their circumstances change, then their records will require to be updated.

Members should either contact the Branch Secretary (unison@napier.ac.uk) or UnisonDirect (0800 0 857 857) to advise on any change of circumstances.

Changes to circumstances could include the following:

- Name
- Address
- Pay increase
- Job Title
- Retired / Left Employment

You can also use the 'My Details' to check and update your membership details on Unison's web site: <https://www.unison.org.uk/my-unison>

- ix. Expenses

The Branch Secretary advised that when Officials, Stewards or other Members attend training courses or Delegate Conferences then lower paid members would struggle financially when attending training courses or conferences which last more than one day.

It was proposed that an advancement of daily allowances as per the Unison Branch Members Expenses rules would be paid to the Branch Officials, Stewards or other Members who would be attending training courses or conferences which last more than one day.

The Members in attendance agreed unanimously with the proposal.

7. AOB

Members were advised that the Professional Services Trade Union Representative to the University Court had now been appointed.

Unison representative elected by members was Grant Cullen.

8. Honorarium

Proposal that the amount of £300 be paid to the Branch Treasurer as honorarium.

Proposal passed unanimously

9. Prize draw

The prize draw was made by the Branch Chair during the AGM. Members in attendance were advised of the winner.

Prize draw won by *****. Name edited for confidentiality due to GDPR rules.

10. Closing remarks

The Branch Chair thanked all members for attending the AGM.