

# **NOTTINGHAM CITY UNISON**

## **ANNUAL REPORT 2008**

Nottingham City



**Fighting To Defend  
Jobs & Services**

### **Contents:**

**Branch Secretary  
Report**

**Service Conditions  
Officer Report**

**Central Panel Officer**

**Branch Chair Report**

**Welfare Officer  
Report**

**Branch Administrator  
Report**

**Community &  
Voluntary Sector**

**Self Organisation**

**Convenor Report**

**Financial Accounts**

**Application Form**

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Produced March 2009

## **Branch Secretary Report**

2008 has been a year like no other and one which has proved to be extremely challenging. Aside from specific responsibilities associated with being Branch Secretary, my individual workload has been very similar to Christina Sanna's (see separate report)

The Job Evaluation Project/ Single Status negotiations took up much of my time last year. As many of you will know, local authorities were tasked with completing their pay and grading reviews by April 2007 but very few achieved this target due to a number of reasons, some defensible, some much less so. All staff were notified of their proposed new grade in September 2008, but despite agreements to the contrary, no job reports, individual scores or factor breakdowns were shared. This led to significant and understandable unrest which

we fed back to management after the meetings we undertook throughout October, and after several further meetings, management agreed to publish the job reports with individual scores on the Intranet.

The issues connected with job evaluation and more specifically equal pay law; grow ever more complex by the day. As a result, many cases over the last 12 months which have been heard at employment tribunals, will have significant implications on any future pay and grading reviews, including the one management presented to UNISON members in September last year. The complexities of this matter are difficult to get across in a brief article such as this, and so I urge you to attend one of the forthcoming meetings that we will be having later this year prior to the ballot.

There have been few work related matters as big as Job Evaluation/ Single Status over the past ten years and if staff want to have their say they will need to join a union. Please do all you can to encourage any non members to join UNISON, not only in order to have a vote in the forthcoming

**"2008 has  
proved to be  
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Challenging"**

## Branch Secretary Report Continued ..

ballot, but also for support in relation to any potential appeals against the grade outcome. We will of course update members as to the progress of such matters via newsletters and workplace meetings as soon as we are able to over the coming weeks. If anyone would like further information please contact me directly at Perth Street.

Though the Council's budgetary difficulties were not confirmed until January 2009, it would be remiss of me not to mention what is being proposed. Due to a combination of factors (financial mismanagement, use of consultants, pay offs to senior officers etc) the council allegedly find themselves with a £20 million deficit going into the next financial year. With various efficiency 'savings' they have reduced this to £14 million but the remaining shortfall will be made up of the deletion of approximately 400 posts, in addition to a number of vacant positions being deleted. More details are due to be shared with staff in February and we will of course keep members updated via forthcoming meetings, newsletters etc

Finally I would like to thank all Branch Officers, Convenors, Stewards, Health and Safety Reps, Union Learning Reps and our Branch Employed staff, Sue, Kath and Dawn, all of whom have worked very hard over the past year, and who will no doubt do the same in the year ahead. We have a very knowledgeable and capable team who do their very best for UNISON members at all times, and they should be commended for doing so.

Gary Ward  
Branch Secretary

## Service Conditions Officer Report

I said in my last annual report that it had been the most hectic year so far but this last year has most definitely exceeded that. The number of reviews, restructures and reorganisations in the last year has been staggering with services moving in and out of departments. Needless to say this has caused a great deal of uncertainty and stress for all the members affected and UNISON has worked very hard to ensure that members have been given full support during all these changes. As well as all these changes UNISON has had to respond to various changes to, and introduction of, a range a procedures and policies. I have been actively involved in all of this work together with other Branch Officers and Convenors.

Job Evaluation and Single Status have probably been the most significant areas of my work in the last year, alongside Equal Pay. This work will continue to be the main focus in the coming year.

As Service Conditions Officer I have convened monthly meetings for Convenors and Branch Officers (Service Conditions) to consult on the various negotiations taking place. In my other role as JTUC (Joint Trade Union Committee) Secretary I have convened monthly meetings of the various trade unions within the council and co-ordinated all the consultation and negotiations. I have also represented UNISON and the other unions at the Corporate JCC - Central Panel and its Sub-Committee, the Joint Equalities Group.

This is a list of some of the negotiations/ consultations I have been involved in over the last year:

## Service Conditions Officer Report

### 1. JOB EVALUATION

As a member of the Steering group my role has been to work with other trade union colleagues to oversee the process of job evaluation within the city council. This group stopped meeting early in the year and its remit was included within the Single Status working group. However management failed to consult or discuss with this group the ongoing moderation of numerous jobs. This issue came to light when we discovered that a lot of the posts subject to equal pay claims were being moderated. Despite asking for clear explanations on this issue no definitive response was given. A decision was taken by the trade union side that we would not be involved in moderation of any existing posts on the basis that they had already been subject to what we considered excessive moderation. We did however agree to be involved in moderating new posts.

### 2 SINGLE STATUS - PAY AND GRADING/TERMS AND CONDITIONS REVIEW

Negotiations on terms and conditions and a new pay and grading structure began in earnest at the beginning of 2008. The Single Status joint group consisted of four representatives from each of the three trade unions (UNISON, GMB and Unite) together with management representatives. Our main focus for terms and conditions was to re-instate the nationally agreed terms and conditions contained in part 3 of the NJC (National Joint Council) Green Book. We were successful in this area of the negotiations and full details of this were presented to members through

a comprehensive newsletter and numerous consultation meetings in May. The other main focus for the negotiations was a new pay and grading structure incorporating the range of job evaluation scores. We were presented with a proposed pay structure which had resulted from what was clearly extensive pay modelling carried out by management with no trade union involvement. Negotiations were severely hampered by restricted access to all the relevant data and most importantly the restricted budget allocated for single status. It also became increasingly frustrated by the involvement of a "consultant", employed by the council to complete Single Status, as their understanding of trade union negotiations was limited to say the least. The results of the new pay and grading structure were provided to staff in September and UNISON carried out another extensive series of consultation meetings for members.

We realise that vast numbers of errors had occurred requiring a further release of pay information which has yet to happen. Due to significant pressure placed on the council by UNISON and its members using the Freedom of Information Act, the council finally published all the job reports and latterly the rank order of jobs on the intranet which goes some way to making the process more transparent.

A smaller working group has continued to meet to negotiate on changes to numerous policies and procedures as a result of the Single Status proposals, including a new Grading Appeals procedure which provides a framework for members to appeal against the outcome of Single Status.

## Service Conditions Officer Report Cont ...

I realise the negotiations seem to be taking forever, but we have been waiting several months for the council to provide a series of documents required by UNISON to assess the proposals in relation to equal pay law. This was eventually provided in late December 08 but does not contain all the relevant documentation which the council has been informed of but has yet to provide.

### 3. EQUAL PAY

I have supported and advised hundreds of UNISON women members on the equal pay settlement offer the council has been making to them. The council continues to do so in the hope that those members who have submitted equal pay claims will eventually withdraw their claim and accept, which UNISON strongly advises against as the council's offer is far lower than the value of their potential claim. These offers were not agreed by the unions and so the council wrote directly to those women to make the offer. Equal Pay is an extremely complex area of employment legislation and this has probably been one of the most challenging areas of work I have done so far in the branch, particularly as equal pay case law changes constantly and very significantly. I have also assisted many women to submit equal pay claims which are being processed through the regional office and Thompsons solicitors and have represented those members at their equal pay grievance hearings and appeals.

### 4. BUDGET AND EFFICIENCIES

The shocking news that the council wants to make 400 staff redundant was only revealed early this year, this

is on top of the vacant posts they have frozen and they have yet to disclose those numbers. The council continues to hide its budget proposals for the next financial year which has led us to conclude that they have something to hide – such as the disgusting expense on consultants which reached around £15 million pounds in 07/08. UNISON will continue to campaign against the redundancies and will support all its members whose jobs are at risk as a result of the council's decision.

### 5. EQUALITIES

I wanted to report briefly on the issue of sexual orientation monitoring which the council were intending to introduce for recruitment over a year ago. UNISON objected at that time because of serious concerns regarding confidentiality of the data. It was then put on hold because these concerns could not be addressed at the time. Recently the council contacted UNISON again and has now gone some considerable way towards eliminating our concerns on confidentiality. The proposal is to introduce the monitoring only for recruitment at this stage but it will not include schools. UNISON will “monitor” this very closely to ensure it complies with issues of confidentiality.

I have reported regularly on all these items at Service Conditions, Branch and Joint Trade Union committees and have provided reports in our newsletter “IN THE CITY”.

I regularly give support and advice to different reps on workplace issues (I've been harshly accused of becoming a Red Book anorak!), although this has sometimes proved difficult in

## Service Conditions Officer Report Cont ...

Nottingham City Homes because of their objections (and sadly those of another trade union) to anyone other than staff employed by them becoming involved in negotiations/consultation.

I have also represented several members over the last year, many of which have been grievances resulting from the numerous restructures.

In addition to the work I have undertaken for the Branch, I have represented our branch as a delegate at a range of regional UNISON committee meetings which include Regional Local Government Committee and Executive, Regional Committee, County Forum.

Finally I have to thank branch officers, convenors and stewards for their committed involvement in sharing the workload and helping me to get through another year. I expect the coming year to be one of the most challenging and I will continue to fight for our members' rights in the workplace, their jobs and terms and conditions.

Christina Sanna  
Service Conditions Officer

## Central Panel Officer Report

What a year! Strike Action, Single Status, and Redundancy announcements to name a few. I've been involved in many negotiations, representations, and consultations around Central Panel subjects. Here's a selection:

There have been a number of key policies which have either been agreed or are currently in the negotiation stage, these include the Email Policy which now is to be encompassed within a new IT Acceptable Use Policy (currently under negotiation).

The introduction of the Independent Safeguarding Authority's Vetting and Barring scheme is due to be introduced in October this year. I have been involved in preliminary discussions over this but because the exact proposals are not currently known, no policy for consultation has been drawn up as yet. This will have an impact on the recently negotiated CRB Policy which was agreed last year, back to the drawing board then! The Council is beginning a project called the Workplace Strategy. It is currently at time of writing unclear as to what the project/proposals will encompass. The introduction of the new Employment Act in April this year will have an impact on how the council deal with Disputes in the workplace through new regulations.

Similar to the Vetting and Barring Scheme the detail of the new guidance is unclear at this stage. In last years Annual Report, I stated that the Redeployment and Sickness Absence policies looked like they were going to be reviewed, but they haven't probably due to the Single Status negotiations.

On that point, in the early stages of the proposals of Pay and Grading/Terms and Conditions, I undertook a rather large networking operation with the rest of the branches in the UK to establish where they

## Central Panel Officer Report Continued ...

were at with Single Status and also what packages they had managed to negotiate. This provided valuable information for our negotiating team. I supported 90% of the Single Status Consultation meetings this year and think they were a great success both in terms of recruitment and getting out there to our members when they need us.

As well as Single Status being an issue for members this year, there have been a number of other issues presented at Central Panel. No doubt you all remember the cost of petrol going up to nearly £1.20 a litre, we pressed for a re-evaluation of the current mileage allowance but then the beginnings of the economic downturn began and the price of petrol is now at its lowest for many years (all thanks to UNISON!!). The introduction of the new Pension Regulations in April last year led to Casual Employees being excluded from the Pension Scheme. We lodged a dispute about this and it is up to yet still unresolved, but there are some developments which look more promising. The negotiations over the exemptions from Industrial action at Central Panel led to us being able to successfully negotiate the strike pay coming out of the back pay. This is a clear precedent now having happened before and should limit the immediate financial impact of Strike action over pay in the future.

I have been heavily involved in the Branch's Recruitment Strategy over the last year and am pleased to see that the Branch has exceeded its target. Well done to all those who recruited. I have been providing Convenors with Employment Law Updates in an attempt to keep us up to speed with Employment Law and ultimately get the best outcomes for our members.

Lastly, I have represented a number of members with cases in a variety of forums.

Finally, thanks to all of the Branch Officers, Convenors, Staff and Stewards for their support and advice during this last year.

Mark Towle  
Central Panel Officer

## Branch Chair Report

The last few weeks have been dominated by the shocking news that the Council plans to shed several hundred jobs and cut important services. Cuts range from proposed closure of three adult day centres, two libraries and a children's home, to deletion of social work posts, youth workers, home-care workers, education workers working with vulnerable children, cleaners and many other jobs. These cuts are savage and will deeply affect front-line services. It has also become clear that the Council is using the prospect of mass redundancies to drive through a massive restructuring in many service areas, and bring in lower paid jobs. This is disgraceful and is placing many more staff unnecessarily at risk, and raising their anxiety levels. Whilst billions is available to bail out banks and top bankers still get bonuses for helping to wreck the economy, ordinary council workers face the very real prospect of the dole queue. UNISON will be doing everything we can to stop these cuts, both by campaigning against them, and by representing members collectively and individually. Though the City Council, like all Councils, is under financial pressure some of the things the Council has spent its money on are a disgrace (consultant fees and chief executives' pay-offs spring to mind, but there are lots of other examples too) that have directly contributed to the current financial difficulties.

Much of last year for UNISON was dominated by the single status negotiations and then consultation with members. The management proposals, as you will all know, are a very mixed bag with long overdue proposals for pay increases for some of our lowest paid workers, but with

proposals for pay cuts for around 20% of the workforce mainly because of lack of sufficient funding. Some groups of low paid workers who had been looking forward to pay increases, have been served with the devastating news that their jobs are to be deleted. Sixteen of the Council's 24 senior home care workers face possible redundancy, and the 8 remaining will be expected to apply for new jobs at a lower grade than the single status proposals.

Apart from these major issues, there have been lots of other issues to deal with in Adults and Children's Services. Key issues have included:

- Supporting members transferring into the new LIFT building, Mary Potter Centre, and in particular representing members about the huge parking problems in the area, particularly for essential car users. We have just completed a questionnaire on the issue, and are analysing the results to present to management.
- In ASH, we represented members in a difficult TUPE transfer from Housing ICT to Nottingham City Homes.
- In elderly persons homes, an area where UNISON has not been as organised as we would like, we now have two UNISON stewards, which is a step forward.
- We have consciously tried to organise more meetings for members in ASH, and have had particularly successful meetings at Gate House and Mary Potter recently. Workplace meetings and regular contact with members in collective forums as well as individual representation,

## Branch Chair Report Cont ...

are key building blocks for our trade union.

- In Children's Services, a lot of my work has focussed on the neighbourhood child protection teams, where staff have been overwhelmed by heavy case loads. Management were forced to act in the middle of last year after UNISON members took action on health and safety grounds. Although some measures were put in place to improve the situation, the aftermath of the baby P case has caused a lot of additional work, as well as increasing hostility to wards social workers. The proposed funding in the new budget for additional social workers is welcome, although not at the expense of job cuts elsewhere. It should also be noted that 19 qualified social work posts were cut in the last few years, and most of these have not been reinstated.

Other work in Children's Services has included negotiating with the Open University to lay on an "Openings" course to assist staff such as administrative workers who are interested in pursuing a career working with children. Some of our UNISON members in admin are now on that course.

Jean Thorpe  
Branch Chair

## Welfare Officer Report

As the impact of the credit crunch begins to affect us all, UNISON members and their dependants can draw some comfort from knowing that Unison Welfare is able to provide a vital safety net if needed.

UNISON is unique amongst the big trade unions in having a charitable arm that can help members and their dependants with a range of confidential advice and support at times of difficulty. The service includes debt advice and support provided through UNISON's partners at Payplan and UNISON Welfare are often able to help members with a grant for non-consumer debts such as mortgage and rent, energy and water bills and council tax. Although UNISON Welfare can't help with consumer credit debts Payplan can talk to creditors on your behalf as part of a flexible debt management plan. Payplan will offer a range of solutions that best meet your needs. If you are facing repossession or eviction you must act quickly. Payplan can provide advice on mortgage and rent arrears and help you to negotiate with your lender. However, if you need face to face advice, or someone to negotiate with your mortgage provider or landlord on your behalf, then you will need to contact a local debt advice agency such as a citizens advice bureau (visit [www.adviceguide.org.uk](http://www.adviceguide.org.uk)). Call UNISON Welfare's debt advice service (provided in partnership with Payplan) free on 0800 389 3302 for a completely confidential chat with one of their experienced money advisers. Lines are open 8am to 9pm Monday to Friday and 9am to 3pm Saturdays. Alternatively visit [www.debtclinic.co.uk/unison](http://www.debtclinic.co.uk/unison) to access help online including a debt calculator.

Sometimes all it takes is a small change in circumstances to tip the balance and turn a manageable situation into an



## Welfare Officer Report Continued ....

unmanageable one. An extended illness can lead to a drop in pay. There may be other circumstances which are placing a strain on the household budget - a relationship breakdown or bereavement or problems at work. You may need help with equipment because of a disability or you might be caring for someone with special needs. Whatever your difficulty UNISON Welfare will try to support you.

Wellbeing Breaks of up to one week can provide relief from the stresses of daily life and the space and time to reflect away from depressing or difficult circumstances. They include :

- Family holidays and outings for members with children
- Get well breaks following illness, injury or an operation
- Breaks in other special circumstances, eg for carers and following bereavement

As with other financial assistance UNISON Welfare can help with all or part of the costs depending on your financial circumstances and other criteria.

Phil Jamson and I have over the last 12 months helped members access the services of UNISON Welfare. If you need help or advice you can get in touch with either of us through the Branch Office.

With providing all this assistance to members UNISON Welfare continually organises fundraising events and here in the East Midlands we have an annual "Fun Walk". This takes place

on a Sunday in May at the Bosworth Battlefield in Leicestershire and both Phil and I did the walk last year. This year it will be held on the 17<sup>th</sup> May and it would be great to see lots of Nottingham City members there but if not then a donation would be more than gratefully received.

Look out for the new UNISON Welfare monthly prize draw - OCTOPUS. The first draw will take place in March 2009 and every month after that. Go to [unison.org.uk/octopus](http://unison.org.uk/octopus) or call UNISONdirect on 0845 355 0845.

Georgie Burdett and Phil Jamson  
Joint Branch Welfare Officers



## Branch Administrators Report

The past year has been extremely busy and I am pleased to say that Kath Force, who joined the Branch at the end of March last year, settled in quickly and is now an important part of the admin team. Dawn Jackson continues to work hard on keeping our membership records up to date. It is important that you contact Dawn if your personal circumstances change or if you change jobs, so our records can be updated.

The admin team can be contacted as follows:-

Susan Chettle, Branch Administrator  
Tel: 9156891  
(Mon AM, Tues, Wed, or Thurs),  
susan.chettle@nottinghamcity.gov.uk

Dawn Jackson, Membership Officer,  
Tel: 9156893  
(Tues, Wed or Thurs)  
dawn.jackson@nottinghamcity.gov.uk

Kath Force, Clerical Assistant  
Tel: 9156883  
(Mon – Fri)  
kath.force@nottinghamcity.gov.uk

We also have a generic e-mail address  
unison@nottinghamcity.gov.uk

### BRANCH OF THE YEAR

It's official – following a regional review of all Branches within the East Midlands, Nottingham City UNISON recently won the “Branch of the Year Award”. The Branch was measured against a range of criteria and came out top!

The Branch acknowledges that it is not just the Branch Officers and Staff who have worked hard to achieve this, but every activist within the Branch and we wish to pass on our thanks to them.

One of our greatest challenges is to continue to increase membership, which at times like these when everyone is feeling the credit crunch, can be difficult. Last year we were one of the few large Branches who increased their membership – in fact we reached our annual membership target by the end of October. We recruited a total of 870 new members.

With the threat of redundancies and the single status proposals it is important that we continue to increase membership. The Branch will have a much stronger voice, the more members we have. Please encourage any colleagues who are not in a union to join UNISON. An application form is printed on the back page. Please contact the Branch Office 9156883 for further forms, or download from the website [www.unison.co.uk](http://www.unison.co.uk)

UNISON members can also save money on a range of services and details of these can be found on the website, or by contacting the Branch Office.

Some non members think they will wait until they need help from UNISON before they join, but our rules are clear - If you are not a member of UNISON when the incident occurred, then you cannot be represented over that issue. For members seeking legal advice, you need to have been a member for at least 4 weeks before the incident to be entitled to UNISON's legal services.

Susan Chettle  
Branch Administrator

## Community & Voluntary Sector Officer Report

The last year has seen a further increase in membership within the sector. We recruited over 250 new members, taking the total to over 1000 which represents one fifth of the Branch total. Nottingham City UNISON now has members in over 150 organisations across the City.

In order to achieve this increase a combined strategy of Branch membership mapping, specific recruitment activity in targeted organisations, and mailings to existing CVS members was put in place. However, we cannot claim that the strategy on its own has led to the increase; we still receive a significant number of applications “out of the blue”, as a consequence of word of mouth. It always encourages me that so many people realise that being in a trade union is crucial “insurance” for their employment.

My thanks in particular go to our stewards/activists in the sector. Their sterling efforts have been tremendous in terms of recruitment and raising the profile of UNISON in many workplaces. In fact we have recruited and trained six new stewards in several organisations, two of who will be attending the UNISON National Community and Voluntary Sector Seminar in Glasgow in March.

Inevitably, increased activity in the Sector has caused a consequent rise in individual casework, and negotiations. Last year, I personally represented in over 120 cases of disciplinary, grievance and a range of other contractual matters.

Negotiations, often difficult, were conducted with the likes of NCHA, Framework, G4 Security and Women’s Aid. Many of these talks revolved around TUPE transfers, changes to terms and conditions and pay

evaluation. We have also sought to establish links and develop union organisation with a number of employers previously off our radar, for example, Refugee Forum, various private nursing care and residential homes. UNISON nationally have set up a Migrant Workers Unit, in response to the worrying and depressing increase in employer abuse of workers.

Locally, we are trying to identify workplaces in the City where migrant workers are employed. Already I have discovered a significant number in private care providers. With advice and support from the national office, we have assisted a number of workers in terms of their employment rights. Effective support in this area is a huge task, however, we can raise the profile and awareness of what UNISON can do for such vulnerable employees.

Indeed highlighting awareness of UNISON, and the benefits of trade union membership is an ongoing part of this job. I have met many people this year who either have no experience of unions at all, or possess prejudiced and jaundiced opinions. We must keep up pressing the message. It remains true that without the unions there would be little or no employment rights. Employers, big businesses and government have never borne us gifts, we have had to struggle, negotiate and represent.

As ever, I must thank the great support from the Branch Admin Team, who all too often have to deflect emotive and distressed members calls.

A final appeal, if anyone has friends, relatives, partners or acquaintances working in the voluntary sector, please put them in touch with me at the Branch Office.

Mick Moreton  
Community & Voluntary Sector Organiser

## Self Organised Groups

Self organisation is a key part of UNISON's approach to achieving equality. UNISON has four self organised groups; women members, disabled members, black members and lesbian, gay, bisexual and transgender members.

Within the Branch we encourage all groups to meet regularly and report back to Branch Committee. We also encourage attendance at the appropriate National Conference and during the past year we supported the following attendance:-

Women members, two delegates  
 Disabled members, one delegate  
 Black members, four delegates

Unfortunately we were unable to elect delegates to attend the LGBT Conference as there was no interest from members.

The Following is a list of SOG Officers within the Branch. If you would like to become involved please contact the relevant Officer, or alternatively, contact the Branch Office and ask to be put on the appropriate mailing list.

### Women Members

At the present time we do not have a nominated Women's Office within the Branch. We are hopeful that one of the delegates who recently attended the National Women's Conference may come forward. If you would like to get involved please contact Susan Chettle, Branch Administrator on 9156891.

### Disabled Members

Adrian Picton  
 (9156884 Mon, Tues & Wed am)

Adrian is actively involved in disabled issues within the Branch although the

SOG group have not met for a while. If you would like to become involved or invited to future meetings, please contact Adrian or the Branch Office.

Black Members:-  
 Sandra Brothwell (9156890)

This SOG group meet regularly and are currently looking at the decisions of the National Black Members Conference, planning their work and setting meeting dates for the year ahead. They are looking to build up contacts with other Branches and have links with the Regional Black Members Group. They are also looking at piloting the Toolkit - Tackling Racism in the Workplace.



### Retired Members

I am sad to say that Bill Rickels, who had been the Branch Retired Members Secretary for many years sadly passed away last year. He is greatly missed.

We have been very fortunate that Pat Hamilton has taken over the role, with assistance from Beryl Martin. They are an active group who meet every couple of months at the New Mechanics in Nottingham City Centre.

If you are soon to retire, please consider becoming a retired member - contact Dawn Jackson (9156893).

## Convenors Reports

### COMMUNITY AND CULTURE

#### Customer Services

The rollout of Systems Thinking has been the focus within this area for the year, potentially affecting approximately 274 staff within the Guildhall and we are advised approx 800 at Eastcroft when it is also implemented there.

UNISON came on board in the last quarter of 2008 and immediately began the consultation process on behalf of members. Queries collated via joint union consultative meetings held with members and gathered by direct contact have been forwarded to management and responses given back via team leaders and the Q & A sheet. A few outstanding queries taken from further consultation still remained however they have at the date of writing this report been answered. Consultation will close once UNISON is satisfied that all members' queries have been satisfied.

The next phase at Eastcroft will have our full attention. I will be coming on board for the training days to be held March 2<sup>nd</sup>/3<sup>rd</sup>. Should members have concerns or queries please do not hesitate in contacting either myself (56801) or Jim O'Dwyer (51789)

#### Community Protection

This year UNISON was able to secure attendance at Community Protection 3 C's meeting, held for the purpose of negotiation and consultation for UNISON and other trade unions to discuss issues affecting members,

Although UNISON is in attendance for the NPPV vetting policy we had yet to attain a place for a departmental joint consultative meeting. As concerns from members within this service area had been growing it was essential we put ourselves forward to this meeting as a forum to discuss and find reasonable solutions. I can confirm that the meetings are well received by UNISON and have been productive in our discussions with management.

Several factors keep raising their heads, namely FPN's (fixed penalty notices), vetting, health and safety issues. We work with management to resolve those issues in a positive manner whenever we come across them.

A recent booklet in the style of a question and answer sheet has been produced for staff which appears to provide some of those never ending queries with uniforms. Having read it I congratulate those who had to 'trawl' through the queries to obtain the answers! UNISON welcomed this positive approach by management however I don't mind admitting I still find it confusing that anyone would want to 'paint' their boots!

At the time of writing UNISON are in consultation on the proposal to construct a pool of acting Team Leaders. In consulting we have asked that equality and diversity are paramount in the process of both selection panel and candidates. If members have any issues with that process please contact either myself (56801) or Jim O'Dwyer (51789)

## Convenors Reports Continued .....

### Crime and Drugs Partnership

Requests for attendance at joint consultative meetings with Crime and Drugs is still ongoing at the point of writing this article. We are working towards a date for the first meeting in order to ensure our members in this area are represented fully at management level.

### Cultural Services

A lot of this years UNISON activity has been in supporting our members at Newstead Abbey who have been experiencing injustice. Whilst some of the concerns have been resolved satisfactorily others are still outstanding and are being challenged.

The proposed restructure within the admin staff at Brewhouse Yard was put on hold during the terrible news of job losses. We are aware however that this is to be revisited. UNISON will be supporting those members in that area.

### Libraries and Information Services

UNISON support and activity within the library service has been steady throughout the year. We were also saddened to hear that some members of management within the service had met with unfortunate personal injury, in that we wish them well and a speedy and successful recovery.

The issues and concerns from previous years in regard to the implementation of uniforms continued. However consultation and negotiation with members and management have resulted in an agreement accepted by most as a fair one namely that of a dress code. Initially the dress code was to be one of colours, types of clothing etc, however joint agreement

has resulted in a less 'strict' version of clothing and more about identifying incorrect clothing such as items with logos and/or trainers etc.

### Community Development and Local Communities

UNISON was made aware in January of this year that after much discussion and speculation Community Development and Local Communities are to be brought together under the same directorate. UNISON is of course invited into the consultation and will be supporting our members during this difficult time. When we have more information we will be contacting members to discuss the proposals. If members in these two service areas have any queries please contact either myself or Sandra Brothwell (Local Communities Convener) via UNISON Perth Street main telephone number (56883)

Well, the year has been a busy one. Almost everyone seems to want to conduct a restructure, only stopped by recent appalling news about potential job losses. UNISON opposes any job losses and I ask all members (not already doing so of course!) within my service areas to support each other in UNISON's campaign to object. Our voice is heard louder by the visual image we portray, please join us in our lobbying and show solidarity to our employer. We will not put up with repeated and ongoing costly mistakes with money, it needs to stop. It's not much to ask that we have peace of mind of knowing we are secure in our jobs and can pay our way in this world.

Michele Thackray  
Joint Convener,  
Community and Culture and  
Environment and Regeneration

## Financial Accounts

### Nottingham City Branch of Unison Branch Officer's annual report for the year ended 31 December 2008

The Branch Officers submit their annual report and the financial statements for the year ended 31 December 2008.

**Full name** Nottingham City Branch of Unison

**Principal address**

Nottingham City Unison, 4-6 Perth Street, Nottingham, NG1 3LU.

**Branch Officers**

Gary Ward, Branch Secretary	Mark Towle, Central Panel Rep
Clive Norris, Assistant branch secretary	Alan Ackerman, Pensions officer
Jean Thorpe, Branch Chair	Adam Buck, Equalities officer
Steve Hales, Treasurer	Georgie Burdett, Welfare officer
Christina Sanna, Service Conditions officer	Phil Jamson, Welfare officer
Jane Bullock, Lifelong learning officer	
Clive Norris, Health and Safety officer	
David Wand, International Relations officer	
Pat Hamilton, Retired Members Secretary	
Beverley Skervin and Sandra Brothwell, Black Members SOG officers	
Julio Villasante, LGBT SOG officer	
Adrian Picton, Disabled Members SOG officer	

**Governance and management**

Overall management of the organisation is the responsibility of the branch officers who are elected and co-opted under the terms of the rules set out by the national union body. Day to day project activity is managed and carried out by volunteers and paid staff.

**Bankers**

Unity Trust Bank plc, 9 Brindleyplace, Birmingham, B1 2HB.

**Independent examiner**

John O'Brien, employee of Community Accounting Plus, Ormiston House, 32-36 Pelham Street, Nottingham, NG1 2EG.

**Aims and objectives**

Nottingham City Unison is a branch of the national Unison and follows the same aims and objectives as those of the national body.

Their aim is to fight for a fair deal for public service workers. The objective of Unison nationally is to be a powerful voice for working people in Britain. In the workplace, through its campaign work, and the union's input into the decision making inside the Labour party. The union expresses the democratically agreed views of members.

**Activities of the organisation**

The principle activities of the Organisation include:  
Negotiation on behalf of the union members especially at times when there are changes being made to staff remuneration. Unison officials will also act as representatives for members in dispute with their employer.

## Financial Accounts

### **Nottingham City Branch of Unison Branch Officer's annual report (continued) for the year ended 31 December 2008**

#### **The main achievements during the period**


The branch made significant improvements during 2008, resulting in winning the branch of the year award. The branch exceeded its recruitment target, and was particularly successful in recruiting new members in the community and voluntary sector. The branch has regularly communicated with members via newsletter and workplace meetings. Negotiations have taken place on behalf of members over pay and grading and also financial assistance has been provided to members suffering financial hardship.

#### **The organisation's policy on reserves**

The organisation has a hardship fund set up as a separate account, to provide financial support to members at times of hardship following industrial action. The finance and administration committee have also agreed to set up a redundancy fund, this is to be ratified at the AGM in March 2009.

The branch officers declare that they have approved the branch officers' report above.

Signed on behalf of the organisation's branch officers:

Signed  \_\_\_\_\_ Date \_\_\_\_\_  
Gary Ward, Branch Secretary



## Financial Accounts

### Independent examiner's report to the directors of Nottingham City Branch of Unison for the year ended 31 December 2008

I report on the accounts of the organisation, which are set out on pages 5 to 11. **The organisation is not a registered charity**, however, I have carried out an independent examination based on the procedures required for a registered charity.

#### Respective responsibilities of branch officers and examiner

The organisation's branch officers consider that an audit is not required for this year and that an independent examination is appropriate.

It is my responsibility to:

- examine the accounts;
- state whether particular matters have come to my attention.

#### Basis of independent examiner's report

An examination includes a review of the accounting records kept by the organisation and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the branch officers concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the directors have not met the requirements to ensure that:
  - proper accounting records are kept; and
  - accounts are prepared which agree with the accounting records.
 Or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed  Date 27/2/09  
John O'Brien MSc FCCA FCIE  
Employee of Community Accounting Plus





# Financial Accounts

## Nottingham City Branch of Unison Notes to the accounts for the year ended 31 December 2008

### 1. Accounting policies

#### Basis of the preparation of the accounts

These financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP revised 2005) and applicable accounting standards.

#### Incoming resources

All material incoming resources have been included on a receivable basis – i.e. they are included if the date receivable falls within the period covered by these accounts.

#### Resources expended

These have been analysed using a natural classification.

#### Pension costs

Pension contributions are administered by Unison nationally. These payments are included in the year in which they become payable.

#### Depreciation

Depreciation is calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets with a cost exceeding £500 over their expected useful lives on a straight line basis.

The rates applicable are:  
IT equipment 25%

### 2. Grants & donations

	Unrestricted funds £	Restricted funds £	Total funds £	2007 £
Unison national (voluntary sector)	-	42151	42151	-
Unison national	-	-	-	1571
Trades Union Congress (ULR)	150	-	150	-
Donation for IT equipment	-	-	-	249
Sundry donations	-	358	358	39
	<u>150</u>	<u>42509</u>	<u>42659</u>	<u>1859</u>

# Financial Accounts

**Nottingham City Branch of Unison  
Notes to the accounts (continued)  
for the year ended 31 December 2008**

**3. Grants & donations paid**

	Unrestricted funds £	Restricted funds £	Total funds £	2007 £
Bello Barrio Project	300	-	300	275
Nottingham & Notts refugee forum	600	-	600	650
War on want	100	-	100	-
Other donations to individuals	1191	220	1411	3280
	<u>2191</u>	<u>220</u>	<u>2411</u>	<u>4205</u>

**4. Fixed assets**

	IT equipment £	Total £
<b>Cost</b>		
At 1 Jan 2008	18451	18451
Additions	-	-
Disposals	-	-
At 31 Dec 2008	<u>18451</u>	<u>18451</u>
<b>Depreciation</b>		
At 1 Jan 2008	13641	13641
Disposals	-	-
Charge this period	3745	3745
At 31 Dec 2008	<u>17386</u>	<u>17386</u>
<b>Net book value</b>		
At 31 Dec 2008	<u>1065</u>	<u>1065</u>
At 31 Dec 2007	<u>4810</u>	<u>4810</u>

**5. Debtors**

	2008 £	2007 £
Balance from Welfare account	-	820
Grants and donations paid	100	-
	<u>100</u>	<u>820</u>

**6. Prepayments**

	2008 £	2007 £
Rent & services	1150	1150
Conference	5538	1581
Publications & subscriptions	204	-
	<u>6892</u>	<u>2731</u>

## Financial Accounts

**Nottingham City Branch of Unison  
Notes to the accounts (continued)  
for the year ended 31 December 2008**

**7. Creditors**

	2008	2007
	£	£
Agency staff	-	630
Subscriptions to national body	334	705
Unison representative's expenses	499	271
Utilities	-	372
Equipment, repairs & renewals	299	-
Telephone, internet & postage	-	1591
Printing & stationery	-	1083
Conferences	-	67
Independent examination fee	943	705
Grants / donations paid	25	-
	<u>2100</u>	<u>5424</u>

**8. Movements in funds**

	Opening balance	Incoming resources	(Resources expended)	Transfers	Closing balance
	£	£	£	£	£
<b>Unrestricted funds</b>					
General fund	42843	165758	(157203)	(15000)	36398
Designated hardship fund	10000	-	-	-	10000
Salary fund	54000	-	-	(10000)	44000
Redundancy fund	-	-	-	25000	25000
	<u>106843</u>	<u>165758</u>	<u>(157203)</u>	<u>-</u>	<u>115398</u>
<b>Restricted funds</b>					
Hardship fund	32903	1515	(220)	-	34198
Voluntary sector worker fund	-	42150	(39017)	-	3133
	<u>32903</u>	<u>43665</u>	<u>(39237)</u>	<u>-</u>	<u>37331</u>

Last year £10,000 was moved from the general fund into the salary fund, increasing the balance to £54,000. However the national Unison body, who set aside the salary fund when calculating the branch funding, have stated that this fund should not exceed the £44,000 which had originally been agreed. Therefore the £10,000 has been moved back into the general fund this year.

The finance and administration committee have decided this year to put £25,000 aside as a redundancy fund.

## Financial Accounts

### Nottingham City Branch of Unison Notes to the accounts (continued) for the year ended 31 December 2008

#### 9. Staff costs and numbers

Staff costs were as follows:

	2008	2007
	£	£
Wages	85312	59051
Social security costs	6391	4438
Pension	25411	15571
	<u>117114</u>	<u>79060</u>

No employee received emoluments of more than £60,000.

The average weekly number of employees during the year was 5. (2007: 4)

The organisation contributes to a defined contribution scheme for 5 employees.  
(2007: 4)

#### 10. Analysis of net assets by fund

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Fixed assets	1065	-	1065
Net current assets	<u>114333</u>	<u>37331</u>	<u>151664</u>
	<u>115398</u>	<u>37331</u>	<u>152729</u>

#### 11. Branch officers' remuneration, benefits and expenses

Branch officers received no expenses, remuneration or benefits in this period.

#### 12. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £943.

#### 13. Annual commitments under operating leases

The company has a lease for a franking machine at £1476 p.a. to 31/08/14.

	2008	2007
	Equipment £	Equipment £
Operating leases which expire:		
Within 1 year	-	-
Within 2 - 5 years	-	-
Over 5 years	1476	-
	<u>1476</u>	<u>-</u>



Please tick or fill in boxes below

Mrs	Ms	Miss	Mr	Other
-----	----	------	----	-------

First name

Surname/Family name

Date of birth / /

Home address

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Postcode

National Insurance number (from your payslip)

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Please tick this box if you require materials in a different format (eg large print or Braille) – be sure to supply contact details below.

Please give a telephone number/voice/text/email address for UNISON to contact you – indicate if work or home

Contact tel/voice/text/email

Employer's name

Your job title/occupation

Department/section

Workplace name and address

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Postcode

Payroll number (from your payslip)

**PLEASE RETURN YOUR COMPLETED FORM TO:**  
**Nottingham City UNISON**  
**4-6 Perth Street,**  
**Nottingham, NG1 3LU**

Please tick the appropriate box for your earnings before deductions.

WEEKLY PAY	ANNUAL PAY	YOUR SUBSCRIPTION—WHAT YOU PAY		
		PER WEEK	PER MONTH	BAND
Up to £38.47	<input type="checkbox"/> Up to £2,000	£0.30	£1.30	A
£38.48–£96.16	<input type="checkbox"/> £2,001–£5,000p	£0.81	£3.50	B
£96.17–£153.84	<input type="checkbox"/> £5,001–£8,000p	£1.22	£5.30	C
£153.85–£211.53	<input type="checkbox"/> £8,001–£11,000	£1.52	£6.60	D
£211.54–£269.23	<input type="checkbox"/> £11,001–£14,000	£1.81	£7.85	E
£269.24–£326.92	<input type="checkbox"/> £14,001–£17,000	£2.24	£9.70	F
£326.93–£384.61	<input type="checkbox"/> £17,001–£20,000	£2.65	£11.50	G
£384.62–£480.76	<input type="checkbox"/> £20,001–£25,000	£3.23	£14.00	H
£480.77–£576.92	<input type="checkbox"/> £25,001–£30,000	£3.98	£17.25	I
£576.93–£673.08	<input type="checkbox"/> £30,001–£35,000	£4.68	£20.30	J
£673.08+	<input type="checkbox"/> over £35,000	£5.19	£22.50	K

Please tick this box if you are a student member in full-time education (including student nurses or Modern Apprentices). Your subscription is £10 per year.

Please tick the appropriate box to indicate how often you are paid

Weekly  Fortnightly  Four Weekly  Monthly

UNISON's **Affiliated Political Fund (APF)** is used to campaign for and promote UNISON policy and the need for quality public services within the Labour Party, locally and nationally, in Parliament and Europe. UNISON APF affiliates to the Labour Party.

UNISON's **General Political Fund (GPF)** is used to pay for campaigning at branch, regional and national levels of the union and for research and lobbying in Parliament and Europe. It is independent of support for any political party.

**It is important that you indicate a choice of fund by ticking one of the boxes below. Your subscription shown above includes a political fund payment so you do not pay any more by being in one of the funds.**

If you have been a member of a trade union before, please state which one:

**The information provided by you shall be recorded by UNISON for statistical purposes and used for sending you UNISON publications, ballot forms and otherwise communicating with you. If you do NOT want any mailings from UNISON, besides those required by statute, please tick this box**

*To keep you fully informed of the services we arrange for members we want you to receive details of benefits offered by or in conjunction with UNISON's affinity partners. The affinity partners are organisations with close links to UNISON that share our ambition to provide you with the best possible range of benefits. Under the Data Protection legislation we can only disclose your details to our affinity partners with your explicit consent. Therefore if you WANT to receive details of the full range of benefits you MUST tick this box*

**5. YOUR AUTHORISATION**

- I wish to join UNISON and accept its rules and constitution.
- I authorise deduction of UNISON subscriptions from my salary/wages at the rate determined by UNISON in accordance with its rules to be paid over to them on my behalf and
- I authorise my employer to provide information to UNISON to keep my records up to date
- I authorise deduction of the following Political Fund payment as part of my subscription: *Tick one box only*

**Affiliated Political Fund**       **General Political Fund**

Now please sign and date below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

OTHER WAYS TO PAY (Please tick if appropriate)       Direct Debit       Cheque





**Nottingham City**



**Fighting To Defend Jobs & Services**

## 10 Good Reasons Why UNISON is Right For You !

With more than 1.3 million members working across the public services, being part of UNISON means you have the full weight of the UK's leading trade union behind you. Most people join a union because they want protection at work. Join Nottingham City Branch today and we can help you with:-

1. Improving Pay and Conditions
2. Representing you in case of grievance, disciplinary action , unfair dismissal
3. Advice on health and safety or pensions
4. Training and career guidance
5. Tackling stress or bullying at work
6. Tackling discrimination

UNISON also offers a varying range of other services and support such as:-

7. Self organised groups for women, black members, disabled members and lesbian, gay, bi-sexual and transgender members
8. Legal Services
9. Education and training courses
10. Special rates for loans, holidays and more

### **10 GOOD REASONS FOR YOU TO JOIN UNISON**

To join UNISON please complete the application form overleaf and return to:

Nottingham City UNISON  
4 - 6 Perth Street  
Nottingham  
NG1 3LU

Tel: 0115 9156883  
Fax: 0115 9156889  
E-MAIL: [unison@nottinghamcity.gov.uk](mailto:unison@nottinghamcity.gov.uk)