



Angus Council Branch

Annual General Meeting – 2007
Letham Hotel, The Square, Letham
Tuesday 27th February 2007

Agenda

- Item 1** **Chairperson's Opening Remarks**
- Item 2** **Sederunt**
- Item 3** **Minute of the A.G.M. 28 February 2006 (Appendix A)**
- Item 4** **Matters Arising**
- Item 5** **Annual Reports**
- Item 6** **Appointment of Branch Officers, Departmental Representatives, Workplace Stewards and Health & Safety Reps**
Valid nominations received can be found overleaf. Further nominations can be made from the floor for vacant posts at the meeting.
- Item 7** **AOCB**

Valid Nominations Received

Branch Officers

Branch Chair	<i>Allan Fegen</i>	Education Officer	<i>Alan Cowan</i>
Branch Secretary	<i>Kate Leiper</i>	Welfare Officer	<i>Allan Fegen</i>
Assistant Secretary	Vacant	Equal Opps	<i>Steve Milne</i>
Treasurer	<i>Janet Hutchison</i>	A.P.F. Officer	Vacant
Health & Safety Officer	<i>Louise Trayner</i>	Auditor	<i>John Symington</i>
Communications Officer	<i>Bob Bruce</i>		

Departmental Reps

Neil Christie	<i>Angus Council – Neighbourhood Services</i>
Louise Trayner	<i>Angus Council – Infrastructure Services</i>

Department

Workplace Stewards

Alan Tait	<i>Angus Council - Education - Janitors</i>
Mavis Leask	<i>Angus Council - Social Work - Brechin/Stracathro</i>
Tracy Bedwell	<i>Angus Council - Education - EYP</i>
Rhoda Pullar	<i>Angus Council - Education -Leaning Assistants</i>
Ted Bennison	<i>Angus Council - Contract Services, Forfar</i>
Andrew Knight	<i>Angus Council - Contract Services, Brec/Mont</i>

Location

Health & Safety Reps

Alan Tait	<i>Angus Council - Education</i>
Ann Bell	<i>Angus Council - Social Work</i>
Bob Bruce	<i>Angus Council - Roads</i>
Neil Christie	<i>Angus Council - Housing</i>
Brenda Gouck	<i>Angus Council - Neighbourhood Services</i>

Location

Branch Secretary's Report

It seems a very short time since my report of last year and whilst it may seem that progress on many issues has been slow there have been a number of successes. However, as these are applicable in most cases to individuals the information cannot be made available.

Probably for most members the burning issues are Job Evaluation and Pensions.

In the case of Job Evaluation there have been numerous meetings of the Job Evaluation Steering Group which has overseen the progress in Angus Council and participated in the validation process. I should stress that no formal Trade Union consultation has yet taken place but I hope that by the date of the Annual General Meeting on 27 February 2007 information on proposals for a Pay and Grading structure will be available. When this information is available UNISON has set up a Pay Equality Group on a national level to examine the proposals and offer guidance to Branches. However, I am of the view that the membership will ultimately decide and I am sure you are aware of the problems which have been encountered in other Local Authorities and I will endeavour to ensure this is not reflected in Angus. Should Angus follow the lead of other Councils in Scotland on enforcing proposals it will be then up to you how hard we fight this.

Should information not be available for the Annual General Meeting it would be the intention to call a Special General Meeting to take the matter forward.

On the Pensions front meetings are continuing with the Employers' Side which I believe is a direct result of the wonderful support provided by members such as you participating in Industrial Action and you all deserve a sincere vote of thanks. The Branch Communications Officer has updated the Branch website when information has become available and this will continue.

Following on from the previous year when Nursery Nurses, Early Intervention Assistants and Family Support Team members undertook a lengthy period of all out Industrial Action the start of a career structure has taken place with the introduction of 2 Senior Early Years Practitioner posts. This will be reviewed in the coming year and if it has proved successful I hope that further posts will be introduced. This has come about as a direct result of the solidarity shown by members and goes to prove that if we stick together we can win.

Remember the union is the membership and I would like to thank you all for your support in the past year and also to express my appreciation for the invaluable assistance of Branch Officers, Department Representatives and Stewards. Here's to a successful 2007 with an acceptable outcome to Job Evaluation.

Treasurer's Report

The accounts of Angus Council branch of UNISON for the year 2006 continue to present an overall healthy picture.

All income and expenditure is recorded on the statements and if there are any queries regarding the finances of the branch these should be submitted, in writing, prior to the A.G.M. to Janet Hutchison, Treasurer, 5A West High Street, Forfar.

The accounts are on the following 3 pages:

**UNISON ANGUS BRANCH
BALANCE SHEET
AS AT 31ST DECEMBER 2006**

31/12/05 £		31/12/06 £
	ASSETS	
	Cash and Bank Accounts	
17,798.57	Angus Branch	13,731.28
50.00	Cash	50.00
200.00	Welfare Imprest	200.00
18,053.01	Property Account Deposit	18,241.20
401.16	Property Account Current	401.16
36,502.74	Total Cash and Bank Accounts	32,623.64
	Other Assets	
839.61	Assets	382.37
200.00	TSB Group Shares	200.00
1,039.61	Total Other Assets	582.37
37,542.35	TOTAL ASSETS	33,206.01
	LIABILITIES AND EQUITY	
	Liabilities	
6,955.00	Creditors	270.00
6,955.00	Total Liabilities	270.00
	Equity	
9,076.47	General Fund Balance as at 1/1/2006	12,133.18
3,056.71	General Fund Profit & Loss	2,160.47
15,263.01	Property Fund Balance as at 1/1/2006	18,454.17
3,191.16	Property Fund Profit & Loss	188.19
30,587.35	Total Equity	32,936.01
37,542.35	Total Liabilities & Equity	33,206.01

Signed.....*J. Hutchison*.....

J. Hutchison, Branch Treasurer

Audit Certificate

I have examined the books and accounts of the Angus Branch of Unison and in my opinion the above Balance Sheet and Income and Expenditure Accounts give a true and fair view of the financial position of the Branch at 31st December, 2006 and of the Income and Expenditure for the period ended on that date.

Signed.....*J.Y. Symington*.....

J.Y. Symington, Branch Auditor

ANGUS BRANCH - PROFIT & LOSS STATEMENT

01/01/06 Through 31/12/06 (in Pounds)

Category Description	01/01/06- 31/12/06
INCOME	
Brch Retention Investments	34,172.41
Other Income:	75.24
Tax Refund	8.36
TOTAL Other Income	8.36
TOTAL INCOME	34,256.01
EXPENSES	
Branch Office:	
Depreciation	1,221.98
Equip & Repairs	1,350.17
Heat & Light	676.15
Postage	786.78
Publications	597.62
Publicity	335.71
Rent and Rates	3,469.47
Stationery	1,031.54
Telephones	765.36
Training	1,146.20
Travel & Subs	2,409.21
TOTAL Branch Office	13,790.19
Conferences	5,746.10
Donations	205.78
Gifts	300.00
Honoraria	6,955.00
Local Funding:	
Retired Mem.	241.97
Welfare	1,488.00
TOTAL Local Funding	1,729.97
Meetings:	
A.G.M.	1,428.23
Exec.&Sub-coms	522.47
Sc. Council	776.70
Sc. Local Gov.	641.10
TOTAL Meetings	3,368.50
Miscellaneous	0.00
TOTAL EXPENSES	32,095.54
TOTAL INCOME - EXPENSES	2,160.47
TRANSFERS	
TO Asset	-764.74
TO Creditors	-6,955.00
FROM Angus Branch	7,719.74
TOTAL TRANSFERS	0.00
OVERALL TOTAL	2,160.47

Prop. Fund Profit & Loss Comparison
01/01/05 Through 31/12/06 (in Pounds)

Category Description	01/01/05- 31/12/05	01/01/06- 31/12/06
INCOME		
Investments: Interest	191.16	188.19
TOTAL Investments	<u>191.16</u>	<u>188.19</u>
TOTAL INCOME	<u>191.16</u>	<u>188.19</u>
TOTAL INCOME - EXPENSES	<u>191.16</u>	<u>188.19</u>
TRANSFERS		
FROM Angus Branch	3,000.00	0.00
TOTAL TRANSFERS	<u>3,000.00</u>	<u>0.00</u>
OVERALL TOTAL	<u><u>3,191.16</u></u>	<u><u>188.19</u></u>

Health & Safety Officer's Report

A number of safety issues and legislation have been updated in the last year, and as always our Safety Reps have kept up to date with these topics. Issues that have arisen include working at height, road safety at work, work equipment, welfare facilities and risk assessment.

As in the past, I am using my Annual Report to ask if anyone interested would please be nominated as a Rep for the forthcoming year. Training will commence in March, so new Reps would be able to commence training almost immediately after their appointment is confirmed at the AGM.

All Reps carry out workplace inspections and take up any problems raised by members.

Health and Safety Reps who work for Angus Council also attend Departmental Safety Committees to further discuss health and safety and are in continual contact with Departmental Management Teams. Reps don't just tackle problems that have arisen; they are also active in dealing with training and information issues.

With the restructuring of Angus Council and therefore safety committees, we need to recruit more Safety Reps to boost our position on these committees and also to help further ensure a safer workplace. The latest recruitment drive has seen three UNISON members be nominated as safety reps. The next available training starts in March so now is the perfect time to be nominated as a safety rep, so that you could be trained at the earliest opportunity.

Our Reps in Tayside Valuation Joint Board also have a safety committee where they tackle any problems and represent the members in their organisation.

Reps do their best for the departments and locations where they work. However, we always have problems in providing coverage to other departments without Safety Reps. Not only can it cause a time and travel problem, but often the best person to investigate a problem is someone who actually carries out the particular task involved. It is always easier to understand an issue and help resolve it if you have background knowledge of the subject. I

am once again appealing to anyone who is interested to contact me at the Branch Office on (01307) 468950 or e-mail me at healthandsafety@unison-angus.org.uk.

Knowledge of health and safety issues is also helpful in your career, with many employers seeing this skill or knowledge as beneficial.

I would like to thank all the Safety Reps for their considerable efforts over the past year and congratulate them in their efforts to ensure a safer workplace for us all.

Communications Officer's Report

2006 was potentially a quite disruptive year, with industrial action over the LGPS. 2007 looks to be possibly worse with the LGPS rumbling on, job evaluation, and with moves of Angus Council staff in the restructuring of the departments.

Once again we managed to have an AGM although the weather did try its best to cancel it. I hope that you will manage to get to the 2007 AGM on Tuesday 27th February, if that is all you do for your union this year.

The branch newsletter, "The Grapevine", was published quarterly; however I always need articles for the newsletter and would welcome anything from members. The articles do not have to be exclusively about union issues, and can be about what a member has achieved for either themselves or for a charity, etc. If you have any articles then please contact me at the branch office or at communications@unison-angus.org.uk.

The website, www.unison-angus.org.uk, is desperately in need of updating and I hope to do this nearer summer. If anybody has any comments about the website then please contact me at the branch office or at communications@unison-angus.org.uk

Education Officer's Report

During the last year I have been active on the Branch's behalf on the following areas:

Activities in UNISON Angus Council Branch

- Prepared training needs analysis for Branch,
- Organised training for new stewards,
- Supported branch input to return to learn initiative with Social Work Department and Workers Education Association, which has been extended to include health and the voluntary sector.
- Organised Branch development day with Communications Officer

Activities in UNISON

- Representative at Education Officers Forum on issues such as - lifelong learning, learning credits, UNISON Scotland training programme, future priorities for the Learning and Organising committee.
- Delegate to Unison National and Scottish Labour Link and Scottish STUC Congress.
- Representative on UNISON Scottish Committee.

Future work includes

- Supporting Lifelong learning to look at workplace literacy and the Return to Learn Programme.
- Organise Conditions of Service Training

- Co-ordinate Branch Education and Training Programme
- Extend Return 2 Learn to Neighbourhood Services (ECP Section)
- Co-ordinate WEA Introduction to Computers Course in Neighbourhood Services (Housing Section)
- Evaluate Open University Pilots on Understanding Health, Management and Children.
- Negotiate Corporate Delivery of Return 2 Learn.
- Represent UNISON on Scottish Social Services Learning Network-Tayforth

Equal Opportunities Officer's Report

I attended Unison training on the equalities agenda in May and on new equality employment regulations in August. The highlight for last year was the 'Fair Representation and Proportionality' questionnaire. There was an excellent response and I would like to thank all members who returned the form. The data will assist in building on last year's development work

Welfare Officer's Report

Due to the nature of this post I can only report that there was a slight increase in the number of applications processed, 31 in all including 5 applications for financial assistance. Which were dealt with successfully by the branch and Unison Welfare.

13 happy members transferred to the Retired Members Section.

I would like once again to take this opportunity and remind members to please let the branch know as soon as possible of colleagues who are off work for one reason or another, there were cases this year where only through conversation that we found out about members who had been off work for several months before we were able to make contact, so please let us know at 01307 468950.

Many thanks to all those members who did 'phone up with valuable information.

Minute of the Annual General Meeting Of UNISON Angus Council Branch on 28 February 2006

Item 1 Chairperson's Opening Remarks

The Chair welcomed members to the meeting and introduced himself, the Branch Secretary and the Guest Speaker. He stated that due to the weather conditions he intended to complete the meeting by 7.00p.m.

Item 2 Sederunt

Apologies and attendance as per Appendix B

Item 3 Guest Speaker – Bob Revie Aberdeenshire.

Bob gave a background to the current Scottish position on Job Evaluation and the problems encountered at COSLA in reaching agreements.

He informed the meeting that Aberdeenshire Council had given a commitment that no employee would suffer a pay cut but as a result of this commitment there were conditions attached. In order to ensure that employees did not lose it had become necessary to redesign posts which brought with it additional problems as additional responsibilities required to be identified to enhance the score.

He gave assurance that he would be pleased to assist if requested.

The Chair thanked Bob for his contribution and the Branch Secretary stated that his offer of assistance was greatly appreciated and made a small presentation to Bob and wished him a safe journey home.

Item 4 Minute of AGM of 28 February 2005

This was agreed as a correct record.

Item 5 Matters Arising

Page 7 Item 5 Travel & Subsistence – Angus Council Proposals

The Branch Secretary informed the meeting that no changes had been agreed with the Trade Unions and despite this the Employer had imposed changes and she was aware these were impacting on several Departments. There is currently a formal Grievance process ongoing for Roads Department and this is awaiting a date for the Appeal Hearing. Further action on this issue will depend on the outcome.

Item 6 Annual Reports

A further report from the Education Officer had been circulated to the meeting.

No questions had been received but the Branch Secretary stated that if anyone wished to raise a question she would endeavour to answer or undertake to provide a written answer to the member.

There were no questions and the Annual Report was **approved**.

**Item 7 Appointment of Branch Officers, Departmental Representatives
Workplace Stewards and Health & Safety Representatives**

A further list of nominations had been circulated to the meeting and an additional nomination had been received for Alan Cowan as Education Officer.

The Chair asked if further nominations were to be made from the floor.

Barbara Cowan – Departmental Rep – Social Work – Arbroath

Nominated by A Forsyth – seconded by T Truesdale

Alan Kerr – Housing Steward – Forfar

Nominated by N Christie – seconded by G Nicol

Kay McQueen – Departmental Rep – Social Work – Forfar

Nominated by B Cowan – seconded by A Forsyth.

All nominations were **approved**

Item 8 Prize Draw

Whisky J Spink and N Strachan

Wine: A Tait, T Truesdale, N Christie, S Jackson, T Bedwell, L Wood, G Nicol, N Johnston, C Lorimer, A Kerr, S Keeley

Tin of Biscuits: Y Jones and S Miller

Tin of Sweets: E Hartis

Item 9 A.O.C.B.

The Branch Secretary urged members to vote for Industrial Action in the current Pensions ballot and stressed the importance of a resounding YES vote.

There being no further business the meeting closed at 7.00p.m.

**UNISON Angus Council Branch
Annual General Meeting
The Letham Hotel, 1800hrs, Tuesday 28 February 2006**

Those who attended:

George Addison, Michael Allan, David O Anderson, Tracy C Bedwell, George Begg, Norma M Bisset, Maureen Blackstock, Corrine E Bowick, Robert A Bruce, Neil Christie, Gail J Cooper, Roy Cooper, Alan Cowan, Barbara - Anne Cowan, Loretta A Dean, Lesley A Duthie, Stella M Edward, Allan J Fisher, Sharelle Forgie, Joan Forson, Tom Fraser, Kevin L Guthrie, Eleanor A Hartis, Jeremy E Hawke, Tracey J Hay, Janet E Hutchison, Stephen J Jackson, Neil Johnston, Yvonne Jones, Sheena J Keeley, Alan B Kerr, John Russell King, Norma Lawson, Catherine M R Leiper, Janice Lemanczyk, Ian N Lingard, Charles Lorimer, Moira A McColgan, Joyce E McPherson, Kay McQueen, Shirley Miller, Stephen G Milne, Gavin G.M. Nicol, Darren H O'Shea, George Patullo, Gillian E Phillips, Rhoda L Pullar, Lesley Roebuck, Frank Rourke, Libby D Sievwright, Laura E Snee, Caroline M Spink, Christine A Spink, Norma Strachan, Alan Tait, Louise Trayner, Tom Truesdale, Stephen G Willis, Lesley G Wood, Agnes A Worth

Apologies from:

Mark A F Allan, Peter D Bell, Louise Bruce, Brian A Cargill, Thomas Carrie, Susan Crawford, Ann D Duff, William S Duff, Bruce H Fleming, Barbara Hendry, Gordon A Holder, Sue Hunt, Shirley G Jeffrey, Norman Johnston, Richard J Laing, Joan Mitchell, Stanley R Pattinson, Jacqueline A Shepherd, Charles E.G. Smith, Donna Thomson