

South Western Ambulance & Allied Health Branch

(Branch 21472)

BRANCH CONSTITUTION AND RULES

1 BRANCH NAME

The branch shall be known as: -

SOUTH WESTERN AMBULANCE & ALLIED HEALTH BRANCH



2 BRANCH MEMBERSHIP

The Branch membership shall be composed of UNISON members employed by:

South Western Ambulance NHS Foundation

Trust

Any other organisation within the scope of this Branch as agreed between the Branch executive and the NEC from time to time.

3 BRANCH AIMS

It shall be the aim of the Branch to: -

- To seek to ensure equality of treatment and fair representation for all member and to work for the elimination of discrimination on grounds of race, gender, sexuality, identity, disability, age, or creed.
- Encourage Branch members to attend all appropriate meetings and encourage them to contribute.
- Apply the aims, objectives and rules of UNISON as determined from time to time by the National Delegate Conference (NDC).
- Recruit and organise workers with a view to encouraging growth and development.
- Provide minimum guaranteed standards of advice, representation, and service.
- Campaign in support of the National Health Service, which is free at the point of need and capable of being accessed by all in need of health care.
- Co-operate with other trade unions and trade councils as appropriate.
- Arrange social and engagement activities for the benefit of members.
- Arrange welfare advice as appropriate for members and their families where possible.
- Promote learning activities for members and activists.
- To achieve the aims and targets set annually through the Branch assessment.
- To ensure co-operation with the employers in promoting and developing measures to ensure the H&S at work of the members.

4 BRANCH STRUCTURE

The **Branch Management Group** will be responsible for the day-to-day management of the Branch in accordance with the decisions and authority delegated by the Branch Committee.

- Branch Chair
- Branch Vice Chair
- Branch Secretary
- Assistant Branch Secretaries
- Treasurer
- Women's Officer
- Young Member's Officer

- Education Coordinator
- Welfare Officer
- Equalities Coordinator
- Health and Safety Officer
- Membership Secretaries
- Communications Officer

any other officers deemed appropriate by the Branch.

The Branch Management Group will meet monthly and provide minutes which will be made available. These meetings will be recorded and can be held virtually if required.

The purpose of such meetings is to ensure the orderly pursuit of Branch policy and objectives as confirmed by the Branch Committee.

The **Branch Committee** has overall responsibility for recruitment organising within the membership and will comprise of all Branch officers and stewards and will be responsible for the general organisation and development of the Branch and for policy and decision making on matters affecting all members within the Branch between general meetings. To ensure that Branch Officers are accountable to the membership for conducting the affairs of the Branch.

The Branch Committee will meet quarterly.

The purpose of such meetings are to:

- provide a means of communication between the Branch Officers and the membership.
- enable the membership to take decisions on matters of Branch policy.
- ensure that the Branch Officers are accountable to the membership for conducting the affairs of the Branch.

These meetings will be recorded and can be held virtually if required.

The quorum for the Branch Committee shall be 33% (one third) of the members of the committee.

There will be **Sector Leads** set up with the responsibility for recruitment and organising in their geographical areas within the organising objectives agreed by the Branch Committee.

1. Bristol, North Somerset & South Gloucestershire (BNSSG)
2. Cornwall & Isles of Scilly
3. Dorset
4. Gloucestershire
5. North & East Devon
6. Somerset
7. South and West Devon
8. Wiltshire
9. Emergency Operations Centres (EOC)
10. Allied Health Organisations
11. Retired Members

5 BRANCH REPRESENTATION AND PROPORTIONALITY

It is the branch's policy to secure the election of Branch Representatives/Stewards, Workplace Contacts/active member, Health & Safety Stewards and any other contact as appropriate by the Branch members to ensure the widest possible participation of Branch members in decision making. The Branch representatives/Steward shall represent the interest of members in their work group or workplace in any grievance, dispute or negotiations at the level of the work group or workplace.

The branch is committed to the concept of proportionality and fair representation in the belief that the Union will be a more democratic organisation and that member's interests and aspirations will be furthered by representatives who reflect gender, occupation, grades, sexuality, ethnicity, age, and disability encountered by members.

The election of each Branch Representative/Steward will take place annually and shall be reported to the AGM (Branch Annual General Meeting) for ratification and the issue of credentials.

It is the Branch's policy to encourage elections in manageable sectors that reflect the natural workplace grouping of members, by doing this, proportionality and fair representation is more likely to be achieved.

In the spirit of proportionality, where a Branch role exists that only one person (or a job share) can hold, the Branch should seek to avoid any one individual holding multiple roles of this type. This is to avoid workload burnout, Single Points of Failure (such as when an individual is on annual leave or sick), and a 'lack of diversity' risk, which could result from a limited number of individuals holding office.

At times of extremis this position may be unavoidable however the above should, where possible, be adopted as Best Practice, to allow ample opportunities for proportionate activist development across the Branch.

The Branch AGM will decide the appropriate numbers of Branch Representatives/Stewards, Workplace Contacts/active member, Health & Safety Stewards, any other contact, and sectors in the Branch having regard for these concepts.

6 ELECTION AND ORGANISATION OF THE BRANCH

6.1 STEWARDS, HEALTH & SAFETY REPRESENTATIVES

The members of each sector or workplace shall elect one or more Stewards/Health & Safety Representatives annually for each work group or workplace.

The UNISON steward is the fundamental building block of workplace organisation. Tasks relating to the post of steward.

- to be the first and main point of contact for members with the union
- to recruit new members
- to work with members to establish an organised workplace.
- to support and advise members on workplace issues.
- to act as a spokesperson for the members they represent and for the Branch.
- to represent members with the employer, dependent on their experience and confidence
- to represent members within the Branch Committee

- to be answerable to the members they represent.

6.2 ACTIVE MEMBERS

Members who might not want to take on the full role of elected steward can still play a vital role in ensuring that UNISON has a presence in every workplace.

No election is required to become an active member. It can be a useful way for a member to gain experience or build confidence before making a further commitment.

Tasks relating to the post of workplace contact:

- to be a point of contact between members and the Branch
- to recruit new members or introduce new employees to a Branch officer.
- to give support to members at work by advising them where to seek assistance.
- to keep notice boards up to date
- to distribute information sent by the Branch for members.

6.3 SELF ORGANISED GROUPS

The purpose of self-organised groups is a means to address the underrepresentation of women members, black members, disabled members and lesbian, gay, bisexual and transgender (LGBT+) members within the democratic structures of the union.

The Branch is committed to encourage the development of self-organisation by:

- Promoting self-organised groups events and meetings locally and nationally to all members of the Branch
- Negotiating paid time release for members to attend these meetings.
- Providing resources and support for Branch self-organisation, including finance in accordance with the agreements set by the branch management group.
- Ensuring that self-organised groups are appropriately represented on and supported to attend the Branch Committee
- Including reports from self-organised groups including updates in the work programme on all Branch Committee and AGM agendas
- Encourage and facilitate members who become active in the Branch self-organised groups to participate in regional and national self-organised group meetings and conferences by widely publicising events widely and in good time.

The Branch shall give self-organised groups financial support within the Union's guidelines and in the context of the Union's priorities and agreed work programmes. Self-organised groups will be encouraged to plan their activity such that the Branch committee can agree a budget for workplans through the annual budget process.

6.4 BRANCH MEETINGS

All members are welcome to attend Branch Committee Meetings, however only officers of the Branch are entitled to vote.

Meetings of the membership shall be held annually in the first week of March (AGM). Extraordinary general meetings may be called by the Branch Committee or by 20 members of the branch or 5% of the membership, whichever is the greater. The quoracy of the AGM will be 1% of the full membership.

The following business must be for inclusion at the branch AGM:

- The receiving of reports from the Branch Officers including a report on the Branch finances and presentation and ratification of the Branch accounts.
- The election or confirmation of election of Branch Officers for the coming year.
- All posts will be elected for a one-year period. This period will commence on May 1st, outgoing officers will remain in post until April 30th.
- The election of two Branch Auditors (who shall not be members of the Branch Management Group).
- Review the Branch Constitution at the last Branch Committee meeting prior to the AGM.
- The selection or confirmation of election of Branch Representatives to other levels of the Union and to external bodies.
- Such other business that has been presented prior to the commencement of the AGM.

7 NOMINATIONS

Election of Branch officers:

- Branch officers may be nominated by the Branch committee or any two members, except for the Labour Link officer who will be elected by the APF members only.
- Nominations will be invited 12 weeks before the AGM and nomination forms will made available through the Branch website. All nominations must be received in writing at least 7 weeks before the AGM.
- Each nominee will be notified and given the right to withdraw not later than 6 weeks before the AGM.
- If a post has multiple nominations, the Branch Chair/Vice Chair will hold discussions to determine a mutually agreeable position. If this cannot be achieved, an election will take place.
- The vote will be conducted by postal ballot, online or as a show of hands in accordance with the procedure and timescales contained in the Code of Good Branch Practice
- where no valid nomination has been received before the deadline, nominations may be called for and candidate elected at the AGM or endorsed by the Branch Committee Subject to ratification by the next general meeting.

Items to be received for AGM by the below timeline:

Week 12	Calling notice to ALL members including Draft Agenda Guest Speakers Nomination forms and process Call for motions and rule changes
Weeks 12 -7	Candidate nominations acknowledged
Week 6	Deadline for any candidates to withdraw
Weeks 6 - 5	Ballot prep if required
Week 4	Ballot starts
Week 4 – 1	Ballot period

Week 3	Motion and Rule changes deadline
Week 2	AGM papers distributed
Week 1	Close of Ballot and vote count
Week 0	AGM (s)

8 BRANCH WORKING GROUPS

The Branch Committee may where required form working groups to deal effectively with issues that are raised within the Branch.

Representation on these working groups will be chosen to reflect the diversity of the Branch.

The formation of the working group will be determined by the branch management group.

Working groups will report to the branch management group and if required the branch committee at the timescales agreed within the remit.

9 BRANCH OFFICERS

Branch Officers have the responsibility of leading their respective areas of knowledge and are accountable to the Branch Committee.

In the absence of the Branch Chair or Vice Chair, the members shall elect one of their number to chair the meeting.

9.1 BRANCH CHAIR

The branch chair facilitates branch and committee meetings and may also be a senior negotiator. This includes:

- chairing all meetings of the branch and branch committee, agreeing the agenda for meetings with the Secretary and making sure that business is properly conducted in line with union democracy.
- advising branch officers and the branch committee on procedure and rules.
- making sure all functions of the branch are carried out.
- working closely with the Secretary and other officers to provide leadership to the branch.

9.2 BRANCH VICE CHAIR

Deputises for and supports the Branch Chair in undertaking their role.

9.3 BRANCH SECRETARY

The branch secretary is the main contact person with the wider union.

They handle branch administration and work with the branch chair and other leading officers to provide leadership. They may also be a senior negotiator.

The details of the role may vary depending on branch size, but typically it will cover areas such as:

- acting as the strategic lead officer and coordinator within the branch;
- encouraging partnership working within the branch committee and the development of new representatives and stewards.
- managing any branch staff.

- managing the delegation of work to other branch officers and branch staff as appropriate, while providing support and guidance.
- guiding the branch's development by preparing and implementing a branch organisation and development plan.
- making sure the representation of members within the branch is in accordance with national guidance and in partnership with regional staff.
- convening and attending all meetings of the branch and branch committees and making sure proper minutes are kept and circulated.
- making sure branch records are kept in a proper manner.
- making sure the branch processes membership applications speedily and accurately and maintains records in accordance with UNISON's systems.
- making sure there is regular communication with branch members, including news of campaigns, negotiations, issues, branch developments and activities.
- communicating with the wider union, including the region and centre, on behalf of the branch.
- making sure that branch members are aware of opportunities to take part in the activities of the wider union, including self-organisation if appropriate.
- supporting, mentoring and encouraging stewards and reps in the branch on an individual and collective basis; coordinating all branch negotiations and industrial relations matters.
- leading the branch committee in making sure that the branch observes the union's rules, supports UNISON campaigns, and works towards achieving UNISON's objectives.

9.4 ASSISTANT BRANCH SECRETARIES

Deputies for and supports the Branch Secretary in undertaking their role.

9.5 TREASURER

Responsible for managing branch finances, including keeping accounts.

The main responsibilities of branch treasurers include:

- keeping accounts in accordance with the rules.
- preparing budgets for defined areas of activities such as welfare, recruitment, campaigning, etc;
- providing reports on the financial position of the branch to the branch committee or branch executive committee.
- providing a detailed financial report for the annual branch meeting(s);
- advising the branch officers and branch committee on matters relating to financial management and appropriate expenditure.
- providing an audited annual return of branch income.

Note: The chair and the branch secretary cannot hold these positions and the position of treasurer. This is to ensure probity and accountability, and a separation between the officer advising on action and the officer responsible for funding it. If this presents a problem for the Branch (for example there is no-one nominated at the AGM or a postholder stands down mid-term, you can seek permission for temporary arrangements by writing to your regional secretary who will seek to assist the Branch

before referring any request to the General Secretary for consideration by the Development & Organisation Committee of the National Executive Council.

9.6 WOMEN'S OFFICER [Must self-identify as a woman]

The branch women's officer offers the opportunity to bring about important changes for women in the workplace. UNISON can provide training for the role, and the women's officer can network and work collaboratively with other branch women's officers in their area. They can become involved in the Regional Women's Committee/Forum or network, attend National Women's Conference and help UNISON agree its work plan priorities for the national women's committee. The branch women's officer's role includes:

- Building links with women's sector organisations and where appropriate signposting to specialist organisations for women (domestic abuse/Rape Crisis) and assisting in negotiations on employer policies on violence against women.
- Ensuring that the branch has a wide range of resources for women, such as books, videos and leaflets, and making these resources accessible to all women in the branch.
- Organising a women's group and identifying concerns
- Identifying women members of the branch, and liaising with the branch committee on progress towards proportionality.
- Being a focal point for women's issues for members and raising issues affecting women, particularly those with service conditions implications with the branch committee.
- Supporting women in their issues generally and campaigning on issues that are important to women.

9.7 YOUNG MEMBER'S OFFICER [Must be under 30 years of age for the entire term of their election].

The role of the branch young members' officer is ideal for someone who is interested in becoming more active in the union.

The post may be a stepping stone to becoming a steward or taking on wider roles.

The responsibilities include:

- recruiting new members and organising and encouraging existing young members to become active in the branch and in UNISON campaigns.
- building a branch young members' organisation and making sure there are potential new young members' officers in the future.
- making sure issues of concern to young workers are raised through the branch.
- acting as a focal point for all young workers in the branch and workplaces.
- receiving and distributing UNISON young members' information.

Other Branch officers will assist in these tasks.

9.8 EDUCATION CO-ORDINATOR

Helps arrange training courses and education programmes for members, stewards, health and safety reps and branch officers.

The responsibility includes:

- making sure all new stewards and reps receive information about the branch and their role.
- publicising the range of educational and training opportunities available to members and activists and making sure that all reps go on appropriate courses.
- talking to existing reps about their ongoing training and development needs.
- organising a plan of training for activists and producing an annual budget to meet its costs.
- keeping records of what training has been undertaken and by whom within the branch.
- negotiating with the employer, along with union learning reps on issues relating to learning including time off.
- supporting and co-ordinating the work of buddies and mentors in the branch.

9.9 WELFARE OFFICER

Makes sure that that members seeking welfare assistance receive a prompt, supportive and effective response.

The responsibility includes:

- making sure branch officers, stewards and workplace reps, as well as employers, have regular up-to-date information about There for You (UNISON's Welfare charity) and its range of services;
- liaising and coordinating with the UNISON centre and regions to make sure There for You support is provided effectively.
- undertaking training and seek advice from There for You where necessary;
- developing and coordinating local welfare activity;
- developing links with local charities and sources of support such as citizen's advice bureaus and women's refuges.

9.10 EQUALITIES CO-ORDINATOR

Branch equality coordinators have a number of important functions. But it is not expected that the office holder will be the font of all knowledge on every equality issue, nor carry sole responsibility for the branch's equality work.

Everyone shares responsibility for tackling prejudice and discrimination and promoting equality.

The role of branch equality coordinators is to co-ordinate and monitor this shared responsibility. The role includes:

- being the identified and well-publicised point of contact in the branch for equality issues.
- collecting and sharing information on equalities issues, including information from the regional and national self-organised groups;
- making sure other branch officers and the branch committee consider the equalities dimension of everything they do.
- making sure equality is raised in all collective bargaining – not just in bargaining on 'pure' equalities issues.
- encouraging and supporting the development of branch self-organised groups on behalf of the branch committee, coordinating among them and between them and the branch committee;
- making sure new recruits and potential members know about UNISON's commitment to equality and the opportunity to take part in self-organisation;

- advising the branch officers and branch committee on the development and monitoring of the action plan to achieve proportionality and fair representation.
- coordinating the development and training of members from under-represented groups.
- coordinating motions and support for delegates attending self-organised group conferences.

9.11 HEALTH AND SAFETY OFFICER

Promoting health and safety at work is one of the functions of the branch.

Even though employers have clear legal duties to make sure that employment does not cause death, injury or ill-health, health and safety is a trade union issue and not something which can be left to management.

The branch health and safety officer's role includes:

- making sure members, safety reps and branch officers are aware of health and safety issues;
- coordinating the activity of safety reps, including making sure that there are enough reps in the workplaces organised by the branch, and convening regular meetings of safety reps;
- organising the information held by the branch on health and safety.
- acting as a link between safety reps and other branch reps to make sure that health and safety issues are treated as an integral part of the work of the branch.
- reporting on health and safety issues at branch meetings, committee meetings and annual meetings.
- liaising with relevant branch officers about priorities for health and safety training, campaigns, and publicity materials.
- keeping contact with the region and regional service groups, for example via the regional health and safety committee and the national health and safety structures.
- liaising with the equalities officer(s) to make sure that equal opportunities aspects of health and safety issues are taken into account and vice versa.

9.12 MEMBERSHIP SECRETARIES

Keeps track of the branch's membership and works to develop recruitment and organising.

The role includes:

- mapping the branch's membership to identify membership density and steward coverage – and where there are gaps.
- making sure the branch and union has accurate membership records.
- monitoring the branch's recruitment and retention rate.
- working with the branch committee and regional organising staff to develop and implement the branch's organisation and development plan.
- making recommendations to the branch committee on recruitment activities, targets, resources, budgets, etc.

9.13 COMMUNICATIONS OFFICER

The branch communications officer's role includes:

- explaining UNISON's policies and providing the information members need to play an active role in their union.
- helping the branch's recruitment and organizing.
- supporting UNISON's national and regional campaigns.
- creating a positive image for the branch and wider union among members, potential members and the public.
- producing news-sheets, bulletins or digital communication for distribution to branch members;
- making sure branch communications are in the accessible format's members need;
- making sure that centrally and regionally produced publicity, communications and campaign materials are distributed, as appropriate, to stewards, members and non-members;
- monitoring and liaising with local media.

9.14 LABOUR LINK OFFICER

The Labour Link officer is elected by, and accountable to, the Labour Link section within the branch and must be an individual member of the Labour Party. This is because the post holder should work to take UNISON policy forward in the party, including being a delegate to the general committee of the party and encouraging joint work and campaigning with the local constituency Labour Party.

The branch UNISON Labour Link officer is the key contact point for information about regional and national UNISON Labour Link matters and is responsible for coordinating our activities in the branch.

They also represent the interests of Labour Link levy payers on the UNISON branch committee.

The role includes:

- explaining and developing the role of the UNISON Labour Link within the branch and ensuring that correct procedures are followed regarding the rights of Labour Link levy payers.
- acting as the central contact point for information on Labour Link matters from national and regional levels of the union, and from the Labour Party, and circulating it to Labour Link members in the branch,
- convening meetings of members as necessary.
- communicating with Labour Party members within the branch and encouraging individual membership of the Labour Party.
- attending the UNISON branch committee and agreeing appropriate means of promoting UNISON policy in the Labour Party.
- organising elections for branch UNISON Labour Link representation within the regional Labour Link as necessary and making sure branch delegates report on their activities on behalf of members.
- liaising with the Labour Link regional political officer.
- promoting political education and policy discussions.
- strengthening links with Labour locally by getting the branch to affiliate to the local Labour Party and electing delegates to attend meetings.
- building campaigning work around key issues and coordinating campaigns with the Labour Party in council, Westminster, Scotland, Wales and European elections

9.15 RETIRED MEMBER'S SECRETARY

The retired members' officer enables retired members of the branch to continue to be active in the union through the branch's retired members' section.

This includes:

- making sure that members approaching retirement have the opportunity to become retired members.
- organising meetings of the branch retired members.
- encouraging the participation of retired members in branch activities as appropriate.
- making links with other retirement organisations in the area and UNISON's national retired members' structures.
- attending meetings of the branch committee.
- making sure the retired members section functions in accordance with UNISON rules and any branch standing orders and procedures.

9.16 INTERNATIONAL RELATIONS OFFICER

This officer develops and leads on international solidarity activities including campaigns, twinning with sister unions and support for projects abroad.

The role includes:

- coordinating the branch's work on international relations.
- making sure members are informed of national policy on international matters.
- receiving and distributing relevant information.
- encouraging members to be aware of the importance of international solidarity issues within the context of the overall work of the union.
- liaising where appropriate with central and regional international structures and reporting the views of the branch on international activities.
- liaising with other branch officers concerning publicity and education on international issues.
- liaising with the solidarity organisations and campaigns that UNISON is affiliated to.
- encouraging members of the branch to take action and take part in international solidarity activities organised nationally or regionally.
- developing an international perspective among members, stewards, and branch officers.

9.17 LIFELONG LEARNING CO-ORDINATOR

Works with employers and co-ordinates the work of union learning reps in supporting members with lifelong learning and skills for life.

- learning representatives are accountable and involved in the branch.
- learning is high on the branch's agenda and linked into its organising, bargaining and equalities work.
- a clear progression route for learning representatives who want to become more involved in other aspects of branch activity.

The lifelong learning coordinator's role includes:

- working closely with the branch education coordinator (the same person may take on both roles);
- coordinating the activity of union learning reps in the branch education team;
- working with colleagues to recruit and organise new learning representatives.
- being closely involved in negotiating around learning with the employer.
- making sure members have information on learning opportunities, including UNISON Open College courses, Return to Learn and Lifelong Learning.
- making sure the work of learning reps is fully integrated into the branch.

9.18 DISABLED MEMBER'S OFFICER [Must be someone who self-identifies as a disabled person]

Together with any Branch Disabled Members Group:

- Being visible
- Championing UNISON's commitment to disability equality
- Encouraging disabled workers to join UNISON.
- Keeping disabled members informed and getting them involved.
- A point of contact for disabled members needing support or signposting for representation
- Organising Branch disabled members meetings and events eg. Disability History Month
- Being the link between disabled members, the regional disabled members' self-organised group and the branch committee
- Representing the views of Branch disabled members
- Sharing regional and national UNISON information for disabled members in the Branch
- Working in partnership/collaboration with any employer staff disabled members' network.
- Building and improving links with local disability community groups
- If possible, participating in the regional disabled members' group.
- If possible, organising Branch participation in the annual national disabled members' conference.
- Encouraging attendance at the national disabled members' network meetings held in June and August.
- Reporting on disabled members work at the Branch AGM.

9.19 BLACK MEMBER'S OFFICER [Must be someone who self-identifies as Black]

UNISON is committed to achieving equality in the workplace for all. This means challenging the racism experienced by Black members in the workplace and in wider society.

Together with any Black Members Group:

- Assist the branch to organize for face equality.
- Provide A point of contact for Black members needing support or signposting for representation.
- Organise branch Black members meetings and events eg Black History Month
- Be the link between Black members, the regional Black members' self organized group and the branch committee.

- Build a support network for Black members facing problems at work.
- Provide a forum for the debate of race equality issues.
- Support Black members in gaining confidence to get involved at all levels in the union.
- Share regional and national UNISON information for Black members in the branch.
- Work in partnership/collaboration with any employer staff Black members' network
- Report on Black members work at the branch AGM.

9.20 LGBTQ+ OFFICER [Must be someone who self-identifies as LGBTQ+]

- Being out and visible
- Championing UNISON's commitment to LGBTQ+ equality
- Encouraging LGBTQ+ workers to join UNISON.
- Keeping LGBTQ+ members informed and getting them involved.
- Organising Branch LGBTQ+ meetings and events eg LGBTQ+ History Month
- Being the link between LGBTQ+ members, the regional LGBTQ+ self-organised group and the Branch committee
- Representing the views of Branch LGBTQ+ members
- Sharing regional and national UNISON LGBTQ+ information in the Branch
- Working in partnership/collaboration with any employer staff LGBTQ+ network
- Building and improving links with local LGBTQ+ community groups and prides
- If possible, participating in the regional LGBTQ+ group.
- If possible, organising Branch participation in the annual national LGBTQ+ conference.
- Reporting on LGBTQ+ work at the Branch AGM.

9.21 ENVIRONMENTAL OFFICER

Co-ordinates the union's green and environmental agenda in the branch.

This is still a new role in many UNISON branches. The job of trade union environmental representative involves representing the workforce in discussions and negotiations regarding the development and implementation of company / employer environmental policies and practices.

Where resources and capacity exist, the job can also involve acting on behalf of members as a link person with local environmental campaign organisations such as Friends of the Earth, Greenpeace or Stop Climate Chaos.

Environmental policies and practices can cover areas such as energy use, recycling, travel and procurement.

9.22 BRANCH ADMINISTRATOR

The branch administrator is not an elected position. It is an employed position, via an agreement between the trust and the branch. The job description is available on the trust intranet.

9.23 BRANCH AUDITORS

9.24 The role of the Auditor is to act on behalf of the Branch's members to ensure probity and that all Branch expenditure is underpinned by democratic decisions made in accordance with UNISON rule. A candidate for the post of auditor cannot be a member of the branch management group.

- To oversee the financial records of the Branch.
- To undertake an annual audit of the Branch financial records.
- To provide a written report of the annual audit to the annual general meeting.
- To report any financial irregularities to UNISON's internal audit department.

10 DONATIONS

Donations shall be agreed by the AGM or Branch Committee in accordance with the union's policies and objectives and subject to provisions of national rule.

11 EXPENSES

Rates of expenses for members attending meetings or carrying out other activities on behalf of the Branch shall be agreed by the AGM in accordance with the Scheme for Branch Expenses contained in the Branch Finances Handbook.

12 BRANCH RULES

Branch rules must be agreed by two thirds of members present and voting at a quorate Branch meeting.

Branch rules must be approved in accordance with UNISON's procedures.

13 DATA PROTECTION

UNISON has a single registration under the Data Protection Act 1998 and so there is no need for the Branch to register separately.

Branch will comply with current UNISON guidance on data protection matters.

Signatories

CHAIR

SECRETARY

Date