

RULE CHANGE ONE – MEMEBRS OF BMG

I propose that a rule change is made in the constitution.

Section 4 mentions the Branch Structure, specifically the Branch Management Group, (BMG).

I would like to change this to include all Branch Officers from all sections and equality groups. Any member that is willing to stand as a branch officer is doing so to represent a large group of our members.

These Officers should have access to the inner workings of the branch and should be able to feed back directly to the BMG.

This will also help to build the level of experience within the BMG, in turn, this helps the BMG to better support the rest of the branch.

There has already been a discussion about this at BMG and Regional levels and a caveat to this rule change would be if there was an Equalities Officer in post.

Either the Equalities Coordinator is part of the BMG who then represents all the Equality Officers or, if this post is vacant then all the Equality Officers would be part of the BMG.

The constitution already states ‘any other officers deemed appropriate by the Branch.’

The current constitution is below.

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

My proposal would be;

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- Treasurer
- Women's Officer
- Young Member's Officer
- Education Coordinator
- Welfare Officer
- Health and Safety Officer
- Membership Secretaries
- Communications Officer
- Assistant Communications Officer (if role filled)
- Environmental Officer
- Equalities Coordinator
 - If this role is not filled then the Officers below will form part of the BMG.
- LGBT+ Officer
- Disabilities Officer
- Black Officer
- Any others???

What other roles do we have?

Need to confirm wording.

RULE CHANGE TWO – MEMBERS OF COMMITTEE

I propose that a rule change is made in the constitution.

Section 4 mentions who the Branch Committee consists of.

I would like to change this to include all Stewards, Branch Officers, Health and Safety Reps and **Work Place Contacts/Active Members** of the branch. **Wording?**

The branch committee currently consists of Stewards and Branch Officers. All active members of the branch should form part of the committee.

It is important to remember that what is shared within our communication groups can sometimes be highly confidential so I suggest making sure any new member that joins our communication groups such as the Branch Committee WhatsApp group completes their GDPR training first.

The current constitution is below.

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.

I propose changing it to:

The Branch Committee has overall responsibility for recruitment organising within the membership and will comprise of all **Branch Officers, stewards, Health and Safety Stewards and Work Place Contacts**, 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.

Need to confirm wording.

RULE CHANGE THREE - VOTING

I propose that a rule change is made in the constitution.

Section 6.4 states that:

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

All members of the committee should be entitled to vote.

If members share a role in a job share then they are two people sharing one role, so they are only entitled to one vote. Each of them would be half a vote.

I propose that this is changed to:

All members are welcome to attend Branch Committee Meetings, and vote in relation to branch matters. If two members share a role, in the form of a Job Share then between them, they will only be entitled to one vote.

Need to confirm wording.

RULE CHANGE FOUR – NEW ROLES

I propose that a rule change is made in the constitution.

Section 6.4 states that:

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

Many positions within SWAST require 8 weeks notice. By changing the wording of this sentence, it allows the normal notice period to play out and means that no negotiation is needed to shorten this period of time.

This year, due to not being aware of this rule, it has already been advertised that the new roles will start on the 11th of May. This is 8 weeks from next Monday.

I propose that we keep the 11th May as the new start date.

I also propose that this is changed to:

All posts will be elected for a one-year period. This period will commence on 8 weeks from the first Monday after the AGM.

RULE CHANGE FIVE - AUDITORS

I propose that a rule change is made in the constitution.

Section 6.4 and 9.23 states that:

The election of two Branch Auditors (who shall not be members of the Branch Management Group).

I believe that there is no need to restrict this role. I was not aware of this rule before going through the constitution looking for possible changes.

I have been an auditor for the last year and the two nominated auditors this year are also part of the BMG.

I feel that as long as the auditors do not have direct access to the bank then there is no reason for them not to be auditors.

The Treasurer cannot be an auditor.

For section 6.4. I propose that the wording within the brackets is removed.

For section 9.23. I propose that the numbering 9.24 is removed and that the sentence *A candidate for the post of auditor cannot be a member of the branch management group* is also removed.

6.4

The election of two Branch Auditors ~~(who shall not be members of the Branch Management Group)~~:

9.23

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.~~

RULE CHANGE SIX – BRANCH SECRETARY

I propose that a rule change is made in the constitution.

Section 9.3 states that one of the responsibilities of the Branch Secretary is,

- Managing any branch staff.

For clarity, I propose this is changed to

- Managing any branch **employed** staff.

RULE CHANGE SEVEN - TREASURER

I propose that a rule change is made in the constitution.

Section 9.5 states that one of the responsibilities of the Treasurer is

- Providing reports on the financial position of the branch to the branch committee or branch executive committee

Just a title change.

I propose this is changed to

- Providing reports on the financial position of the branch to the branch committee or [Branch Management Group](#)

RULE CHANGE EIGHT

Section 9.13 explains the role of the Communications Officers.

Communication is so important with our branch and we have spoken in previous meetings about getting an Assistant Communications Officer.

Even if we do not fill this role today, I would like to propose that we add this role into our constitution so that it could be filled in the future.

This role would also form part of the BMG.

The sections below would need to be renumbered but the wording would be,

9.14 Assistant Communications Officer

Assists and supports the Communications Officer in the undertaking in their role.

RULE CHANGE NINE – MILAGE EXPENSE

Following a discussion at a previous BMG meeting, we have become aware of a rule with UNISON that suggests that mileage expenses cannot be claimed from an address outside of our region.

Milage claims must start on the border of our region.

Milage claims can also not be claimed for your normal workplace.

Your normal workplace is where your substantive role is meant to be.

For example, a member of staff who took a full-time role might now work out of Exeter HQ but for their substantive role, they worked out of Exeter Ambulance Station.

They can claim milage to and from Exeter HQ but not from Exeter Ambulance Station.

I propose a change to section 11.

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.

11.1 MILAGE

For any member of the branch who lives outside of the area covered by the branch must only claim milage from the border.

The journey between your home address and the branches border will not be covered by expenses.

A start point for all journeys must be agreed with the Chair and Treasurer. Or if it affects these roles then two other senior members of the BMG.

11.2 NORMAL PLACE OF WORK

Due to Tax and HMRC rulings, members cannot claim milage to their normal place of work.

A member's normal place of work will be where their substantive role is or was meant to be.

Need to confirm wording.

RULE CHANGE TEN – TIME CRITICAL / SENSITIVE DECISIONS

Following several discussions recently where I, as Chair, have had to take direct action in relation to Branch activities or members conduct, the BMG have discussed the importance of setting out the way these decisions are made.

I propose adding a section into section 6 of the constitution. Election and Organisation of the branch.

Section 6.5 would be,

6.5 TIME CRITICAL ACTIONS

When a time critical or sensitive action needs to be undertaken then this must be agreed by two senior members of the Branch management Group.

Firstly, the Chair and Secretary.

If either of these roles are unavailable, then the Vice Chair and Assistant Secretary can deputise in their respective positions.

Need to confirm wording.

RULE CHANGE ELEVEN

Section 9.5 explains the role of the Treasurer.

There have been several conversations in the past about an Assistant Treasurer to take some pressure off of the Treasurer.

After talking to Mike, our current Treasurer, there is no immediate need to fill this role today but I would like to propose that we add this role into our constitution so that it could be filled in the future if needed.

Unlike the Assistant Comms Officer, who would need to be part of the BMG to assist with communicating current issues, I feel that this role does not need to form part of the BMG as the Treasurers every day role does not rely on being a member of the BMG. Such as banking and documenting finances.

The sections below would need to be renumbered but the wording would be,

9.6 Assistant Treasurer

Assists and supports the Treasurer in the undertaking in their role.

This role cannot be held by the Chair or Secretary. (See note in Section 9.5)

Need to confirm wording.