

**ANNUAL GENERAL MEETING 2023**

Dear Member,

You are warmly invited to attend one of Unison's aggregated Annual General Meetings (AGM) to be held on the dates shown below. This year **5** meetings have been arranged to give every member a choice of day and time. Some meetings will be held face-to-face and others will be virtual. We will be using Microsoft Teams for the virtual meetings.

**Monday 13th March 2023 at 12.30pm – Virtual Meeting**

**Tuesday 14th March 2023 at 1.15pm – Tir y berth Depot, B3 Canteen**

**Wednesday 15th March 2023 at 1.30pm – Rhymney Room, Ty Penallta**

**Thursday 16th March 2023 at 5.30pm – Virtual Meeting**

**Friday 17th March 2023 at 8.30am – Virtual Meeting**

**Should you wish to attend please email us on** [**caerphillyunison@caerphilly.gov.uk**](mailto:caerphillyunison@caerphilly.gov.uk) **or call us on 01443 863279 and we can send you the joining details.**

The preliminary agenda is attached.

If you wish to **submit a motion** please email or post it to the Branch Office, with the name of the proposer and seconder by **5pm on Friday 3rd February 2023**. The form you should use is enclosed. The proposer of the motion must be present at the first AGM on Monday 13th March 2023 at 12.30pm. Any amendments to a motion must be received by the Branch Office before **5pm on Friday 17th February 2023**.

Also enclosed are **nomination papers for Branch Officer and Steward positions**. If you wish to stand for any of these positions, or know of a colleague who does, please complete the enclosed nomination form and return to the Branch Office by **5pm on Friday 20th January 2023**.

The Branch Office details are:

**Caerphilly Unison**

**Tredomen Business & Technology Centre**

**Tredomen Park**

**Ystrad Mynach, CF82 7FN**

**Email:** [**caerphillyunison@caerphilly.gov.uk**](mailto:caerphillyunison@caerphilly.gov.uk)

**Tel: 01443 863279**

**Every attendee to one of our AGM meetings will receive a £10 Love to Shop Voucher and UNISON Caerphilly Branch will make a £5 donation to the UNISON ‘There for you’ Charity.**

**ANNUAL GENERAL MEETING 2023 - PRELIMINARY AGENDA**

|  |  |
| --- | --- |
| 1. | Apologies for Absence |
| 2. | Election of Tellers |
| 3. | Election of Chairperson, Branch Officers and Stewards |
| 4. | Minutes of previous Annual General Meeting held on (enclosed):  15th/16th/17th March 2022 |
| 5. | Treasurer’s Report:   1. To receive the \*Audited Branch Accounts 2022 (enclosed) 2. To approve the \*Branch Budget 2023 (enclosed) 3. To approve the 2022 Honoraria payments as recommended by the Honoraria committee (enclosed) |
| 6. | Amendment to Branch Rules |
| 7. | Motions |
| 8. | Branch Officers Annual Report 2022 (enclosed) |
| 9. | Branch Assessment and Objectives for 2023 (PowerPoint Presentation) |
| 10. | Regional Officer Report (Verbal report) |

\*Indicative financial reports are enclosed for information purposes at this time. Actual figures will be made available at each AGM meeting.

**MINUTES OF THE ANNUAL GENERAL MEETINGS**

**HELD ON 15th 16th 17th MARCH 2022**

**Via Microsoft Teams**

As three meetings were held the minutes reflect an amalgamation of the notes taken at all the meetings.

Juan-Antonio Garcia, Chair, opened the meeting and welcomed, Rosie Lewis, UNISON Cymru/Wales Regional Officer and Clare Nash from Thompsons solicitors.

1. **APOLOGIES**

No apologies

1. **ELECTION OF TELLERS**

Rosie Lewis and Steve Gardiner were elected as Tellers.

1. **ELECTION OF CHAIR AND OFFICERS**

The following nominations were received and unanimously agreed:

|  |  |
| --- | --- |
| Chair | Juan-Antonio Garcia |
| Branch Secretary | Lianne Dallimore |
| Treasurer | Gareth Williams |
| Deputy Treasurer | Gail Taylor |
| Communications Officer | Steve Gardiner |
| Education and Training Officer | Ros Roberts |
| Welfare Officer | Emma Chalk |
| Sports and Social Officers | Gareth Williams  Steve Gardiner  Emma Chalk |
| Health and Safety Officer | Juan-Antonio Garcia |
| Disabled Members' Officer | Caroline Jones |
| Equalities Officer | Ros Roberts |
| Women's Officer | Gail Taylor |
| Lesbian, Gay, Bisexual and Transgender Officer | Vacant |
| Black Members' Officer | Evelyn Williams |
| Auditors | Nicola Roberts and Dave Roberts |
| International Relations Officer | Vacant Post |
| Young Members' Officer | Vacant |
| Pensions Officer | Bob Campbell |
| Membership Services Officer | Steve Gardiner |

1. **MINUTES OF THE ANNUAL GENERAL MEETINGS HELD ON 15th 16th 17th 18th and 19th MARCH 2021 (MINUTES AGGREGATED INTO ONE REPORT)**

The minutes were moved as a true record. There were no Matters Arising put forward which were not on the agenda.

1. **i) AUDITED ACCOUNTS**

**ii) Branch Budget 2022**

**iii) HONORARIA**

Gareth Williams, Treasurer, explained the three reports, explained anomalies in the audited reports and asked if there were any questions. All three reports were moved and accepted.

A vote was taken on the Honoraria payments and the Branch Budget, which were unanimously agreed by the membership present.

1. **Branch officer Reports**

Reports presented and questions invited and answered from the members present.

1. **Motions**

No motions proposed

**8. Overview of 2021 & Branch Assessment**

Secretary showed Powerpoint Presentation of the issues of the year and plans for 2022:

* 2021 Issues: Covid-19 pandemic, Agile working, Pay Award, Day Services Campaign, Climate Change, Unity Over Division Charter and CEDAW
* 2022 issues/Campaigns: Pay Award for 2022, Recruitment and Retention of members, Organising in an agile environment, Policy Work with other TUs and HR, Job Evaluation, Budget and Mileage allowance

**9. Regional Officers Report**

Officer thanked Branch Officers for their work over the year.

Encouraged members to participate in UNISON activities and campaigns throughout the year. Highlighted vacant Branch Officer posts which are an excellent opportunity to assist the Branch.

**10. AOB**

Presentation on services offered to UNISON members by Thompson solicitors delivered by Clare Nash.

Meeting Closed 1:30pm

\*Aggregated meetings were not at a quorate level so decisions were passed to Regional Office for ratification.

**Income and Expenditure Account**

**Year Ending 31st December 2022**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
|  | Budget | 2022 |  |  |  |  |
| **Income** |  |  |  |  |  |  |
| Branch Funding | 85,546 | 84,604.34 |  |  |  |  |
| Investment Income Received | 15 | 144.35 |  |  |  |  |
| Retired Members Subscriptions | 0 | 165.00 |  |  |  |  |
| Other Income | 0 | 800.85 |  |  |  |  |
| **Income total** | 85,561 | 85,714.54 |  |  |  |  |
|  |  |  |  |  |  |  |
| **Expenditure** |  |  |  |  |  |  |
| **Other administration** | 63,282.25 | 63,343.60 |  |  |  |  |
| Case Web |  | 864.00 |  |  |  |  |
| Bank Charges |  | 53.05 |  |  |  |  |
| Equipment |  | 30.48 |  |  |  |  |
| Facility Time |  | 52,009.30 |  |  |  |  |
| Internet Broadband |  | 242.95 |  |  |  |  |
| IT support |  | 981.99 |  |  |  |  |
| Photocopying |  | 1,571.18 |  |  |  |  |
| Postage |  | 2,692.31 |  |  |  |  |
| Printing |  | 1,595.39 |  |  |  |  |
| Stationery |  | 1,256.56 |  |  |  |  |
| Professional services |  | 1,339.98 |  |  |  |  |
| Telephones |  | 706.41 |  |  |  |  |
|  |  | 63,343.60 |  |  |  |  |
|  |  |  |  |  |  |  |
| Honoraria | 7,593.75 | 7,593.75 |  |  |  |  |
| Conferences and group meetings | 5,000 | 6,931.00 |  |  |  |  |
| Branch Committee | 150 | 0.00 |  |  |  |  |
| Other Meetings | 750 | 4,206.30 |  |  |  |  |
| Publicity | 6,250 | 7,123.82 |  |  |  |  |
| Education | 500 | 2,022.65 |  |  |  |  |
| Donations | 750 | 2,700.00 |  |  |  |  |
| Affiliations | 70 | 678.00 |  |  |  |  |
| Local Activities | 100 | 564.16 |  |  |  |  |
| Other Expenditure | 300 | 0.00 |  |  |  |  |
| Other Branch Funding Deductions | 815 | 815.00 |  |  |  |  |
|  |  |  |  |  |  |  |
| **Expenditure total** | 85,561 | 95,978.28 |  |  |  |  |
| **Deficit for the year** | 0 | -10,417.28 |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Branch Budget 2023**

|  |  |
| --- | --- |
|  | 2023 Budget |
| Income |  |
| Branch Funding | 84,195 |
| Investment Income Received | 125 |
| Income total | 84,320 |
|  |  |
| Expenditure |  |
| Other administration | 64,000 |
| Honoraria | 7,500 |
| Conferences and group meetings | 5,000 |
| Branch Committee | 100 |
| Other Meetings | 500 |
| Publicity | 5,000 |
| Education | 500 |
| Donations | 500 |
| Affiliations | 70 |
| Local Activities | 100 |
| Other Expenditure | 300 |
| Other Branch Funding Deductions | 750 |
| Expenditure total | 84,320 |
|  |  |
| Surplus for the year | **0** |

**Honoraria REPORT TO 2023 AGM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Name** | **Position** | **Net (£)** | **Gross (£)** | **Tax (£)** |
| Robert Campbell | Pensions Officer | 300.00 | 375.00 | 75.00 |
| Ros Roberts | URL, Equality Officer & Steward | 250.00 | 312.50 | 62.50 |
| Auditor 1 | Auditor 1 | 450.00 | 562.50 | 112.50 |
| Auditor 2 | Auditor 2 | 450.00 | 562.50 | 112.50 |
| Gail Taylor | Women's Officer, Assistant Treasurer & Steward | 200.00 | 250.00 | 50.00 |
| Carl Dallimore | Steward & H&S Rep | 350.00 | 437.50 | 87.50 |
| Emma Chalk | Welfare Officer | 300.00 | 375.00 | 75.00 |
| Evelyn Williams | Black Members Officer | 350.00 | 437.50 | 87.50 |
| Caroline Jones | Disability Officer & Steward | 200.00 | 250.00 | 50.00 |
| Emma Saunders | Env Officer, H&S Rep & Steward | 300.00 | 375.00 | 75.00 |
| Paul Ford | Steward | 200.00 | 250.00 | 50.00 |
| Lucy McDonald | Steward | 75.00 | 93.75 | 18.75 |
| Lisa Bates | Steward | 75.00 | 93.75 | 18.75 |
| Vikki Giles | Steward | 75.00 | 93.75 | 18.75 |
| Gareth Williams | Treasurer | 2,800.00 | 3,500.00 | 700.00 |
|  |  |  |  |  |
|  |  | **£6,375.00** | **£7,968.75** | **£1,593.75** |
|  |  |  |  |  |
| Estimated Branch Income for 2023 | | £82,643.30 |  |  |
|  |  |  |  |  |
| % of Branch Income | | 9.64% |  |  |
|  |  |  |  |  |

**Amendment to CAERPHILLY Branch Rules**

Caerphilly UNISON Annual General Meeting (AGM) recognises that each year it is considered good practice to review its Branch Rules in order to determine if amendment and/or update is required.

This AGM agrees that the process of review is essential to ensure the Branch continues to be compliant with UNISON rules and operates within the Code of Good Branch Practice.

Following National Delegate Conference 2022, the National UNISON Rule Book (Rule G, Section 1) was updated to include that – *‘1.4 Each Branch shall have an additional ‘on-line’, ‘virtual’ or ‘hybrid’ meeting procedure in their local rules and/or standing orders to improve efficiency, participation and the environment.’*

As a result of this update to the National UNISON Rule book, this AGM has identified that **Section 7 – Conduct of Meetings** of our branch rulesrequires to be updated to reflect this addition.

Accordingly, this AGM calls upon Caerphilly UNISON Branch Committee to amend Section 7 – Conduct of Meetings by 1st April 2023 to include the following rule:

F) In addition to face-to-face meetings, the Branch shall have whenever necessary ‘on-line’, ‘virtual’ or ‘hybrid’ meetings to improve efficiency, participation and the environment.

This AGM recognises that this Rule update will ensure compliance with National UNISON Rule G, 1.1.4.

**BRANCH OFFICERS ANNUAL Report 2022**

Last year members we used the word ‘changeable’ to sum up 2021 but this year we have no words to describe it. 2022 has thrown so much at us all that it’s really hard to believe sometimes just what we’ve lived through. So, let’s take a whistle-stop tour through 2022, if we can bear to remind ourselves of it!

* The warmest New Year's Day on record is reported, with temperatures of 16.2 °C (61.2 °F) in St James's Park, Central London.
* Storm Eunice becomes one of the most powerful storms to hit the UK in decades.
* The initial findings of a report by Sue Gray into Downing Street parties is published.
* Russia escalates to a full-scale invasion of Ukraine.
* Boris Johnson resigns as Prime Minster. Liz Truss becomes Prime Minister. Liz Truss resigns as Prime Minister after 45 days. Rishi Sunak becomes Prime Minister – the first British Asian Prime Minister, and at 42 years old the country's youngest leader in over 200 years.
* The average cost of filling a typical family car with petrol has exceeded £100 for the first time in the UK.
* Ofgem CEO Jonathan Brearley warns the average household energy bill is set to rise by about £800 a year in October.
* The first cases of Monkeypox in Wales and Northern Ireland are reported.
* The biggest rail strike since 1989 takes place, affecting 80% of services across England, Scotland and Wales.
* A temperature above 40 °C is recorded for the first time in the UK.
* 2022 Commonwealth Games begin in Birmingham.
* England win UEFA Women's Euro 2022, beating Germany 2–1. It is England's first major football victory since the 1966 men's FIFA World Cup.
* By the end of August, pound sterling has experienced its biggest monthly fall since 2016.
* On the 8th September 2022 at 6:30 pm, Buckingham Palace announces that Queen Elizabeth II has died peacefully, aged 96. Charles becomes King of the United Kingdom and head of the Commonwealth of Nations.
* The Bank of England raises interest rates by 0.75 percentage points to 3%, the biggest hike since 1989, and forecasts a recession until 2024.
* 2022 FIFA World Cup in Qatar. England and Wales have qualified to play in the tournament.

Phew, what a year and that’s only taken us to November!

Life is tough right now and we wish we could tell you that better days are just around the corner but unfortunately from the early forecasts for 2023 it looks like it’ll be sometime before we see light at the end of the tunnel. That said, we want you to know that as **YOUR** trade union we are here for you - through all of the highs and lows of whatever 2023 brings, we’re only ever a phone call or email away.

So, moving on, let’s give you a round-up of what we’ve been working on in the Branch over 2022…

**New Cymru/Wales Regional Secretary**

|  |  |
| --- | --- |
| August saw a new Regional Secretary Dominic MacAskill being appointed to lead the Cymru/Wales Region.  The former social worker with more than 30 years’ experience as a trade union activist has been appointed to lead UNISON in Wales which represents nearly 100,000 public sector staff. |  |

Dominic was raised in a mining community and, after qualifying as a social worker from Cardiff University, went on to play a key role in UNISON leading Rhondda Cynon Taff branch as well as developing policy and campaigns for the union across Wales as UNISON’s head of bargaining and campaigns.

In one of his first speeches, he said his top priorities for UNISON in Wales include defending and enhancing the conditions of public service workers and the public services they provide, linking trade unions with communities to campaign against the cost-of-living crisis and the need to get “strike ready” to deploy industrial action if this becomes necessary.

Dominic brings added stability and passion to the Cymru/Wales region, and as a branch we look forward to working with Dominic in 2023 and beyond...

**Cost of Living Crisis**

We are in a ‘cost-of-living’ crisis - that is irrefutable. With energy prices soaring, the cost of fuel rising on a daily and sometimes hourly basis, inflation skyrocketing to levels last seen over 40 years ago, coupled with year after year of wage suppression - we are without of doubt in a cost-of-living crisis. Everyone is being affected by the current economic situation, but some are being hit harder than others.

According to a BBC study more than half (56%) of the 4,011 people asked had bought fewer groceries, and the same proportion had skipped meals. The UK's Office for National Statistics found that half of adults it surveyed said they had bought less food in the last fortnight due to higher prices. Asda and Tesco have also reported customers cutting back on how much they buy.

In June 2022 to gain a better understanding at a branch level of the impact being experienced by our members, Caerphilly UNISON undertook a survey of its full membership across all sectors. The results were heart breaking yet growing all too familiar.

When asked where have people seen the biggest increase in living costs over the last year the vast majority reported Energy, Fuel and Food as the primary areas. The extent of the rise in cost of living saw household bills increase for the majority (77%) by between £100 and £300 per month. Nearly 22% of respondents have seen an increase of over £300 per month.

When asked what have members had to do to meet this increase in living costs, the responses where surprising consistent with the common theme being ‘cutting back’ on many essential and non-essential items, changing spending habits on food and reverting to cheaper brands. Many have taken on 2nd jobs, and many homes are going unheated unless absolutely necessary.

The majority of those surveyed (89.8%) said they were not in receipt of in-work benefits, however nearly 27% reported that in the coming months they saw themself having to make enquiries or applying for in-work benefits to be able to meet the increase in living costs.

62% of members stated that they were working from home. Of those working from home, 62% reported that they felt this had not helped them financially to manage the increase in living costs due to the rising prices to heat their homes and additional lighting and electricity needed to run a home office (charge laptops, phones etc..).

53% of our members reported having to use a car for work purposes, with 75% receiving the current HMRC rate of 45p. 72% of members stated that this was no longer sufficient to meet their costs, both in terms of fuel and maintenance of vehicles.

As a branch we’ve been working with Caerphilly county borough council to make sure it does all it can to help our staff and residents of our community and have been active partners in a series of ‘Cost of Living Roadshows’ that’s been launched, sharing with our members and the wider community how being a member of a Trade Union can help in so many ways, and often in more ways than people know about!

So, how can you help me we hear you ask? Why not visit our ‘There for You’ website and find out – we think you’ll find there’s more to UNISON than meets the eye! [https://www.unison.org.uk/get-help/services-support/there-for-you and services | UNISON National](https://www.unison.org.uk/get-help/services-support/there-for-you%20and%20services%20|%20UNISON%20National)

At a national level, on the 2nd November 2022 the Branch attended a Cost of Living Crisis Lobby and Rally of Parliament. The lobby and rally were part of a joint union campaign to make the government listen and to take urgent action on pay and living standards. We are using all the levers at our disposal to demand better for public service workers and to spell out why we deserve a decent pay rise.

**Recruitment**

2022 was an incredible year for recruitment with 262 new joiners up to Mid-November. September 2022 was by far the highest month for new joiners in the branch. With the fear of job losses and redeployment still at the forefront of people’s minds and with the cost of living crisis biting hard they looked to their trade union for help and advice. It’s our job now as a branch to make sure that these new joiners stay with us in the long term and that each individual member feels valued and supported by their Trade Union. We will ensure our members are always represented and use our collective strength to continue to bargain for the best possible terms and conditions within their respective workplaces around pay, holidays, health and safety and much more. To coin a phrase ‘***Together we rise’.***

**2022 Pay Ballot & Mileage**

|  |  |
| --- | --- |
| For workers in local government and schools, pay and other terms and conditions are determined by a negotiating body; the National Joint Council (NJC) for local government services. |  |
| The NJC is made up of representatives from UNISON, GMB, Unite and the employers. | |

UNISON has over half the trade union seats on the NJC and is the majority union. **Only Unison, GMB and Unite can bargain for pay and terms and conditions for those covered by the NJC – no other trade union can do this!** And if they claim they can then they’re mistaken.

On Monday 25 July 2022, the Employers Side of the National Joint Council (NJC) for England, Wales and Northern Ireland, made a final pay offer to local government employees. The pay offer was a flat rate increase on all spinal column points of £1,925 to be implemented from 1 April 2022, plus an increase of one day in annual leave for all staff from 1 April 2023.

The headline offer was worth 10.5% at the bottom end of the pay spine. After consulting with our members, it was agreed to accept the 2022 pay offer.

Negotiations have already started for 2023 and the NJC Trade Unions have asked for a pay award of RPI + 2%. We will be doing all we can to ensure that public sector workers are recognised and rewarded for the key role they play in maintaining and developing our communities, and for keeping our residents safe and supported.

The mileage rate was also a hot topic for us in 2022 and with persistent campaigning by Unison we managed to secure a formal agreement across Wales which would see the mileage rate increase from 45p per mile to 50p per mile (the additional 5p per mile is subject to Tax and NI). Unfortunately, this is only a temporary agreement and time limited to 31st March 2023, but we have asked that in the spirit of any review if fuel prices continue to be over £1.50per litre that it should continue. Mileage will also play a key part in our pay campaign next year. We will of course keep you updated on this.

**Agile Working**

|  |  |
| --- | --- |
|  | As we write this report the Trade Unions are in consultation with the Local Authority on a number of key policies that will shape our agile working environment. These are:  Annual Leave, Flexible Working Hours Scheme, Mileage and Agile Working – the policy which provides the foundation to it all. |

We are a member led trade union and listening to our membership is one of the things we do best. So, at the end of November ‘22, we ran a series of information sessions to hear what our members felt about the changes proposed in these new policies.

Overall the views were generally positive with the exception of the Mileage Policy.

Whilst we appreciate the need for the majority of staff to be allocated a designated base we believe that home to designated base mileage i.e. commute mileage, should not be deducted from business mileage where a commute to and from the designated place of work has not been undertaken i.e. instances when an employee is working from home. We have asked for further negotiations with the Authority in order to agree a fair approach for those who are working from home, occasionally or otherwise, with regards to claiming business mileage.

We were also disappointed that a Home Working Payment/Allowance has not been considered within the Agile policy. The costs incurred to the employee because of working from home are real and growing. This is an unacceptable position which UNISON will continue to challenge and campaign on.

As with any consultative process, there are areas where we agree, areas that need some further clarification and some where we have very clear differences, but we will continue to work with the Corporate Management team to ensure a fair outcome for everyone and will of course keep you updated on progress.

**Unity Over Division Charter Update**

Following a positive launch, unfortunately the Branch has to voice its disappointment with progress on this agenda. However, we have been informed that training for members have been stepped up so hopefully we will see more progress on this very salient Charter in the 2023.

**Text

Description automatically generated with medium confidence**

**Disability Survey**

Over 7.7 million people of working age in the UK are disabled or have a health condition. Historically there has been a significant gap between the proportion of disabled people employed compared with non-disabled people. Encouraging applications from disabled people and supporting them when they’re in the workplace helps to create a workforce that reflects the community we live in and brings additional skills to the business.

The costs of making reasonable adjustments to accommodate disabled employees are often low but the benefits of retaining an experienced, skilled employee who has a disability and/or acquired an impairment is usually greater than recruiting and training new staff. It’s also good for the individual.

We are passionate about creating a movement of change and encouraging Caerphilly Council to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

With that in mind, we’ve started a campaign to encourage the local authority to support a Disability Leave Policy and a Disability Passport. This would mean that disabled members of staff would be supported to have planned or unplanned time off from work for a reason related to someone’s disability and have a record of the reasonable adjustments agreed between an employer and a disabled employee, so that those adjustments remain in place if the employee’s line manager changes.

We’re in the very early stages of taking this work forward but will keep you update throughout 2023 on our progress.

**Day Services**

The Covid19 pandemic had a huge impact on the services delivered by Caerphilly county borough council, and none more than in Day Services. At one point all of our Day centres were closed and it was only into 2021 did we start to see some re-opening.

This change in service delivery prompted the Authority to re-look at how its Day Service provision was provided and subsequently Huw Irwin Associates (HICO) were commissioned to undertake an engagement exercise with people who use and are supported by daytime services.

It was originally anticipated that this work would be completed by Autumn 2022 but unfortunately this has not been possible. We have been advised that this will now take place in January 2023.

However, some early messages that we have been made aware of coming from stakeholder are:

* Concern about social networks developed within resource centres being lost;
* Community-based support is sometimes compromised by a lack of resources within different localities, and
* Concern about individuals becoming dependent on specific members of staff due to the more individualised support.

Once the final report is presented to Scrutiny in January 2023, we have been advised that a further communication with stakeholders will be issued, which will give more detail about the next steps. UNISON will be actively involved in these discussions in order to keep our members interests at the very top of the agenda.

**Health and Safety**

It’s been a very busy year in the Branch for health and safety matters, and much as a direct consequence of staffing issues both inside and outside the council. As a result of this, UNISON has requested that the Corporate Health and Safety Committee be reviewed. We are of the opinion that if the Committee is to reflect the Corporate Action Plan objectives to improve health and safety standards by being proactive rather than reactive, then this Committee must allow wider considerations from members and Trade Unions which, in its current format, does not.

On the 25th May, our Branch Health and Safety Officer attended the National School Support Staff Seminar where he was able to share members experiences and issues around violence at work. These issues have now been widely discussed within the council and also formed part of the review of the Corporate Violence at Work policy. We were able to highlight that this policy was lacking in relation to schools and subsequently school specific guidance to supplement the policy is being looked at.

The Branch has also been actively addressing misconceptions of Teaching Assistant roles, and especially those who work with children with more complex needs. Following discussions pursued by the Branch, we have been reassured of improved dialogue/understanding between staff and Headteachers in this respect, so hopefully we will see improvements where this has been an issue.

Other notable safety interventions from the Branch include raising fire awareness across corporate buildings, site safety visits on request from members to school sites and at Tir y Berth depot. These visits identified many shortcomings to the working arrangements in these areas and adaptations were consequently arranged.

|  |  |
| --- | --- |
| Remember, if you have any concerns around Health and Safety please call the branch. **Health and Safety is everyone’s responsibility!**  **Long Covid Protocol**  In 2021 UNISON campaigned for a protocol to be put in place that would support those who were off work due to Long Covid. This protocol was time limited until 16th January 2022 and would be subject to review after this date. |  |

This review has now been undertaken by the Joint Council for Wales (JCW) which concluded that only a limited number of local authorities had been required to use the protocol, with many not using the protocol at all. The infrequent use of the protocol coupled with concerns from employers about the inherent inequity of continuing to apply different arrangements for managing Long Covid versus other long term health conditions, disappointingly resulted in a decision to not renew or extend the protocol.

However, UNISON through the JCW has continued to petition all partners to discuss any issues related to Long Covid, including any other matters that might emerge because of the removal of the protocol, through their local social partnership arrangements. Local authorities are asked to consider trade union concerns for the workforce to provide reassurance that staff affected by Long Covid will be supported and treated sensitively and with compassion. This includes assessing needs on an individual basis and using any discretion within policies where this is appropriate. We expect these considerations to continue in Caerphilly.

**Communications**

|  |  |
| --- | --- |
| In the seemingly never-ending and worsening cost of living crisis keeping in touch with our members has been at the forefront of the Branches mind by letting them know the latest news around the pay award, help with the cost of living crisis and of course, our excellent shopping trips! With that in mind we have sent out seemingly hundreds of emails and social media posts across a whole range of topics. | **Diagram  Description automatically generated** |

The Branch website has once again proved a vital platform for keeping members up to date on the latest news whilst also letting people know of other support UNISON can offer in terms of financial advice and savings on car and home insurance for example. The site itself has had 3091 users between 1st Jan and Mid November.

Our app (available on both the Apple store and Google Play) continues to grow and has now been downloaded by 431 users. We are now followed by an impressive 1372 people across our 3 social media platforms.

This year has seen a revamping of the format of the regular newsletters produced by the Branch. Now using a specific web-based software program called CANVA we have produced 3 stylish, topical magazines on the Cost of Living crisis, Black History Month and Adult Learners Week (lead pages of each below). The Branch would like to personally thank our Welfare Officer Emma Chalk, Our Black members Officer Eve Williams (who worked closely together with the CCBC Equalities team) and our Education and Learning Officer Ros Roberts for their invaluable contributions to these publications.

A picture containing text, screenshot, newspaper, document

Description automatically generated Text

Description automatically generated Graphical user interface, website

Description automatically generated

As well as these newsletters the Branch also used CANVA to design the postcards for our ongoing social care campaign featuring Neville Southall MBE

A person playing football

Description automatically generated with low confidence Graphical user interface, text, application

Description automatically generated

A useful tool in communicating with members in 2022 was to produce and distribute surveys via ‘Survey Gizmo’. The surveys on the Pay Offer 2022, the cost of living crisis and on ‘disability leave/reasonable adjustments’ resulted in 400 responses from the membership which provided invaluable feedback to assist in our various campaigns.

In August the Branch had its inaugural ‘UNISON Matters’ events on-line and in person around the 2022 pay award – an event that was attended and appreciated by over 100 members. This was then proceeded by the second ‘UNISON Matters’ events in November around the agile working policies. Keep an eye out for more of these next year around the Cost of Living Crisis and the 2023 pay Award…

**Legal victory secures new holiday rights for all workers!**

|  |  |
| --- | --- |
| Another UNISON success this year was won in the Supreme Court when UNISON intervened in the case Brazel vs Harpur Trust.  The Brazel v Harpur Trustcase established that all part year workers, including term time workers must have their annual leave entitlement calculated on the hours worked in a normal week rather than pro-rata on the number of weeks worked each year. |  |

The case could have a significant impact on some term time only staff and particularly those working for private contractors as it now means that all workers in the UK will receive the same minimum level of paid annual holiday leave, regardless of how many hours they work.

For those working a part year on part time hours, they will receive this entitlement on a pro-rated basis.

Consequently, the Branch will be working with the local authority to ensure compliance with the judgement on this case and seeking to put matters right should anomalies be found.

**‘Moving the Goalposts in Social Care’**

Working in partnership with Blaenau Gwent UNISON, the Branch has launched an all-Wales social care project led by the fantastic Neville Southall MBE. Many of you will know that Neville was the goalkeeper for Everton and Wales and touted by many as the best goalkeeper in the world at one point.

This is an exciting yet poignant project that has been well received by all stakeholders and its relevance couldn’t be more appropriate. One of the many aims of this project is to make members aware of Unison, encourage participation in our Social Care Forum and publicise the training courses available to the social care workforce via our Wales Union Learning Fund (WULF).

Recognising the immense challenges facing both private and public sector care providers, we are also offering practical support and assistance to members and working to assist providers on the issues of recruitment, retention and registration. Working together in this was can only be of benefit to our current and future members within the social care sector but will only be achieved with recognition and full partnership.

We have already had the opportunity to relay our concerns to the First Minister and look forward now to presenting further findings to politicians in an effort to affect the much needed changes within this sector.

**Out and About**

The pressure being faced by many of us right now is real but we have tried to keep our members spirits up (whilst recruiting of course!) by organising various events throughout the year and restarting our workplace visits and attendance at various CCBC events. So far this year let’s look at what we’ve done:

* In January there was a highly competitive and well attended quiz at Blackwood RFC at which a new team won the very heavy UNISON quiz trophy!
* We were so pleased to finally get back to taking our Gazebo to CCBC events and (despite some awful weather at times!) we loved meeting and recruiting members at the Risca Beach Party, The Little Cheese and the Caerphilly Winter Fayre. As well as these we attended the locally run Glastonselfy in June and soon wish we’d invested in wellies! We also got back out to various work sites and office around the Borough – thankfully in the dry!
* Also in June we sent a delegation to the NDC Conference in Brighton. This is a vital part of the Trade Unions democracy process at which policies and plans are put in place for the forthcoming year
* As the Cost of Living Crisis took hold we attended and advised our members of help on offer from UNISON at several of the Councils Cost of Living crisis Roadshows in September
* Our Branch Chair attended a very moving service in Cardiff in March for Workers Memorial Day.
* The Branch organised 2 very well attended shopping trips to Bath and Gloucester Quays Christmas Market.

These are merely a snapshot of events attended and organised by the Branch - watch this space for further competitions and events in 2023 including another quiz and a discounted theatre trip!

Keep an eye out for that big Purple Gazebo – it’ll be coming soon to a town near you!

A group of people wearing red shirts

Description automatically generated with low confidence A picture containing text, tree, outdoor, outdoor object

Description automatically generated A person standing next to a gravestone

Description automatically generated with medium confidence A person and person standing next to a table with wine bottles

Description automatically generated with medium confidence

**Are you missing out? If you want to hear about all of our events, offers, the latest news and site visits then please ensure your contact details (including your email address!) are up to date by completing and returning the update your details form at the end of this booklet.**

**New Environmental Officer**

We are delighted to welcome our first ever Environmental Officer to the Branch - Emma Saunders. Emma took over the role in the middle of the year and has certainly hit the ground running, and within the first 2 months had researched and produced a Green Newsletter which was distributed to the membership to coincide with UNISON Green Week! Emma is a welcome addition to this vital role and will ensure that the ‘Green Agenda’ is very much on the radar of the Branch.

Text

Description automatically generated Graphical user interface, text

Description automatically generated

Well members that’s it for another year. We hope you found our Annual Report interesting and remember we’re only ever an email or phone call away if you need us.

So from all of us to all of you, take care and stay safe and well.

|  |  |  |
| --- | --- | --- |
| Lianne Dallimore,  Branch Secretary | Juan-Antonio Garcia,  Branch Chair | Stephen Gardiner,  Communication & Membership Officer |
| Gareth Williams,  Treasurer | Gail Taylor,  Deputy Treasurer & Womens’ Officer | Evelyn Williams,  Black Members Officer |
| Bob Campbell,  Pensions Officer | Caroline Jones,  Disabled Members Officer | Ros Roberts,  Equalities Officer & Education and Training Officer (URL) |
| Emma Chalk,  Welfare Officer | Emma Saunders, Environmental Officer |  |

**MOTION TO UNISON**

**CAERPHILLY COUNTY BOROUGH BRANCH**

##### MOTION TITLE:

MOTION PROPOSER: DATE:

MOTION SECONDER: DATE:

DETAILS OF MOTION:

|  |
| --- |
|  |

Please return to the Branch by **5pm on Friday 3rd February 2023**. Any amendments to a motion must be received by the Branch Office before 5pm on Friday 17th February 2023.

Should you wish to submit more than one motion, you may photocopy this form.

All motions will be acknowledged by return. If no acknowledgement is received within 7 days, please contact Stephen Gardiner on Tel: 01443 863279 or email us on [caerphillyunison@caerphilly.gov.uk](mailto:caerphillyunison@caerphilly.gov.uk).

**THIS PAGE IS LEFT INTENTIONALLY BLANK**

**NOMINATIONS FOR BRANCH OFFICER POSITIONS 2023/24**

| **OFFICER POSITION** | **CURRENT POST**  **HOLDER** | **NOMINATION**  **RECEIVED** | **NOMINATED BY** | **SECONDED BY** |
| --- | --- | --- | --- | --- |
| Branch Secretary | Lianne Dallimore |  |  |  |
| Branch Chair | Juan-Antonio Garcia |  |  |  |
| Treasurer | Gareth Williams |  |  |  |
| Deputy Treasurer | VACANT POST |  |  |  |
| Communications  Officer | Steve Gardiner |  |  |  |
| Education and Training Officer (URL) | Ros Roberts |  |  |  |
| Welfare Officer | Emma Chalk |  |  |  |
| Sports and Social Officers | Gareth Williams  Steve Gardiner  Emma Chalk |  |  |  |
| Health and Safety Officer | Juan-Antonio Garcia |  |  |  |
| Disabled Members'  Officer | Caroline Jones |  |  |  |
| Equalities Officer | Ros Roberts |  |  |  |
| Women's Officer | VACANT POST |  |  |  |
| Black Members' Officer | Evelyn Williams |  |  |  |
| Auditors | Dave Roberts  Nicola Roberts |  |  |  |
| Pensions Officer | Bob Campbell |  |  |  |
| Membership  Services Officer | Steve Gardiner |  |  |  |
| Environmental Officer | Emma Saunders |  |  |  |
| Labour Link Officer | Vacant Post |  |  |  |
| International Relations Officer | Vacant Post |  |  |  |
| Young Members'  Officer | Vacant Post |  |  |  |
| LGBT+ Officer | Phill Loveless |  |  |  |

**PROPOSER AND SECONDER SHOULD SEEK THE AGREEMENT OF THE NOMINEE BEFORE COMPLETING THE NOMINATION PAPER**

NOMINATED BY: ……………………………

DEPARTMENT: …………………………………………

SIGNATURE: …………………………………

DATE: …………………………………………

SECONDED BY: ………………………….…

DEPARTMENT: .……………………………….………

SIGNATURE: …………………………..……

DATE: …………………………….………….

**Women's Officer Post to be nominated by women Unison members only.**

**Labour Link Officer must be a member of the Labour Party and be nominated by Labour Party members only**

**Please return to the Branch by 5pm on Friday 20th January 2023.**

**NOMINATIONS FOR STEWARD POSITIONS 2023/24**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CURRENT STEWARD** | **Location** | **Nomination**  **received** | **Nominated by** | **Seconded by** |
| Gail Taylor | Housing, Tredomen Business Centre |  |  |  |
| Martin Evans | Tir-y-Berth Depot |  |  |  |
| Carl Dallimore | Tir-y-Berth Depot |  |  |  |
| Caroline Jones | Childrens’ Services,  Ty Penallta |  |  |  |
| Paul Ford | Tir-y-Berth Depot |  |  |  |
| Emma Chalk | Various |  |  |  |
| Emma Saunders | Various |  |  |  |
| Ros Roberts | Ty Penallta |  |  |  |
| Lucy McDonald | Trinity Fields Schools |  |  |  |
| Vikki Giles | Trinity Fields School |  |  |  |
| Lisa Bates | Hendre Infants School |  |  |  |
| James Leslie | Caerphilly Adventures |  |  |  |

**PROPOSER AND SECONDER SHOULD SEEK THE AGREEMENT OF THE NOMINEE BEFORE COMPLETING THE NOMINATION PAPER**

NOMINATED BY: ……………………………

DEPARTMENT: …………………………………………

SIGNATURE: …………………………………

DATE: …………………………………………

SECONDED BY: ………………………….…

DEPARTMENT: .……………………………….………

SIGNATURE: …………………………..……

DATE: …………………………….………….

**Please return to the Branch by 5pm on Friday 20th January 2023.**

**THIS PAGE IS LEFT INTENTIONALLY BLANK**

Logo, company name

Description automatically generated

email

text

phone

Update your contact details with UNISON

**NAME:**

**ADDRESS:**

**POST CODE:**

**WORKPLACE:**

**JOB TITLE:**

**MOBILE TEL:**

**EMAIL:**

**PLEASE RETURN IN THE ENCLOSED PRE-PAID ENVELOPE**

**ANNUAL SALARY:** (please circle or underline)

0-2,000 11,001-14,000 25,001-30,000

2,001-5,000 14,001-17,000 30,001-35,000

5,001-8,000 17,001-20,000 35,001 and over

8,0001-11,000 20,001-25,000

**If you would like to be kept up to date on pay issues, branch activities and AGMS please tick your preferred methods of contact:**