



THE ENFIELD BRANCH OF UNISON

ANNUAL GENERAL MEETING 2018

4 Aggregate Membership Meetings will be held as follows:-

- Monday – 5th March 2018 from 5:00 to 7:00pm – Civic Centre Room 6
- Tuesday – 13th March 2018 from 5:00 to 7:00pm – Civic Centre Restaurant 2nd Floor
- Wednesday – 14th March 2018 from 12:00 to 1:30pm - Civic Centre, Room 2
- Thursday-15th March 2018 from 3.30 Waverley School

Light refreshments will be available

AGENDA

1. Election of Tellers
2. Treasurer's report – to receive the annual audited accounts for the year ending 31/12/17
3. To approve the Treasurer's Honorarium of £600 for the year 2017
4. Branch Secretary's Report
5. Election of Branch Officers for 2018- 2019
6. Election of delegates to Regional and National Bodies
7. Report of activities from the Self Organised Groups
8. Report from Unison representatives on the Pension Board
9. Motions and any other local issues for discussion

General Fund Income and Expenditure Account for the year ended 31 December 2017

	2017	2016
Income		
Branch Funding	61,831.37	67,368.43
Branch Levy	-	-
Investment Income Received	-	-
Tax deducted or paid on Investment Income	-	-
Retired Members Subscriptions	-	-
Other Income	921.56	209.66
Regional Pool Income	-	-
Transfer from Industrial Action Fund	-	-
Transfer from Dedicated Action Fund	-	-
Locally collected subscriptions	-	-
Income total	£ 62,752.93	£ 67,578.09
Expenditure		
Fighting Fund	-	-
Staff Salaries	32,677.20	35,776.86
Rent	1,296.00	1,296.00
Rates	-	-
Utilities	-	-
Other administration	7,443.71	8,415.30
Honoraria	1,300.00	650.00
Conferences and group meetings	9,276.78	8,259.12
Branch Committee	904.03	1,390.73
Other Meetings	1,145.43	1,232.14
Publicity	3,329.52	842.47
Education	470.50	289.90
Donations	460.00	-
Affiliations	1,137.30	1,388.75
Local Activities	206.99	3,351.58
Transfer to Industrial Action Fund	-	-
Transfer to Dedicated Fund(s)	-	-
Other Expenditure	47.00	622.50
Hardship Payments	-	-
Other Branch Funding Deductions	-	-
Expenditure total	£ 59,600.46	£ 63,515.35
Surplus for the year	£ 3,152.47	£ 4,062.74

General Fund Balance Sheet for the year ended 31 December 2017

	2017	2016
Fixed Assets		
Freehold Properties	-	-
Leasehold Properties	-	-
Equipment, Fixtures & Fittings	3,275.61	5,022.21
Investments (Quoted & Unquoted)	-	-
Total Fixed Assets	£ 3,275.61	£ 5,022.21
Current Assets		
Debtors (Third Party)	-	-
Debtors (National Office)	-	-
Stocks	-	-
Loans	-	-
Short Investments	-	-
Building Society	-	-
Bank Deposit	-	-
Current Account	200,343.97	190,724.72
Prepaid Card	-	-
Cash	62.91	62.91
Total Current Assets	£ 200,406.88	£ 190,787.63
Current Liabilities		
Third Party	17,770.19	12,929.99
National Office Subscriptions	443.71	563.73
National Office Subscriptions (previous years)	-	-
Credit Card	-	-
Total Current Liabilities	18,213.90	13,493.72
Net Current Assets	182,192.98	177,293.91
Total Assets	£ 185,468.59	£ 182,316.12
Accumulated Funds		
Accumulated General Fund at year beginning	96,472.09	92,409.35
Surplus/Deficit	3,152.47	4,062.74
Brought Forward Balance Adjustment	-	-
Accumulated General Fund at year end	99,624.56	96,472.09
Accumulated Industrial Action Fund	14,316.95	14,316.95
Surplus/Deficit	-	-
Accumulated Industrial Action Fund at year end	14,316.95	14,316.95
Accumulated Dedicated Fund	71,527.08	71,527.08
Surplus/Deficit	-	-
Accumulated Dedicated Fund at year end	71,527.08	71,527.08
Total Funds at End of the Year	£ 185,468.59	£ 182,316.12

Enfield Unison

Notes to the accounts for 2017

1. **Branch funding.** We started 2017 with a funding reduction of £5,537.06 approx 8.2% which meant the branch had to cut back on expenditure.
2. **Branch income.** We had an increase in other income of £711.90 over 2016 which may not be repeated in 2018. But was very welcome.
3. Overall funding and other income meant that total branch income was down by £4,825.16. About £712 less than we had planned for.
4. **Expenditure.** To try and effectively manage this reduced branch funding we had to reduce expenditure and overall we did this by a total annual reduction of £4,564.89 approx 7% slightly less than the funding. This allowed for a small contingency to manage any unexpected cost increases.
5. The main budget cuts were felt in staff salaries reduced by £3,099.66 on 2016 and local activities £3,144.59. (No paid staff had their pay reduced in 2017.) At the same time more money £2,487.05 was spent on publicity; conferences and meetings increased by £1,017.66. Other reductions in spending were in general administration £971.59 and £669.50 on other expenditure.
6. The end result has been we have made a small surplus of £3,802.47.
7. **The balance sheet.** Under Fixed Assets equipment fixtures and fittings have been depreciated by £1,746.60 a sum determined by the HQ OLBA system.

In conclusion despite a reduced settlement the branch has managed to function, meeting all it's expenses and providing a similar service to 2016.

Treasurer's Report

Prudence is the dominant theme of this report.

Last year, the funding to our branch was affected the reduction in our membership.

Our branch has had to be prudent in its management of its finances. In January 2017, the branch received monthly funding of £5,146.76, in February, March, April and May, that figure was reduced by £245.61. In June, July, August and September, monthly branch funding was reduced by a lesser sum of £191.32. October to December saw monthly branch funding drop to £5,042.88 with an additional reduction of £191.32.

The reduction in branch funding is a reflection of the need for our branch to improve our membership levels as further reduction will have a continual negative effect on our income.

The Branch has had to keep maintain a firm grip on expenditure.

The General Fund Income and Expenditure Account shows the reduction in branch funding.

The Branch has endeavoured to control expenditure by allocating budgets to identified budgetary areas and budget holders. The Self-Organised Groups as well as the budget holders for conferences, training and campaigning were charged with sticking to their budgetary allocations, which on the whole was achieved. In 2017, the Branch was able to maintain a healthy financial position despite, the reduction in membership, the statutory requirement to introduce a pension scheme for Branch Staff, an IT upgrade and the fragmentation of branch representation.

There will be further challenges ahead as branch funding will not only be affected by membership numbers but by the sort of activities conducted by the Branch. There is a move to shift Unison branches from facilitators to campaigners and future funding will be geared to achieving that aim.

Chris McClean

Branch Treasurer: Enfield Unison LG

Report to Annual General Meeting – 8

Membership

Membership has reduced in this last year. This has to be put down to the scale of cuts that the London Borough of Enfield is implementing. We have off-set the numbers of people leaving by active recruitment across all areas. The Enfield Branch has been acknowledged by Regional Office as having some of the best recruitment figures in London. Currently we have 2507 full members which represents a reduction of just under 100 of working members from last year. This is directly related to continuing cuts in the LBE and the financial crisis facing many schools.

Recruitment and Retention

During 2017 we have continued the Schools recruitment project whereby UNISON organises a recruitment meeting in every school. This project is now solely resourced by the Branch and under the management of our Branch Support Officer. In 2017 the Branch visited 38 schools. It is intended to continue with this project throughout 2018.

The role of our stewards, activists and contacts is changing and much more emphasis needs to be put on them recruiting new members in their workplaces. The Branch Office is becoming more active seeking out new starters at their induction sessions.

Retired Members Section

We have a large active retired members section. It has a fully functioning committee which organised social events throughout the year including a Christmas dinner and an annual spring buffet attended by the Mayor. Apart from a grant toward the costs of the Spring Buffet, printing and postage, the section is entirely self-financing. Currently its membership stands at 590 which is a decrease from last year.

Self-Organisation

We now have two self organised groups in the Branch, the Black Members Group which formed in 2012 and a Women's Group both of which have full programmes for 2018.

Organisation

The Branch currently has 96 officers/stewards/representatives/contacts including those in schools. This figure represents an increase from last year. Where possible stewards and other representatives are encouraged to meet on a regular basis in their work place groupings. I must take this opportunity to thank all of those activists who have made the work we have done this year possible.

Health & Safety

There are 12 active Trade Union Health & Safety Reps. who sit on safety committees within the Council and our other large employers. Our Safety Reps. also undertake Trade Union Health & Safety Inspections either jointly or independently of the employer.

Employers

Although primarily a Local Authority Branch we currently organise across 145 separate employers. Of our total membership there are now 912 who work for employers other than the London Borough of Enfield. The Branch has members in 381 different workplaces. The London Borough of Enfield itself has 151 separate workplaces.

Branch Committee

The Branch Committee meets every 4 weeks at the Civic Centre in order to discuss the major challenges facing our members. All steward activists and are members of the committee and are invited to attend. Existing contacts are also welcome to attend.

Casework

Representation of individual members on employment related matters is our core activity. In the last 12 months we have represented 160 members at disciplinary, grievance and other management meetings. We estimate that over the same period we have given advice to members on over 1300 occasions. Our UNISON solicitors continue to represent members in a variety of legal matters. The help we give to individual members ranges from early intervention preventing the use of formal procedures to successfully pursuing litigation and resulting in significant compensation payments. In addition our National Welfare Fund continues to make grants to members facing financial hardship.

Branch Office and Staffing

We have one Branch Office located within the Civic Centre. The Branch employs one part-time admin support officer and one part-time case worker. Casual clerical support is employed as and when necessary.

Reorganisations and Restructurings within the London Borough of Enfield

As those members working for the London Borough of Enfield will know the Council is in the middle of making unprecedented levels of cuts in services and jobs. The savings target for 2018/19 is £12 million approx. Although the pace of cuts is slowing the shape of the council is changing significantly with significant cuts in middle and senior management grades proposed for the coming year.

Although the trade unions cannot stop the cuts as they are driven by central government we can endeavour to ensure that the way the cuts are implemented is as fair as possible and that where savings are being made all other options are explored before staff are made compulsorily redundant.

UNISON and the other trade unions have insisted that we are consulted on all reorganisations and cuts. UNISON meets every fortnight with the Head of H.R. and the relevant managers to discuss all the proposed cuts. This has given us the opportunity to challenge the plans and change the way things are implemented.

Schools and Academies

The Local Education Authority is under great pressure as the government policy is finally forcing local schools to leave the Council and set themselves up as multi-academy trusts. This is having a significant effect on the viability of LEA central services.

Nominations for Officers, and Delegates to National and Local Bodies 2018

Officer Position / Body	Name
Chairperson	Monica Powell
Vice Chair	Jennifer Singh
Branch Secretary	Paul Bishop
Asst. Branch Secretary	Tracey Adnan
Treasurer	Chris McClean
Asst. Treasurer	Paul Bishop
Auditor (1)	Dave Bulger
Auditor (2)	Dave Carter
Communications Officer	Kathleen Holder
Welfare Officer	Sheila Lahey
Education Officer	Kathleen Holder
Sports and Social Officer	Jennifer Singh
Lifelong Learning Co-ordinator (1)	Penny Dighton
Lifelong Learning Co-ordinator (2)	
Equality Co-ordinator – Disabled Members	
Equality Co-ordinator – Women Members	Sheila Lahey
Equality Co-ordinator – LGBT Members	via UNISON Office
Black Members Group Officer	Roland Thomas
Health & Safety Officer (1)	Chris McClean
Health & Safety Officer (1)	Pauline Hooper
International Officer	Mary O'sullivan
Young Members Officer	
<i>Pensions Board (1) elected for 4 years in 2015</i>	<i>Paul Bishop</i>
<i>Pensions Board (2) elected for 4 years in 2015</i>	<i>Pauline Kettless</i>
<i>Pensions Board (3) elected for 4 years in 2015</i>	<i>Martin Keenan</i>
<i>Pensions Board (4) elected for 4 years in 2015</i>	<i>Robert Ayling</i>
Labour Link Officer	Chris McClean
Retired Members Officer	Barbara Bowery
Regional Council Delegates	Tracey Adnan Monica Powell Roland Thomas Jennifer Singh Mary O'sullivan
Regional Local Govt. Committee	Tracey Adnan Monica Powell Pauline Hooper Penny Dighton
*National Conference Delegation	Tracey Adnan, Monica Powell, Pauline Hooper, Chris McClean
*Local Govt Conference Delegation	Paul Bishop, Tracey Adnan, Monica Powell, Pauline Hooper