



MINUTES AND RECORD

of the

EXECUTIVE COUNCIL

HELD AT UNITE HOUSE, HOLBORN, LONDON WC1

ON 3RD, 4TH, 5TH & 6TH DECEMBER 2012

PRESENT:

MEMBERS: Bro. K ABRAMS, Sis. L ADAMS, Bros. K AGYEMANG-PREMPEH, I ALLINSON, Sis. T ASHWORTH, Bro. S BEATTY, Sis. S BENNETT, Bros. C BOND, D BOWYER, D BROCKETT, C CADMAN, J COOPER, Sis. J ELLIOT, Bros. P ENTWISTLE, M FORBES, D GRAHAM, A GREEN, S HIBBERT, B HOLMES, Sis. S HUTCHINSON, Bros. G JACKSON, J JAMES, M JOHNSON, J KENDALL, M LYON, Sis. L MALONE, Bros. D MATHIESON, M MAYER, H McANULTY, Sis. H McFARLANE, Bros. S McGOVERN, S MILLER, J MITCHELL, T MITCHELL, Sis. T MOLONEY, Bros. I MONCKTON, J NEILL, Sis. K OSBORNE, B PLEASANTS, Bro. P RUSSELL, Sis. M RYAN, S SHARP, J SHEPHERD, Bro. J SHERIDAN, Sis. J STEWART, J STILL, P STUART, Bro. M TAJ, Sis. J TAYLOR, Bros. M THOMAS, M THOMAS, Sis. A TOLMIE, Bro. H TURNER, Sis. S WALLACE, Bros. P WELSH, D WHITNALL, D WILLIAMS, D WILSON, F WOOD, M WOOD, T WOODHOUSE

EX OFFICIO: Bro. L McCLUSKEY (General Secretary)
Bro. T BURKE (Assistant General Secretary)
Sis. G CARTMAIL (Assistant General Secretary)
Sis. I DYKES (Head of Constitutional Administration)
Sis. D HOLLAND (Assistant General Secretary)
Bro. A MURRAY (Chief of Staff)
Bro. E SABISKY (Director of Finance & Operations)
Bro. S TURNER (Director of Executive Policy)
Bro. A WEIR (Assistant Chief of Staff)
Bro. B SIMPSON (Young Members Observer)
Bro. P WISEMAN (Retired Members Observer)

IN THE CHAIR: Bro. T WOODHOUSE

FIRST DAY, 3RD DECEMBER 2012

The Chair welcomed the new Young Members Observer, Bryan Simpson to the Council.

**Minute
No.525**

1. APOLOGIES AND LEAVE OF ABSENCE

Formal permission was requested to be absent from the sessions referred to for the reasons stated:

Name	Session	Circumstances
Kingsley Abrams	Tuesday a.m.	TU Business
Lindsey Adams	Tuesday p.m.	TU Business
Kwasi Agyemang-Prempeh	Thursday a.m.	Illness
Tracey Ashworth	Monday p.m.	TU Business
Sara Bennett	Tues & Thurs a.m.	TU Business
Chris Bond	Thursday	TU Business
Chris Cadman	Monday & Thursday p.m.	TU Business
Jennifer Elliot	Monday	TU Business
Moira Elliott	All sessions	Illness
Des Graham	Thursday	Medical Appt.
Brian Holmes	Tues pm & Weds am	Medical Appt.
Sharon Hutchinson	Monday & Weds am	Medical Appt.
Jim Kendall	Wednesday pm	TU Business
Lizanne Malone	Monday	TU Business
Harry McAnulty	Thursday	TU Business
Pat McCourt	All sessions	Family business
Helen McFarlane	Weds & Thursday	TU Business
Sean McGovern	Thursday p.m.	TU Business
Tam Mitchell	Thursday	TU Business
Therese Moloney	Thursday	TU Business
John Murphy	All sessions	TU Business
Jimmy Neill	Thursday	TU Business
Kate Osborne	Tues am.& Thurs am	TU Business
John Storey	All sessions	TU Business
Mark Thomas	Wednesday pm	TU Business
Dave Williams	Thursday	TU Business
Dennis Wilson	Monday	TU Business
Phil Wiseman	Thursday	Medical Appt.

Having full appreciation of the circumstances as reported, the Council

RESOLVED: "That necessary leave of absence be facilitated."

2. ANNOUNCEMENTS

**Minute
No.526**

2.1 Obituaries

The Chair announced with a feeling of deep sorrow and regret that the undermentioned had died on the date stated:

Name	Designation	Date
Bro.M Sherriff	Ex EC Member	30.11.12
Bro. W Greendale	Ex Chair, T&G GEC	

The Council were grieved to hear the sad news and, tributes having been voiced, the Council stood silent in their places for a period as a token of their respect and esteem.

It was thereupon

RESOLVED: “That a vote of condolence be recorded in the Minutes.”

3. EXECUTIVE COUNCIL MINUTES

**Minute
No.527**

3.1 Receipt of Minutes

The Minutes of the Meeting of the Executive Council held on 17th, 18th, 19th & 20th September 2012 were duly submitted.

The following decisions were recorded by the Council arising from their consideration.

3.1.1 Matters Arising out of the Minutes

**Minute
No.528**

3.1.1.1 Min.442 Million Climate Change Jobs

A member of the Council commented that the Minute was wrongly recorded and was recorded later in the meeting. In response, Chief of Staff, Andrew Murray advised that the Minute was recorded as it had occurred and a donation has now been sent. EC Member, Martin Mayer will represent Unite on the committee.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

**Minute
No.529**

3.1.1.2 Min.465 Industrial Report – Services Sector

A member of the Council referred to the resolution regarding individual trades on membership cards inquiring if any progress had been made in developing that issue. In response, the Chief of Staff reported that it had been raised with the IT Department but it cannot be actioned until the next issue of membership cards. A report will be brought back to the Council before that time.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

**Minute
No.530**

3.1.1.3 Min.485 Implementation of Motions

A member of the Council referred to a motion proposed by the GPM NISC and amended by the Passenger NISC on Collective Bargaining and the recommended action. The member also raised an issue on the implementation report regarding ownership of motions. In response, the Chief of Staff reported that meetings had taken place with the Organising Department and the Director of Research and a final proposal will be brought to the March meeting of the Executive Council. In response to ownership of motions, it was agreed to allocate responsibility.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

RESOLVED: “That the Minutes of the Meeting of the Executive Council held on 17th, 18th, 19th & 20th September 2012 be adopted.”

4. FINANCE & GENERAL PURPOSES COMMITTEE**Minute
No.531****4.1 Receipt of Minutes**

The Minutes of the Finance & General Purposes Committee held on 18th October 2012 were duly submitted.

The following decisions were recorded by the Council arising from their consideration.

4.1.1 Matters Arising out of the Minutes**Minute
No.532****4.1.1.1 Min.504 Guyana 1-day Conference**

A member of the Council requested further information regarding the Guyana 1-day conference. In response, the Chief of Staff advised that a paper would be circulated to the Council and the Conference will be held on 16th or 23rd March next year.

At the close of consideration, the Council

RESOLVED: "That the report be accepted."

RESOLVED: "That the Minutes of the Finance & General Purposes Committee held on 18th October 2012 be adopted."

**Minute
No.533****4.2 Receipt of Minutes**

The Minutes of the Finance & General Purposes Committee held on 22nd November 2012 were duly submitted.

The following decisions were recorded by the Council arising from their consideration.

4.2.1 Matters Arising out of the Minutes**Minute
No.534****4.2.1.1 Min.514 TUC Printing**

A member of the Council referred to a satisfactory reply not having been received and enquired if this had now been received. In response, Assistant General Secretary, Tony Burke reported that letters had crossed in the post and assurances have now been received that the TUC will only use union companies in the future.

At the close of consideration, the Council

RESOLVED: "That the report be accepted."

**Minute
No.535****4.2.1.2 Min.518 Finance Report**

A member of the Council referred to the discussion on branch finances and problems and the agreement to allocate a member of staff specific responsibilities to deal with enquiries in a speedy manner. In response, the Chief of Staff reported that discussions had taken place with the Director of Research to identify a colleague in the Research Department who would be seconded to that work directly.

A member of the Council referred to the building work at Moreland Street and the issue of guidelines that the General Secretary would look into. In response, the General Secretary reported that no guidelines had been issued but were now in the process of being put together with the assistance of the National Officer and the EC member for Construction.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

RESOLVED: “That the Minutes of the Finance & General Purposes Committee held on 22nd November 2012 be noted.”

5. REPORT OF THE GENERAL SECRETARY

**Minute
No.536**

5.1 Report

A document detailing the General Secretary's activities since the previous meeting had previously been circulated to the Council and was verbally supplemented.

The General Secretary highlighted the annual conference of CPHVA in Brighton at which he gave the keynote address which had been well received.

The Jack Jones Trust had been launched at the Houses of Parliament and the trust will link the arts and highlight issues that Jack had stood for all his life. A film is to be produced for mainstream television on his life and next year is the centenary of his birth.

The General Secretary recorded his thanks to the Unite delegation and speakers at the Labour Party Conference where Unite had demonstrated that it is at the forefront of the movement and driving forward our agenda.

The General Secretary had attended the re-opening of the South West Regional Office in Bristol which has been renamed “Tony Benn House”. Tony Benn had been in attendance and was deeply moved by the event.

A brief report was given on the visit to the Isle of Man where the General Secretary had met with the Chief Minister to discuss problems over there from a reduction in funding from Central Government.

The General Secretary also reported on his visit to Northern Ireland where he met the First Minister, Peter Robinson and the Deputy First Minister, Martin McGuinness in Stormont. The First Minister had also joined the General Secretary at the unveiling of the mural in East Belfast.

The General Secretary reported on his visit to Gibraltar to commemorate the 40th anniversary of the 1972 General Strike and his meeting with the Chief Minister who has committed himself to bringing in naturalisation for the Moroccan workers in Gibraltar. A further report on the situation in Gibraltar was outlined to the Council.

A detailed report was given regarding the current situation at the TUC in relation to Motion 5 that had been passed at the annual Congress regarding the practicalities of a general strike. The Council were advised that further time would be given for them to debate and determine what type of approach should be made.

A brief report was given detailing the meeting that had taken place with the Community Co-ordinators and also the meeting with the Regional Political Officers on the implementation of the political strategy.

The General Secretary outlined the position in relation to National Officers responsibilities in the light of several colleagues having decided to leave the service of the Union and following consultations with the appropriate Executive Council members and Chairs of the NISCs. A full list of National Officers and their responsibilities was circulated to members of the Council.

A detailed discussion ensued on National Officers responsibilities and questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

RESOLVED: “That the report of the General Secretary (as recorded in Appendix 1 of these Minutes) be adopted.”

7. INDUSTRIAL /EQUALITIES REPORTS

**Minute
No.537**

7.1 Industrial Report – Manufacturing

A detailed written report had been circulated to the Council and was verbally supplemented by Assistant General Secretary, Tony Burke.

The Assistant General Secretary referred to the Automotive Sector, Manganese Bronze, Coryton and Ford's.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

6. STRATEGY FOR GROWTH

**Minute
No.538**

6.1 100% Strategy

A written report had been circulated to the Council and was verbally supplemented by the Executive Officer, Tony Woodley.

The 100% Strategy has been running for just over 12 months and 50,233 new members have joined the Union. There are 950 separate campaigns and activists have been involved and training and mapping has taken place and they are managed and monitored on a weekly basis across the UK and Ireland. 325 Officers are engaged in these campaigns.

In the Manufacturing Sector, 17,500 new members have joined, In Services and Construction, 13,500 new members have joined. The Transport & Food Sector has delivered over 17,000 new members.

The Executive Officer outlined how the campaigns are managed and monitored and the assistance that is given. 80+ Organisers have been helping the Regions and Officers and of the 50,000 new members that have joined, just under 60% have had Organiser support but 40% of campaigns have had no Organiser support at all. The Organisers will be returning to greenfield and brownfield organising and sector targets are now being looked at. Research has already been done within manufacturing and VBA Sectors.

The Executive Officer highlighted the survey that had taken place on individual representation and detailed the results.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

Minute
No.539

6.2 Organising Department

A written report had been circulated to members of the Council and was verbally supplemented by the Director of Organising, Sharon Graham.

The Unite's Leverage Strategy booklet was circulated to the members of the Council and the Director of Organising highlighted in detail particular items contained within the booklet and the Council were advised that guidance notes will be sent out. It is planned that the booklet will be sent to all Organisers, Officers and a wide range of Shop Stewards and Activists.

In 2013, the National Organising and Leverage Department will return to Sectoral Organising, requiring economic sectors to be identified for the purposes of targeting. In order to build a Union that is effective both industrially and politically, it is necessary to grow 'power' as well as 'numbers'. In the short term, 'power' should be prioritised and this can be done most effectively by organising 'powerful' clusters of economic sectors coupled with the meaningful development and co-ordination of trade union activity across those areas.

Prior to the 100% Strategy, the Department had begun targeting critical economic sectors through focusing resources on grocery retail logistics, ports and airports. There is now an opportunity to map and assess viability of targets within the whole of the 'critical national infrastructure' – a cluster of sectors with economic 'power'. The Government define 9 'national infrastructure sectors': Communications, Emergency Services, Energy, Finance, Food, Government, Health, Transport and Water. Union presence has begun to be identified within each and the Union will seek to map more accurately priority sectors for the purposes of organising.

The Director of Organising highlighted the resolution of a situation that has arisen with Mitie and the Eurotunnel collective agreement.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: "That the report be accepted."

8. DEPARTMENTAL REPORTS

Minute
No.540

8.2 International Report – Update on Miami 5

The Executive Officer, Tony Woodley reported on his recent trip to America to visit Gerardo Hernandez in Victorville prison. It is the intention to keep working diligently and to get the Presidents of the unions in America to pick up the cause and to keep working with the Cuban government and the UK government.

At the close of consideration, the Council

RESOLVED: "That the report be accepted."

SECOND DAY, 4TH DECEMBER 2012

IN THE CHAIR: Bro. T WOODHOUSE

9. CONSTITUTION & ADMINISTRATION**Minute
No.541****9.2 Review of Regional Industrial Sector Committee Elections**

A comprehensive report on the RISC elections that had taken place had previously been circulated to members of the Council and was verbally supplemented by Chief of Staff, Andrew Murray and Assistant Chief of Staff, Adrian Weir. A report on Area Activist Committees, Regional Equality Committees and Regional Committees will be brought to the March meeting of the Executive Council.

The following recommendations were made:

- Where RISCs have an excess membership, this be allowed to stand, unless gender/ethnic proportionality is disturbed.
- Where too many delegates have been sent to a NISC, this should be reduced in line with EC approved numbers, since this disturbs the balance between the regions.
- No RISC having fewer than 5 members shall be regarded as viable, unless the Regional Secretary and/or National Officer bring forward a particular case for the EC's consideration. However, NISC delegates elected from such RISCs, or effectively chosen directly by the sector conference itself, shall be allowed to remain in place.

It was also proposed that 3 other points for consideration and consultation be sent out to Sectors concerned:

- That joint RISCs be convened for the IT & Communications, EEE and Metals Sectors in all Regions, with the NISCs in these Sectors remaining separate and unchanged. The SGI RISCs in Scotland and Wales could also be merged into these RISCs.
- That joint RISCs for FDT and R&A be convened in NEY&H, Wales and West Midlands, in addition to those two regions where such joint RISCs have already been constituted.
- That joint VBA and Motor Components RISCs be convened in Ireland, Scotland and the South East, in addition to the two regions where such joint RISCs have already been constituted.

It was also proposed that the Irish Executive take a broad look at a number of problems across the Sectors there and seek proposals.

Questions and comments from members of the Council were responded to.

The following resolutions were considered by the Council and verbally amplified.

Meetings in Regions/Operation of Constitutional Committees – The resolutions were submitted by the EE&E NISC and the IT & Communications NISC and called on the Union to ensure that meetings are scheduled at a convenient time and venue and facilitated outside normal working hours. In response, the Council supported both resolutions and where problems are encountered, Officers should engage with employers.

Elected Representatives – The resolution was submitted by the IT & Communications NISC and called on the Union to confirm that active reps nominated unopposed should not be blocked by Officers. In response, the Council supported the first point and the second point will be looked into and the Committee will be written to.

Revision of Constituency Seats - The resolution was submitted by the NEY&H Regional Committee and called on the Union to review constituency seats. In response, the Council agreed to refer the resolution to the NISC.

RISC Conferences - The resolution was submitted by the London & Eastern Regional Committee and called on the Union to lay down a timetable in Standing Orders for Conferences. In response, the Council agreed to the preparation of an integrated timetable for the election of all constitutional bodies and to be prepared well in advance of the next round of such elections.

At the close of consideration, the Council

RESOLVED: “That the report be noted in line with the preamble to this Minute.”

8. DEPARTMENTAL REPORTS continued/....

**Minute
No.542**

8.2 International Report

A detailed report had previously been circulated to the Council and was verbally supplemented by the International Director, Simon Dubbins.

The European Union saw its biggest day of co-ordinated strike action in its history on 14th November 2012 as general strikes took place in Spain, Portugal, Greece and Italy, while simultaneous protest actions short of strike action were organised in Belgium and France. The action was in response to the damage being inflicted by the austerity programmes of the ‘Troika’ (European Commission, IMF and ECB) which has now destroyed 25% of the Greek economy and plunged Spain, Portugal, Italy and Ireland into recession. Forging full trade union unity across the entire EU remains difficult due to the fact that the economic situation in Germany and the Nordic countries is still relatively stable and the economies are still growing – albeit that growth rates are falling and it is expected that those countries may well also fall into recession in the coming 12 months. Unite issued a solidarity statement in support of the strike action and demonstrations which was communicated to all unions via the Global and European Federations.

A short film was shown to members of the Council showing the anti austerity demonstrations across Europe.

It was an historic victory for US President Barack Obama who was re-elected following a huge effort by the US trade union movement and other supporters.

President Hugo Chavez won a spectacular victory in the presidential elections that were held in Venezuela during October 2012 giving him another 7-year term in office and securing the radical political direction in this critically important country.

The new organisation, IndustriALL has held its first few meetings together with a successful global pulp and paper conference. The meeting of the global Executive takes place next week with Len McCluskey and Leo Gerard from USW both in attendance who will be making it clear how global IndustriALL should be focusing.

With reference to UNI-Europa Graphical, a major conference bringing together the chairs and co-ordinators of 22 EWCs in the graphical and packaging sector was held in Budapest in November. The conference was a big success and a clear programme of action for the coming years was worked out. The tremendous progress that has been made in recent years was acknowledged and importance of

developing stronger relations between EWCs in the sector, such that they act as the industrial backbone to support the deepening collective bargaining co-ordination and the sector level social dialogue, was unanimously supported.

Although Unite was unable to be present at the UNI global executive, Owen Jones from the CLASS think tank was asked to attend and make a presentation which was well received and has had a positive impact on those present.

A delegation from Unite attending the Public Services International Congress in Durban at the end of November 2012. The Nordic General Secretary was voted out of office and replaced by an Italian woman.

In conjunction with the USW, Unite continues to develop the activities of Workers Uniting. Preparations are under way for the steering committee which will take place at Holborn on the 10th December in advance of the IndustriALL Executive. We are now affiliated to IndustriALL as Workers Uniting North America and Workers Uniting Europe.

With reference to Information and Consultation, the International Director highlighted a hearing at the CAC in relation to GE and the complaint by Unite over the scope of the undertaking, which Unite believe should include all sites within the GE Aviation segment and not just individual sites.

In response to the outrageous Israeli attacks on Gaza, Unite issued a strongly worded statement that has been well received. The statement was sent to all European and Global Federations as well as to UK unions and the PGFTU.

A long sought after breakthrough has now occurred in Colombia with the beginning of official peace talks between the Colombian government and the FARC guerrillas. At the beginning of the talks, the FARC also announced a unilateral ceasefire that will last until January 20th 2013. In support of this process, Unite and the USW have played a central role in supporting the Justice for Colombia led peace delegation designed to give impetus to the developments. JFC took a group of senior cross party politicians and trade union leaders from Northern Ireland to Colombia in order to share experiences from the NI peace process and support civil society in their search for a proper peace process with social justice.

With reference to the South African Miners Union, Unite attended a briefing meeting with the National Union of Mineworkers Health & Safety Officer organised by the TUC. A full NUM delegation to the UK will be organised in the New Year. Unite's solidarity with the NUM was conveyed and our perspective on the critical position of the South African trade union and labour movement in the wider global struggle explained.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: "That the report be accepted."

9. CONSTITUTION & ADMINISTRATION continued/.....

9.8 General Secretary Election

The General Secretary made a statement to the Council outlining his thoughts and reasons for seeking permission to sanction an early General Secretary election with immediate effect.

A discussion followed in which members of the Council expressed their views and concerns. At the conclusion of the debate, EC member, Martin Mayer presented the following statement on behalf of the Council:

“The Executive Council welcomes the progress made towards creating a common Unite constitution, structure and culture over the last two years, and believes that the benefits of this are starting to be felt throughout the union and the wider labour movement.

With a devastating economic crisis still unfolding, the need throughout the movement for a clear and purposeful leadership will be of continuing importance. Unite’s own further integration and development would also be enhanced by clarity and stability regarding the union’s leadership over the next period.

The Executive Council also notes that rule 15.2 mandates that the next General Secretary election will take place in 2015, at the same time as the General Election itself is scheduled. Any outcome of the General Election will certainly raise important issues for Unite and its membership, in particular in relation to our political strategy and our links with the Labour Party, requiring strong leadership at that time. It will be not time for a vacuum such as would inevitably be the consequence of a General Secretary election campaign at the same time.

In the light of these considerations, the Executive Council resolves to hold an election for the post of Unite General Secretary as soon as practicable, and directs the Chief of Staff to bring forward proposals to this end. “

The statement was then put to the vote:

For

Kingsley Abrams
Lindsey Adams
Tracey Ashworth
Sean Beatty
Chris Bond
Davy Brockett
John Cooper
Jennifer Elliot
Phil Entwistle
Des Graham
Andy Green
Brian Holmes
Sharon Hutchinson
John James
Mick Johnson
Jim Kendall
Mark Lyon
Lizanne Malone
Dave Mathieson
Martin Mayer
Harry McAnulty
Helen McFarlane
Sean McGovern
Steve Miller
James Mitchell
Therese Moloney
Ivan Monckton
Brenda Pleasants
Maggie Ryan
June Shepherd
John Sheridan

Against

Ian Allinson
David Bowyer
Chris Cadman
Mick Forbes
Steve Hibbert
Glenn Jackson
Tam Mitchell
Jimmy Neill
Kate Osborne
Peter Russell
Sue Sharp
Joyce Still
Mark Thomas
Meurig Thomas
Howard Turner
Paul Welsh
Frank Wood
Mark Wood

Jane Stewart
 Pat Stuart
 Mohammed Taj
 Jayne Taylor
 Agnes Tolmie
 Marie Vannet
 Sharon Wallace
 Dave Whitnall
 Dave Williams
 Dennis Wilson
 Tony Woodhouse

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At the close of consideration, the Council

RESOLVED: "That the statement be endorsed in line with the preamble to this Minute."

**Minute
 No.544**

9.5 Application for National Branch: British Veterinary Union (BVU)

A document detailing the case for the BVU to be established as a national branch had previously been circulated to the Council and was verbally supplemented by Chief of Staff, Andrew Murray.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: "That the document be accepted."

7. INDUSTRIAL / EQUALITIES REPORTS continued/....

**Minute
 No.545**

7.2 Industrial Report – Services Sector

A detailed written report had been circulated to the Council and was verbally supplemented by Assistant General Secretary, Gail Cartmail.

The Assistant General Secretary referred to the campaign against the privatisation of the Police Service in the West Midlands, NHS, Finance & Legal Sector, Local Government and Blacklisting.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: "That the report be accepted."

THIRD DAY, 5th DECEMBER 2012

IN THE CHAIR: Bro. T WOODHOUSE

7. INDUSTRIAL / EQUALITIES REPORTS continued/.....**Minute
No.546****7.2 Industrial Report – Services Sector continued/.....**

The following resolutions were considered by the Council and the response verbally amplified.

Stephen Bubb – The resolution was submitted by the Community, Youth Workers, Not for Profit NISC and called on the Union to publicise the activities of Stephen Bubb. In response, the Council supported the resolution.

Blacklisted Activists – The resolution was submitted by the Construction NISC but was withdrawn.

100% Monitoring in Construction – The resolution was submitted by the Construction NISC and stated that the Strategy for Growth process does not lend itself to the construction industry. In response, the General Secretary advised that the Construction Sector is in the process of being re-examined and the Council supported the resolution.

Construction Sector - The resolution was submitted by the Construction Sector and called on the Union to demand a massive expansion of the building and construction industries. In response, the Council supported the resolution.

The General Secretary referred to discussions on the TUC Executive and General Council relating to the consultation on the implementation of the motion passed at Congress requiring consideration of the practicalities of a General Strike against the austerity policies. The Council gave serious consideration to the issues raised by the TUC motion and members of the Council expressed a variety of points relating to the readiness of Unite members to take action and how the campaigns against austerity should be developed at the grass roots. The General Secretary and other Unite representatives on the TUC General Council will carry these points forward in the wider debate within the trade union movement.

The Unite Industrial Action Guide had been circulated to the Council and was verbally supplemented by Director of Executive Policy, Steve Turner. This is the final draft of an industrial action guide and the purpose is not just to give practical information to Officers but to assist them with the logistics of a dispute and guidance on how to be effective in a dispute.

Welfare State – The resolution was submitted by the CYWNfP NISC and called on the Union to continue to build a mass campaign with community members and across all sectors. In response, the Council supported the resolution.

After 20th October 2012 - The resolution was submitted by the South West Regional Committee and called on the Union to call upon the TUC to publish a plan of inter-union action against the cuts. In response, the Council supported the resolution.

Collective Action – The resolution was submitted by the CYWNfP NISC and called on the Union to develop and communicate a clear strategy on how collective action can be developed. In response, the Council supported the resolution.

At the close of consideration, the Council

RESOLVED: “That the report be accepted in line with the preamble to this Minute.”

8. DEPARTMENTAL REPORTS continued/....**8.2 International Report continued/....****Minute
No.547****8.2.1 USI Presentation**

A brief presentation was made to the Council on the launch and aims of the Union Solidarity International (USI) project by Andrew Brady who has been seconded to the project for a year from Unite. The project was launched on May Day 2012 and is designed to use social media and on-line campaigns.

Comments and questions from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: "That Andrew Brady be thanked for the presentation."

No.548**Minute 8.1 Political Report**

A separate written report on political activities had been circulated to the Council and was verbally supplemented by the Political Director, Steve Hart.

Following the launch 12 months ago of Unite's Political Strategy, a realistic assessment of the strengths and weaknesses of the implementation of the strategy has been undertaken. The Political Director reported on the progress, highlighting CLASS, the future candidates programme, a functioning Councillors network, winning a number of selections of Unite-backed progressive and working class candidates and regional political schools.

Important work has been carried out with constituency and regional pilots and the Political Director referred to the new members of the Labour Party that had been recruited through activities in Burnley, Garston, Halewood, Paisley, Southampton, East Midlands and Falkirk. This has shown what can be done and needs to be done elsewhere.

The political strategy accurately describes the disappointment and frustration in the union about New Labour but the scale of the alienation, amongst activists in particular, had been underestimated. Core activists have taken a more persuading than was initially envisaged although reaching direct to the membership has proved a little better.

Following discussions with the General Secretary and the Director of Executive Policy directly assisting the work of the department, the focus is on the immediate priority of candidate selection and membership development. The candidate selection landscape changed with the presumed abandonment of the Boundary Review in August and marginal seats will now select from the early months of 2013. It is vital that good progressive candidates, especially those from a working class background, who share our trade union values, win at least some of these selections. In the later marginal selections and in cases of sitting MPs retiring, membership development can play a crucial role. The Political Department has analysed in detail every seat and sought the views and intelligence from regions about potential candidates from Unite, and other progressives, and factored in likely candidates of the right.

Statistical analysis examining Unite's membership by constituency against Labour Party membership has proved very important. A number of different measures, including phone-banking, are being put into place to build the membership. Since the last Council meeting, 546 members who have joined the Labour Party have been identified and there is confidence that we can make progress towards the 5,000 target.

Questions and comments from members of the Council were responded to by the Political Director and the General Secretary.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

**Minute
No.549**

8.1.1 Political Fund Ballot

A document detailing the Unite rules for a ballot to maintain a political fund had previously been circulated to the Council and were verbally supplemented by the Political Director, Steve Hart. (Appendix II to these Minutes).

At the close of consideration, the Council

RESOLVED: “That the Unite Rules for a ballot to maintain a political fund be adopted.”

9. CONSTITUTION & ADMINISTRATION

**Minute
No.550**

9.7 Correspondence including Resolutions from Regional & National Committees

The following resolutions were considered by the Council and verbally amplified.

Anti Fascist Demonstration – The resolution was submitted by the North West Regional Committee and called on the Union to organise a mass anti-Fascist demonstration in Liverpool. In response, the Council supported the resolution and suggested that it be taken up in the Region with the North West TUC.

Political Strategy – Unite Councillor/MP Education – The resolution was submitted by the Local Authority NISC and called on the Union to provide education opportunities to already established Unite Councillors and MPs. In response, the Council supported the resolution.

Localisation of Council Tax – The resolution was submitted by the South West Regional Committee and called on the Union to back opposition to Government proposals on a new system of localised Council Tax. In response, the Council supported the resolution.

7. INDUSTRIAL / EQUALITIES REPORTS

**Minute
No.551**

7.3 Industrial Report – Transport & Food

A detailed written report had been circulated to the Council and was verbally supplemented by the Assistant General Secretary, Diana Holland.

The Assistant General Secretary referred to the AWB, oil distribution tanker drivers, RTC Logistics, ITF, Sainsbury's, Vion and Premier Foods.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

9. CONSTITUTION & ADMINISTRATION continued/...

Minute
No.552

9.9 Agenda Items

The Chair referred to two items of business that had been brought forward by EC members for the agenda for business. He expressed the view that Council members should raise issues at their NISCs or Regional Committees who could then send items for inclusion on the agenda for business.

Following discussion, the Council were asked to vote on whether or not changes to rules or policy should be submitted by NISCs or Regional Committees.

For

Kingsley Abrams
Lindsey Adams
Kwasi Agyemang-Prempeh
Ian Allinson
Tracey Ashworth
Sean Beatty
Sara Bennett
Chris Bond
Davy Brockett
Chris Cadman
John Cooper
Jennifer Elliot
Phil Entwistle
Mick Forbes
Andy Green
Brian Holmes
Sharon Hutchinson
Glenn Jackson
John James
Mick Johnson
Jim Kendall
Mark Lyon
Lizanne Malone
Dave Mathieson
Martin Mayer
Harry McAnulty
Steve Miller
James Mitchell
Therese Moloney
Ivan Monckton
Jimmy Neill
Kate Osborne
Brenda Pleasants
Peter Russell
Maggie Ryan
John Sheridan
Jane Stewart
Joyce Still
Pat Stuart
Mohammed Taj
Jayne Taylor
Agnes Tolmie
Marie Vannet
Sharon Wallace
Dave Whitnall
Dave Williams
Dennis Wilson

Against

David Bowyer
Steve Hibbert
Tam Mitchell
Sue Sharp
June Shepherd
Meurig Thomas
Howard Turner
Paul Welsh
Mark Wood

Frank Wood
Tony Woodhouse

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9

At the close of consideration, the Council

RESOLVED: “That the report be accepted in line with the preamble to this Minute.”

**Minute
No.553**

9.1 Ratification of Appointments of Officers

EC Appointment Panels had met to consider applicants for the appointment of the following Officers for which the endorsement of the Council was sought:

National Officer, Road Transport Commercial, Logistics & Retail Distribution –
Adrian Jones

South West Region:

- Regional Co-ordinating Officer Terry Keefe
- Regional Officer Donna Williams

North West Region:

- Isle of Man – Regional Officer Eric Holmes

Correspondence had been received and responded to by the General Secretary in relation to the appointment of the National Officer, Road Transport Commercial, Logistics & Retail Distribution and had previously been circulated to the members of the Council. The Chief of Staff advised that a misunderstanding had arisen in that it was believed the correspondence had been endorsed by the NISC but this had been found to not be the case. Correspondence from individual members would not, in the normal way, be brought to the Council.

The Council endorsed the Officer appointments.

A question was raised regarding the status of the Executive Officer going forward and the General Secretary responded that no decision had yet been taken and he would bring the matter back to the F&GPC at an early opportunity. The Executive Council accepted the General Secretary's report with the exception of Steve Hibbert who recorded a vote of disagreement.

The General Secretary sought the permission of the Council to advertise the positions of Regional Secretary in the East Midlands Region and National Officer, Local Authorities to which the Council agreed.

At the close of consideration, the Council

RESOLVED: “That the report be endorsed in line with the preamble to this Minute.”

5. GENERAL SECRETARY'S REPORT continued/....

**Minute
No.554**

5.2 Unite Employees - National Pay Negotiations

The General Secretary reported that following negotiations with the representatives of the Officers, Organisers and Staff national bargaining groups, the offer made to increase salaries by 4.75% over a 24 month period with an increase in London Weighting from £3,105 to £3,500 p.a. was accepted. The endorsement of the Council was sought to pay the increases, where appropriate, with December salary payments.

The General Secretary also reported that Officers, Staff and Organisers had also voted to accept changes in the pension scheme.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council, with the exception of Mick Johnson

RESOLVED: "That the pay increases be endorsed in line with the preamble to this Minute.

8. DEPARTMENTAL REPORTS continued/....

**Minute
No.555**

8.5 Community Membership

A detailed briefing report had previously been circulated to the Council and was verbally supplemented by the Director of Executive Policy, Steve Turner.

The Community Membership initiative was launched less than a year ago and 3 months since 6 community co-ordinators were appointed with a 7th appointment being made in South West and South Wales before Christmas. Discussions are taking place with Regional Secretaries and leading lay members in the regions with no co-ordinator in place to identify when it would be appropriate to make the appointments. There are now over 2,000 members in the community membership scheme and there is a marked improvement in organising in community membership since the appointment of the co-ordinators.

Community organising is about local campaigning and branches have been established based on area activists but has been broken down into smaller groups in regions. 14 active groups have been established across the Union with another 10 in the process of being formally established. The first 60 community activists are being trained and a further 100 community activists will start training in January. By the end of the first quarter 2013, there will be 150 community activist reps.

In conjunction with Northern College, a fully accredited Level 3 NVQ in Community Organising is being developed. This will give a recognised national level NVQ qualification for people working within the community and will run from the early part of next year.

There has been a concerted effort to ensure that Unite's community members and groups are embedded into the industrial struggles of our members as well as more broadly in developing relationships with industrial branches. Between them, the co-ordinators have attended dozens of regional lay and Officer meetings to give presentations on the community strategy and the cross-over of community organisation in support of our industrial work.

Two further guides have been issued: "Getting Involved" – explaining how community membership works, how you can get involved and how it fits into the union's wider structure; "Campaign Guide" – supporting members starting campaigns, full of ideas for making campaigns successful and resources. These have been widely circulated amongst Officers and branches.

Unite's first community hub will open in January and will occupy the whole of the basement area of St Georges Town Hall, Cable Street. Working with the Mayor of Tower Hamlets Council, the council has now agreed to provide funding for the centre for two years. Unite's finance sector Officers have also negotiated a capital grant from Barclay's bank who are providing funding of £50,000 for a state-of-the-art learning suite for the centre. This will become a pilot and model that can be exported up and down the country.

A welfare campaign, "Rage Against Poverty", will be launched in the New Year. It is not just a community campaign but will affect all our members when they see the benefits that will be cut in April next year.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

4th DAY, 6TH DECEMBER 2012

IN THE CHAIR: Bro. T WOODHOUSE

10. FINANCE

Minute
No.556

10.1 Finance Report

The preliminary financial results for Unite overall in the 3rd Quarter and first nine months of 2012 had been circulated to the Council and were verbally supplemented by the Director of Finance & Operations, Ed Sabisky.

The financial results for Unite in the first nine months of 2012 are satisfactory and in line with the outlook for the year as a whole (excluding the one-time impact of the gain on the sales of Woodberry and Quorn). However, there are a few emerging negative trends which should be noted.

Total Income amounted to £119.0 million in the first nine months of 2012, up a healthy £9.2 million versus the same period a year ago. Within this total, all categories of income – Contribution Income, Driver Care Income, Legal Income and Affinity Income – were up versus the prior year with Contribution Income being positively influenced by the increase in member subscription rates effective from the 1st September and Legal Income being boosted by the actions taken by Howard Beckett. (It has to be remembered, however, that the increase in Legal Income is likely to be only very short-term in nature as the significant detrimental changes instigated by the Jackson Report come into effect April 2013). As previously requested, a breakdown of the Total Income on a year to date basis is as follows:

Contribution Income excluding Driver Care	108.8
Driver Care	2.6
Legal Income	7.1
Affinity Income	0.5
Total Income	119.0

Total Recurring Expenditure totalled £107.8 million in the first nine months of 2012 which was £7.5 million more than last year which is somewhat worrying. The £3.5 million increase in Payments to Regions and Branches reflecting the Branch financing settlement approved by the EC in December 2011 and effective 1st January 2012, was, of course, expected. In addition, the Union has now incurred the substantial costs of the Policy Conference and the all member mailing in the summer and these will not appear in the fourth quarter. Moreover, the cost of the 4.75% pay settlement with Officers, Staff and Organisers effective from 1st January 2012 has been fully accrued. Although there may be some timing issues, it appears that our spending on Other Affiliations, Grants & Donations in 2012 will be up on 2011 and lay member expense claims also seem to be running higher than last year. Irrecoverable VAT is adverse due to the Union's increase in spending on other items (Policy Conference, all member mailing, etc.) and increased purchases of vehicles versus low levels in 2011 (when we extended the replacement cycle) plus a one-off gain in 2011 of

approximately £500,000 (which probably should have been classified as a Non-Recurring Item but was inadvertently overlooked).

As a consequence, Unite recorded a surplus before Investment Income and Non Recurring Items of £11.2 million in the first nine months of 2012 – an improvement of £1.7 million versus the same period of 2011.

Investment Income amounted to £1.8 million in the first nine months of 2012, down £1.1 million versus a year ago due to the deterioration in the financial markets since that time. On a positive note, Investment Income of £1.2 million was received in the third quarter which is a sizeable improvement versus the first and second quarters reflecting the gains in the stock market. Non Recurring Items (excluding Pension Deficit Reduction payments) amounted to a net income of £2.9 million in the first nine months of 2012. This consisted of a one-off gain of £5.5 million on the sale of Woodberry, a £1.0 million gain on Quorn and a few smaller property assets offset by £1.9 million of severance costs and £1.5 million of write-offs of VAT on property refurbishment.

Pension Deficit Recovery contributions totalled £7.6 million in the first nine months of 2012 (75% of the £10.1 million scheduled for the year) – about the same as last year.

Taking everything into account, Unite posted an overall surplus of £8.3 million for the first nine months of 2012 – a result which was £5.3 million better than last year. However, the third quarter overall surplus was only £0.7 million and the result would have been a deficit excluding the gain on the sale of Quorn and the same would have been true for the second quarter if the gain on the sale of Woodberry were excluded.

Unite's liquid assets totalling £77.3 million as at 30th September 2012 were up £13.0 million from the end of the second quarter and nearly £10.0 million from year end 2011. This improvement, while expected, is pleasing nonetheless. As previously noted, the sizeable improvement in the third quarter is due to the receipt of £7.5 million from the sale of Woodberry and £1.62 million from the sale of Quorn plus the fact the entire £7.1 million in pension deficit reduction contributions due to the pension fund for former T&G Officers and Staff for the whole of 2012 was paid in the second quarter (and thus nothing was paid in the third quarter).

From a starting balance of £25,396,992 as at 1st July, the balance of the Dispute Fund has fallen to £25,300,776 as at 30th September 2012. This reflects inflows of £945,163 (the 2.5% diversion from Branch Administration) offset by Dispute Benefit payments totalling £599,668 and other expenses incurred directly related to disputes of £441,711. The General Secretary has now completed a review of expenses and the decision is to take all expenses charged against the Dispute Fund out, therefore, £441,711 plus a further £550,000 will be taken out. For the whole year, it will show zero on expenses/costs.

Over the last year, the Executive Officers have been progressing towards a resolution of the serious issues facing the Union in respect of its two primary pension schemes. This has involved a series of meetings with the scheme trustees as well as representatives of the scheme members. The two overriding principles have been: (1) that deficit reduction contributions be maintained at no more than the £12.1 million per year and for no longer duration (2024) previously approved by the EC; (2) that Union contributions in respect of future service be no more than 16% of pay (15% + 1% employer savings due to salary sacrifice); and (3) that future service benefits be harmonised so that former T&G and former Amicus employees receive exactly the same pension benefits in respect of their future service with the Union.

As a result of the consultative ballot, agreement has been reached with all parties which entirely meets the above principles and can be implemented effective 1st January 2013. The two sets of Trustees will shortly be meeting when they will be asked to: (1) approve the new harmonised benefits package; (2) approve new deficit

recovery plans for both schemes which in total amount to £12.1 million per year to 30 September 2024 but which shift the amount to be paid to the two individual schemes so that it is in proportion to the deficits of the two schemes (currently the scheme with the lower deficit is scheduled to get substantially more of the £12.1 million); and (3) approve corresponding shift (in the opposite direction) of the charges over Union assets held by the two schemes. Currently, the former T&G scheme holds a £12 million charge and the former Amicus scheme a £7 million charge. The charge held by the former T&G scheme will be increased to £17.5 million and the charge held by the former Amicus scheme will be progressively reduced to nil over the next four years.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: “That the report be adopted in line with the preamble to this Minute.”

**Minute
No.557**

10.2 Property Report

A written report detailing the major activities undertaken in 2012 and the property plan for each Region had previously been circulated to members of the Council and was verbally supplemented by the Director of Finance & Operations, Ed Sabisky.

With reference to the National Education/Training Centre, substantial progress has been made on the plan to build a new centre as well as a new West Midlands Regional Office on a site in the Eastside Locks area of central Birmingham. The state of play is as follows:

- Purchase price of Unite site agreed in principle with the site developer/Birmingham City Council. Unite to receive net £2 million with obligation to retain the existing building façade.
- Viability study for adjacent hotel completed and discussions underway with potential hotel owner/operators. Note that the overall project is contingent upon having a hotel located adjacent to the Unite National Education facility and nothing will be finalised in respect of the Union facility until the arrangements for the hotel are confirmed. Some Unite support to make the hotel viable in the short term may be required.
- Look to sell the Birmingham Broad Street and West Bromwich properties once the new national training centre/Regional Office is completed.

The total cost of this project would be on the order of £7 million. However, the Union would recoup an estimated £1.5 – 2 million from the sale of the West Bromwich and Broad Street premises making the net cost £5 – 5.5 million. It should be noted that such a plan would avoid the need to separately refurbish the Broad Street office which would cost up to £4.5 million.

The report was supplemented by the General Secretary and questions and comments from members of the Council were responded to. The approval of the Council was sought to reach legal agreement to progress this project as outlined.

A member of the Council enquired if the current hotel accommodation arrangements are being reviewed and seen as cost effective. In response, the Council were advised that the arrangements are being reviewed to ascertain that the objectives are being met.

At the close of consideration, the Council

RESOLVED: “That the report be accepted and supported in line with the preamble to this Minute.”

7. INDUSTRIAL /EQUALITIES REPORTS**Minute
No.558****7.4 Equalities Report**

A written report for the Equalities Sector had previously been circulated to the Council and was verbally supplemented by Assistant General Secretary, Diana Holland.

The Assistant General Secretary commented on the Government's decision to stop the requirement to carry out Equality Impact Assessments.

Following a meeting with the National Officer and Women's Organisers, the clear message is that we will not let the Government destroy equalities for the members to pay for failed economic policies and the Union will continue to be strong on union equality reps.

Questions and comments from members of the Council were responded to.

The Assistant General Secretary reported that it had been announced that the 18 remaining Remploy factories were going to be closed. The General Secretary voiced his anger at this decision and stated that the Union would continue to fight and mount a different approach to argue for supported employment.

The following resolution was considered by the Council and the response verbally amplified.

National Union of Students Demonstration - The resolution was submitted by the London & Eastern Regional Committee and called on the Union to support the NUS's national demonstration. In response, the Council supported the resolution.

At the close of consideration, the Council

RESOLVED: "That the report be accepted."

8. DEPARTMENTAL REPORTS continued/....**Minute
No.559****8.4 Membership Report**

A written report had previously been circulated to the Council and was verbally supplemented by the Director of ICT, Dominic Hook, who advised this would be his last report to the Council.

Questions and comments from members of the Council were responded to.

The Chair and the General Secretary thanked the Director of ICT for the work done on the membership database and wished him well in his future role.

The following resolutions were considered by the Council and verbally amplified.

Core Part-time Membership – The resolution was submitted by the South West Regional Committee and called on the Union to change core part-time membership rate to 10-21 hours.

Two-tier Rate of Union Subscription – The resolution was submitted by the Energy & Utilities NISC and called on the Union to consider a two-tier rate of union subscription dependent on salary level.

In response to both resolutions, the Council agreed that they be examined by the Executive Officers and brought back to a future Council meeting with proposals on how to deal with this.

Sector Allocation - The resolution was submitted by the Electrical Engineering & Electronics NISC and called on the Union to review membership to ensure they are placed in appropriate and correct sector.

Allocation of Members to Sector – The resolution was submitted by the IT & Communications NISC and called on the Union to review membership to ensure they are placed in appropriate sector and apply Rule 7.1.

In response to both resolutions, the Council agreed that both resolutions be referred to the Legal Director, who is taking over responsibility for membership, and report back to the Council at the next meeting.

At the close of consideration, the Council

RESOLVED: “That the report be accepted in line with the preamble to this Minute.”

11. LEGAL

Minute
No.560

11.1 Legal Report

A detailed report was submitted to the Council including updates on recent developments in various areas of the law. The report was verbally supplemented by the Legal Director, Howard Beckett.

The government is proposing to abolish the Agricultural Wages Board for England and Wales (AWB) and reserved the power to abolish the AWB by ministerial order, subject to consultation, in the Public Bodies Act 2011. Without prior notice, DEFRA opened a consultation on the abolition on 16 October which closed on 12 November. The government's response to the consultation, and the inevitable subsequent laying of the order for abolition is awaited. There are two potential grounds of challenge to the abolition of the AWB: (i) lack of adequate consultation; and (ii) failure to take account of the international law protections for collective bargaining. On 12 November, the Union served a pre-claim letter on the Minister dealing with the inadequacy of the consultation process and referring to the protection of collective bargaining. A response is awaited.

With reference to second opinions on legal cases, currently all members have a potential right to a second opinion but this is at the discretion of the Regional Secretary. The Legal Director outlined the reasons for this position and explained why it is not an automatic right.

The Legal Director outlined the background on the Recovery of Medical Costs for Asbestos Diseases (Wales) Bill which is set to be introduced into the Welsh Assembly's legislative programme. The Bill will enable the Welsh Government to recover the cost of medical treatment and services provided or funded by the Welsh NHS from the negligent employer or their insurer. This will leave England as the only country with no recovery of costs.

Questions and comments from members of the Council were responded to.

A member of the Council referred to Rule 16.2 and the previous EC decision to remove reference to age 65. A legal view had been sought in relation to the 10 year qualification period being discriminatory as it was felt it should be changed from 10 years to 5 years. The Legal Director explained the reasons to change to 5 years and a brief discussion ensued on this rule change.

With the exception of Jayne Taylor and Jane Stewart, the Council voted in favour to change Rule 16.12 to read “5 years continuous membership”.

The following resolution was considered by the Council and verbally amplified.

Access to Justice – The resolution was submitted by the West Midlands Regional Committee and called on the Union to commit to a national campaign of opposing changes and working with TUC to raise awareness. In response, the Council supported the resolution.

Further comments and questions from members of the Council were responded to.

The Legal Director gave a brief update on two cases of significance: BA and the dismissal of Hong Kong women who reach the age of 45; and a serious challenge from Arriva.

At the close of consideration, the Council

RESOLVED: “That the report be accepted in line with the preamble to this Minute.”

**Minute
No.561**

11.2 Affiliated Services

Since the last report, the revenue generated by the department from core affiliated schemes has topped £400,000.

It is intended to expand the use of outbound telemarketing to promote Unite membership programmes such as Retired Member Plus. It is also used to support the Union’s retention programme which is of critical importance at this time.

The new member pack is currently being redesigned and in addition to a welcome booklet, leaflet and card, the pack will now contain condensed leaflets covering the Affiliated and Legal services. The pack will be contained in a folder to enable tactical offers and details of promotions to be added.

The Back to Work Membership pack is being enhanced by including information about training and other support that is available through the Union Learning Fund (ULF).

The Unite4jobs site continues to generate interest with 3,765 members now registered. Traffic continues to increase and on average 600 members visit the site each day.

A new motor insurance service is being launched. The contract with Liverpool Victoria has now ended and Alan Boswell Group (ABG) have been appointed to provide motor insurance for members. ABG is a medium sized brokerage based in Norwich and they are adopting a panel approach which means that we should be able to offer members better rates for motor insurance going forward. The commercial terms we have agreed with ABG are a better deal for Unite and all Motor Legal Expense claims arising from the scheme will now be handled by Unite’s solicitors.

Questions and comments from members of the Council were responded to.

The Legal Director updated the Council in relation to the Unite Credit Union. The General Secretary has agreed to put forward regional credit unions of which there will be 7 and all will be monitored.

Further questions and comments were responded to.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

9. CONSTITUTION & ADMINISTRATION continued/....**Minute
No.562****9.8 General Secretary Election continued/.....**

Guidelines for the General Secretary Election had been circulated to members of the Council and were verbally supplemented by Chief of Staff, Andrew Murray.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: “That the Guidelines for the General Secretary Election be adopted.”

**Minute
No.563****9.3 Branch Standards**

As a consequence of comments made at the previous meeting of the Council, a redrafted Branch Standards document had been circulated to members of the Council and was verbally supplemented by Assistant Chief of Staff, Adrian Weir.

Questions and comments from members of the Council were responded to and the General Secretary reiterated that branches should be aware that they should try and support Retired Members Plus and Community Branches where possibly affiliated, branches should support campaigns where appropriate and shop steward combine committees.

At the close of consideration, the Council

RESOLVED: “That the Branch Standards be agreed.”

**Minute
No.564****9.4 Branch Standing Orders**

A document had previously been circulated to the Council detailing draft Unite Branch Standing Orders and was verbally supplemented by Assistant Chief of Staff, Adrian Weir.

Rule 17 requires that standing orders be published and a number of branches had requested this. It was suggested that these are model standing orders that are published and branches are free to adopt these or a version of them.

At the close of consideration, the Council

RESOLVED: “That the Branch Standing Orders be agreed.”

8. DEPARTMENTAL REPORTS continued/....**Minute
No.565****8.3 Education Report**

A written report had previously been circulated to the Council and was verbally supplemented by the Director of Education, Jim Mowatt.

The Director of Education commented that to create an effective union, two aspects are needed – critical mass and high participation rate. Critical mass is based on the number of members you have and in education, it is trying to create the critical mass of our members.

The best method of attracting and encouraging representatives into becoming activists is word of mouth. The new social media is being looked at for education and courses are available on-line. It is necessary to enthuse reps to become activists and we have to invest in these reps. There needs to be clarity for what we do as a union and to tell reps what is specifically expected of them.

Questions and comments from members of the Council were responded to.

At the close of consideration, the Council

RESOLVED: “That the report be accepted.”

5. GENERAL SECRETARY’S REPORT continued/....

**Minute
No.566**

5.3 London Amateur Boxing Association – Potential Partnership

A detailed document outlining a potential partnership framework between the London Amateur Boxing Association and Unite the Union had previously been circulated to the Council and was verbally supplemented by the General Secretary.

Comments and opinions were expressed by members of the Council and it was proposed that the General Secretary undertake a feasibility study which would then be brought back to the Executive Council.

At the close of consideration, the Council

RESOLVED: “That the report be accepted in line with the preamble to this Minute.”

9. CONSTITUTION & ADMINISTRATION continued/....

**Minute
No.567**

9.7 Correspondence including Resolutions from Regional & National Committees

Policy Conference - The resolution, submitted by the DRF&W NISC, had been left on the table at the previous meeting of the Council. It was agreed that the resolution be carried forward until the debate takes place in relation to standing orders and plans for the next Policy Conference.

Union’s Presentation Scheme – The resolution was submitted by the South West Regional Committee and called on the Union to present gold medals at the Biennial Conference. In response, whilst some members may wish to be presented with the medal in their region, there should be an option to receive it at conference. The resolution was supported by the Council.

**Minute
No.568**

9.10 Honorarium

The General Secretary sought the endorsement of the Council for the payment of an honorarium to the Chair of the Council.

At the close of consideration, the Council

RESOLVED: “That the honorarium payment to the Chair be endorsed.”

**Minute
No.569**

Documentation

The Executive Council noted that all documents specified within the Minutes had been circulated to all members of the Council and were filed on the records of the Council.

**The Meeting of the Council
thereupon terminated**

**Activities of the General Secretary for the period since the Executive Meeting of
September 2012**

Public Meetings and General Events

- Speaker at Miami 5 candlelight vigil outside US Embassy.
- Principle Speaker at annual Rebel Rant on 'Austerity: My Arse' in the Adelphi Hotel Liverpool, introduced by Ricky Tomlinson.
- Presented awards at Show Racism the Red Card event in the House of Commons.
- Speaker at Unite CPHVA Annual Conference in Brighton on 'The Future of Public Health Nursing'.
- Speaker at Unite demonstration opposing outsourcing of jobs at The British Museum.
- Speaker at Jack Jones Trust Launch event in Houses of Parliament.
- Speaker at Unite Event in Falkirk promoting Political Strategy.
- Speaker at Kevin Halpin Book Launch.
- Speaker at National Pensioner Convention Conference.

Labour Party Conference

- Meeting with Unite activists selected as Prospective Labour Party Parliamentary Candidates.
- Speaker at LRC fringe event on 'Defeating the Tories'.
- Speaker at Unite fringe event on 'Strategies for Growth: Defeating Austerity'.
- Speaker at Morning Star fringe event.
- Speaker at the 'Big 4' fringe event on 'An Alternative to Austerity'.
- Speaker at PCS fringe event on 'Austerity isn't working'.
- Speaker at CLASS fringe event on 'Placing Equality Centre Stage'.
- Speaker at Unite fringe event on 'Reconnecting Labour'.
- Attended and spoke at TULO meeting at Labour Conference.

Political, International & Inter-Trade Union Matters

- Meeting with Allan Bell, Chief Minister of the Isle of Man, and Eddie Teare, Minister of the Treasury.
- Meeting with Frances O'Grady, GS-elect, TUC.
- Meeting with Douglas Alexander MP, Shadow Foreign Secretary, on Miami 5.
- Meeting with Ed Balls MP, Shadow Chancellor.
- Meeting with the First Minister and Deputy First Minister at Stormont.
- Meeting with Community members in Belfast and unveiling of Unite mural in East Belfast.
- TULO National Committee Meeting AGM.
- Attended TUC Executive (6th November 2012)
- Meeting with Manuel Cortes, General Secretary, TSSA.
- Attended ITF Executive in Copenhagen.

- Unveiled plaque commemorating the 40th anniversary of the General Strike in Gibraltar.
- Meeting with Chief Minister of Gibraltar and Executive of the Gibraltar Area Committee.
- Meeting with Spanish and Moroccan Trade Union leaders.

Industrial Matters

- Meetings with Keith Williams and Mark Hamlin, British Airways.
- Meeting with Vauxhall Shop Stewards in Liverpool.

Principal Media Appearances

- Interview published in The Sunday Times Newspaper (Hookham, Mark. *Union Boss: We'll Seize back Labour*. The Sunday Times Newspaper, 30 Sep 2012).
- Interview on Radio Five Live.
- Interviews with political correspondents from Channel 4 News, Sky, BBC and ITV at Labour Party Conference.
- Meeting with Daily Mirror Editor, Sunday Mirror Editor and Group Editor at Labour Party Conference.
- For the period 30 Sep - 3 Oct the GS's interviews resulted in over 60 mentions in broadcast media including BBC Radio 1, 2, 4 and 5; ITV News; Sky; Channel 4 News and BBC TV News. The GS was quoted 158 times during this period in national and key regional news papers and internet news sites.
- Interview with The Big Issue in the North.
- Meeting with Swedish freelance journalist Ingemar Goranson on reconnecting Labour.
- Appearance on Jeff Randall Live, Sky News.

Administrative & Organisation Issues

- Meeting with Community Coordinators.
- Meeting with Regional Political Officers on implementation of the Political Strategy.
- Meeting with Organising Department.
- Various meetings with Assistant General Secretaries.
- Pay talks with Officers, staff and organisers.
- Multiple meetings with Chief of Staff and Directors of Legal, Finance & Operations and HR.

Internal Unite Meetings and Constitutional Committees

- Meeting with Aerospace and Shipbuilding NISC.
- Attended and spoke at North West Regional Committee.
- Officially opened South West Unite Regional Office, Tony Benn House; attended and spoke at South West Regional Committee.
- Attended and spoke at Unite Wales Dinner and Welsh Regional Committee.

The General Secretary has held discussions with the Chairs of Committee and Executive Members in the following Sectors

- Electrical Engineering and Electronics.
- Chemicals, Pharmaceuticals, Process and Textiles.
- Education.
- MOD and Government Departments.
- Finance and Legal.
- Aerospace and Shipbuilding.
- Local Authorities.
- Energy and Utilities.
- Construction.
- Graphical, Paper and Media.
- Docks and Waterways.
- Services and General Industries.

CENTRAL OFFICE DEPARTMENTAL REPORTS TO EXECUTIVE COUNCIL DECEMBER 2012

ADMINISTRATION AND CONSTITUTIONAL ISSUES

Membership of the Council

The ballot to elect a successor to Gaynor Worrell as an EC representative for the Civil Air Transport Industrial Sector is underway with a timetable to allow for the new representative to attend the March 2013 EC meeting. The timetable is as follows:

Nominations Period	26 November 2012 to 18 January 2013
Last date for Receipt of nominations	23 January 2013
Last date for Acceptance and Receipt of Election Address	25 January 2013
Voting Period	4 February 2013 – 1 March 2013
Count	1 March

All Branch Secretaries and Workplace Representatives in the sector have received information about the ballot including the relevant guidelines and information about how nominations should be made..

Rule Book

A proof copy of the rule book is being circulated to the Executive Council for information, the book will be printed for distribution through regions shortly. A loose leaf version for use by branch secretaries and representatives as necessary is being prepared and will be circulated in due course. The new book has been published on the website along with the relevant EC guidance on rules.

Political fund Ballot

A report on progress of the preparations for the Political Fund Ballot will be provided by the Political Directors, we are working with the department on preparations for the logistics for the ballot and a draft rule for the operation of the ballot will be submitted for your consideration. The draft rules for the conduct of the ballot have been submitted to the Certification Officer for initial approval as required under the legislation. The Political Fund Ballot Rules will be put to the Council for approval along with the proposed timetable for the ballot after which they will be formally submitted to the Certification Officer.

Other Constitutional issues

A review of constitutional committee elections and papers on branch structures and draft branch standing orders are being submitted separately for consideration.

CAMPAIGNS AND COMMUNICATIONS

The march in London on October 20th was fully supported by the Unite campaigns and communications team. We worked solidly throughout the late summer to build member awareness of the event and to support the regions in their mobilisation.

We took a different approach to previous marches, in terms of media, handling all the regional and social media in-house. This saw our coverage of Unite in the vital regional media grow, with both articles by regional secretaries and news items in all the main regional papers. Our work on pay day loans and growing household debt was a major theme of our media work to support October 20th, culminating in an 8-page Unite special in the Daily Mirror which would have been seen by millions of people across the country. Members' tales of why they were marching fed our Twitter feed, and were picked up by the Daily Mirror and broadcast media on the day.

Our latest round of research on pay day loans was published in September, revealing that the average Unite member who has a pay day loan is borrowing some £325 per month, a jump of £200 since we first asked the question in February this year. Times are really tough for our members and personal debt is growing. A new phase of 'Wonga' polling is now being collated which will reveal how our members will cope with Christmas.

The theme of debt and austerity was the last issue of Unite Works, attracting more letters than ever before from readers. Unite health activists are also taking our survey and campaigning around the issue to events in the US, an interesting development given that Wonga is looking to break into the more tightly-regulated US market. Unite also weighed in on the conversion sponsorship by Wonga of Newcastle FC resulting in an approach from their fan magazine, the Mag, for an article by Karen Reay. We are supporting calls for the FA to look again at their sponsorship rules and look to prevent clubs' names and popularity being used by legal loan sharks to normalise extortionate credit.

Progress continues on the major projects within the department: the relocation of the print facilities from Hayes; the building of the new website; and our efforts to build our mobile phone contact with members by offering them a new service.

The first phase of the new website goes live in December. This has been a huge project and what is clear is that the website will evolve in coming months as more colleagues are trained in producing the excellent copy and images that are needed to support the site. The first round of training was held in November with at least one training session a month to follow from now until May 2013.

In parallel, work will begin in the New Year on phase two, which is how to improve our social media communications, including email to members. What is clear from this fascinating change process is that the Communications team will be changing how it works in order to be in the digital world in the way our members expect - 24/7.

We had some fantastic news in November when the new police commissioner for the West Midlands made good on his electoral promise and scrapped the costly, unpopular plans to privatise extensive parts of that region's police force. This was a victory for our campaign, led and shaped by the dedicated members in the service who were determined to see off this threat. It was Unite that put the issue on the map locally when our campaigning began earlier this year, with our poll that revealed local people either did not know about the sell off or were frightened about its

consequences. We will continue to campaign to see off threats to the other police forces in England and Wales.

Badgers who had fought off attempts to cull them joined members trying to save the Agricultural Wages Board when we demonstrated in Westminster in November. Unite's team of 'badgers' leaflets the public about the risk to the wages and homes of some 154,000 rural workers. The shocking haste by the government to conclude the consultation in a record four week time underlines what we are up against, which is a government determined to dismantle wage protections across agriculture.

We are now working with health sector colleagues to make members and the public aware of the latest threat to the health service. Government attacks on the Agenda for Change agreement will hit both wages and the service, with pay rises pegged to 'performance' and set up in a way that seems it will be impossible for NHS workers to qualify for a wage increase. The hit to morale will be profound particularly as members are already struggling to provide a service against a backdrop of savage government-imposed cuts.

Our black cab campaign, working to save the British manufacturer of the Hackney cab, has taken to the streets of Coventry and the capital, as well as to cyberspace, with the launch of our Facebook campaign. Members have been urging the public to help them persuade the receivers, PWC, to make sure that a British buyer is found for Manganese Bronze, which is also the last car maker in Coventry.

Communications is also working with our colleagues in the community organising team to develop a campaign to defend our welfare state. Our plan is to launch a myth-busting campaign early in 2013 to raise awareness of the cruelty of the changes coming in April and how they will hurt working and non- working households alike, and hard.

Lastly, in November Unite hit a milestone. We reached the magic 15,000 Twitter followers, eclipsing the TUC and PCS but still a way to go to catch up with digital experts such as Labour List. Our followers are not just Unite members. Quite a few Labour MPs follow us on Twitter, as well as journalists and labour movement friends. Our hope is to keep the number growing as we get better at deploying Twitter and, through our new website, become a stronger player in social media. If you are not following us yet, please do so today.

HUMAN RESOURCES AND ORGANISATION DEVELOPMENT

New Policies and Procedures

There are a total of 14 new HR policies and procedures, of which the first 9 are planned to be effective from 1/1/2013 and these are: discipline, grievance, absence management, capability, health and safety, dignity at work, equality/equal opportunities, employee standards and flexi-time. Consultation with the bargaining groups commenced week beginning 19 November 2012.

There will be an all senior manager event on 13 December 2012 the purpose of which is to update on progress. The event will also include an equalities dimension which will provide the context within which the new arrangements will operate. Further cascade training will take place in the new-year.

The final 5 policies and procedures will be completed by end February 2013 and these are: IT/internet use and social media, information and consultation, induction, recruitment and selection and bringing together in a single place on the intranet the harmonised Unite Terms and Conditions of Service.

Improving Member Services and Experience

The General Secretary is supporting the drive to improve the welcome and the service members and other customers receive when they attend our reception areas. As a result, new receptionists began work at Holborn and Woodbury in October 2012. Attention is now being focused on improving telephone response times and ensuring callers achieve satisfactory resolution of their query without being passed from one section to another. There will be further update for the next EC in March 2013.

We have started to look at improving the way in which we deal with those situations when members feel the need to complain. All organisations understand that they may not be able to provide the response that complainants want. However in these situations Unite wants those who complain to continue to feel valued members and to have a positive experience of us.

A lead 'complaints handling' person has been identified in each region and together with those doing the same work centrally, came together for an event on 29 November 2012. The purpose of the event was to look at our current practices, both nationally and regionally and to work out how they could be made even better. There will be further update for the next EC in March 2013.

Positive Action and new employment opportunities

As reported to the EC in September 2012 Unite has created 8 permanent positions for apprentices. Our scheme is primarily aimed at the 16-24 year old NEET group (not in employment, training or education).

The 8 positions are 2 in Holborn, 1 in Woodberry, 2 in Wales and 3 in the South West. There will be day release for them to study for an NVQ Level 2 qualification, they will be working in supportive environments and learning on the job.

Recruitment across the three regions was undertaken and completed in November 2012. There were 373 applicants. 367 were invited to workshops designed to both assess their potential and to build their skills in applying for roles and being interviewed. 40 were invited to interview for 8 roles. Successful applicants will start with Unite in January 2013. All the candidates will be invited to Unite Christmas parties so that they begin to feel part of our family.

The aim is for the 8 apprentices to be ready to participate as speakers in the Unite Schools Visits Programme in 2013.

Unite is working closely with the National Apprenticeship Body and has partnered with ICON to deliver the training component for the apprentices.

The plan is to run the scheme for a year, learn and improve the arrangements and then open it to three more regions/countries in 2013. The remaining regions/countries will recruit apprentices in 2014.

RESEARCH DEPARTMENT

(INTERNATIONAL REPORT IS SUBMITTED SEPARATELY)

The research department continues to perform a range of activities supporting campaigns, negotiations and policy work. We were very active in providing support to Unite for TUC Congress and Labour Party Annual Conference.

Public services

The department has been involved in the organisation of a joint trade union anti-privatisation pledge for Police and Crime Commissioners to sign. Briefings have been prepared for the local government pay claim, local government budget cuts, and information has been provided on the impact of benefit and social security changes introduced by the Government.

In health, we have contributed to the joint staff side union supplementary evidence to the NHS Pay Review Body, provided briefings and research in respect of changes to Agenda for Change being proposed by the South West cartel and are monitoring private companies in the sector. Support has been given to the CPHVA conference including a health visitors and school nurses survey.

Pay and conditions are being mapped in the Community, Youth Workers and Not for Profit sector and support given to specific campaigns on bullying, interns and in housing.

The department has also been analysing 'Project HESTIA' which is concerned with the outsourcing or alternative contracting arrangements for armoury and stores, administration, reprographics, gymnasia support and waste management in MoD.

Construction, Energy and Finance & Legal

In construction, the department prepared Unite's submission and briefings for the House of Commons Scottish Affairs Select Committee inquiry into blacklisting. Pay claims have been prepared for members employed under the Scottish & Northern Ireland Joint Industry Board for Plumbing Mechanical Engineering Services. Analysis has been carried out in respect of contractors involved in the Crossrail project and the constitution and working rules of the Demolition Industry Conciliation Board national agreement.

Work continues to be done in respect of the forthcoming Energy Bill.

A number of member surveys on pay have been conducted in the finance sector (including HSBC, NAG and Capita).

Manufacturing

The department has been involved in much of the union's manufacturing work including research briefings pressing for the Government to adopt a manufacturing strategy. Work has also been done in respect of the Ford closures announcement, Coryton, and the Manganese Bronze London Taxi campaign.

A survey of Vehicle Building & Automotive reps regarding pay and conditions for maintenance technicians has been carried out and a number of pay claims and briefings have been prepared including JLR, Nissan, and Aston Martin in the auto sector, and Confederation of Paper Industries and Kimberly Clark in GPM sector.

Transport

In passenger transport, the department has helped set out our standards for a Quality Contract for bus workers in Tyne and Wear and, as part of the London bus workers campaign, has produced company analysis and information on key operators. Unite responses have been made in on proposals concerning the Disabled Persons Transport Advisory Committee (DPTAC) and the Law Commission's consultation on the taxi and private hire industry.

In Road Transport Commercial, Logistics & Retail Distribution, the department has been involved in the pay working group arising from the Oil Distribution Campaign. A brief has been produced on Cabotage Regulations. Assistance has also been given in respect of a number of campaigns and pay claims (e.g. Eddie Stobbart, Argos, Colt Foundation).

We were involved in the civil air transport third Annual Alliances, Joint Ventures and Partnerships forum considering trends across the industry, as well as work concerning the development of new sustainable airport capacity in the UK.

A survey has been carried out to assist a campaign to ensure that the lashing of cargo remains with dock workers. We have investigated the effects of the EU Ports Package 3 proposals for further dock liberalisation in Europe as well as monitored the development of shipping fuel costs following EU directives on sulphur content.

The department continues to be active in the Action for Rail campaign group.

Food, Drink and Tobacco and Rural and Agricultural

Support has been given to the union's work in trying to save the Agricultural Wages Board. We also continue to campaign to defend the Gangmasters Licensing Authority from government attacks and to ensure an effective Groceries Code Adjudicator Bill. Responses were made to consultations on the draft UK National Action Plan for pesticides and Welsh Agricultural Statistics outputs.

Research has been conducted on pay comparisons in the brewery sector, a number of pay claims have been prepared (e.g. Nestle, Greencore, McVities, Carlsberg) and support has been provided to specific industrial activity and campaigns (e.g. Princes Foods). A response was made to the Eurofound FDT Representative Study.

Company accounts and analysis

The department continues to provide company accounts analysis across all sectors. (in Q3 2012 there were 120 requests for Annual Reports from Companies House and FAME analysis. In Q4 2012 so far there have been over 58 requests). In a significant number of cases additional analysis has been provided to support negotiations. Company and business analysis research support has also been provided including company ownership reviews.

Submissions

A number of submissions to government departments, parliament and other agencies have been drafted in the department, including:

- BIS consultation on 'implementing employee owner status';
- Cox Review on Short-termism in the UK Economy;
- FSA consultation on Risk and Incentive Schemes;
- Proposals to Revise the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995;
- Department of Transport's Draft Aviation Policy Framework Consultation;
- Department of Health consultation 'Caring for our future: reforming care and support';
- Takeover panel consultation on profit forecast and amendments to Takeover Code;
- House of Commons Environmental Audit Committee Inquiry into Transport and the Accessibility of Public Services;
- Transport Select Committee Inquiry on Marine Pilotage;
- Low Pay Commission Consultation on the National Minimum Wage;
- BIS Consultation on Collective Redundancies;
- 'A General Anti-Abuse Rule' consultation on tax;
- ORR consultation on the formalisation of the Rail Delivery Group;
- Consultation on local authority health scrutiny;
- Proposals to review HSE's Approved Codes of Practice (ACOPs);
- Cabinet Office Consultation on Reform to Trade Union Facility Time and Facilities in the Civil Service;
- Richard Review of Apprenticeships;
- Treasury White Paper on Banking Reform

Pensions

This autumn there have been continuing discussions in relation to the implementation of reform proposals for the public sector pension schemes, notably in relation to the NMS scheme, and analysis and briefing has been provided on the Public Service Pensions Bill which has been introduced to provide a new legal framework for the schemes.

In the private sector advice has been provided in relation to a proposal for a wide range of organisations bringing forward proposals to revise or terminate defined benefit pension provision.

Health and Safety

The health and safety unit within the department has attended numerous meetings with members including a number of the regional Women's Conferences. The unit has also delivered a number of training sessions and workshops.

Representation and attendance, including speaking, at other meetings and external events included Network Rail, Joint Union Asbestos Committee and TUC union health and safety specialists.

Participation in tripartite activities and meetings included HSE Construction Industry Advisory Committee (CONIAC), Asbestos Liaison Group, Downstream Oil Distribution Forum, Food and Drink Manufacturers' Health and Safety Forum.

Campaign work has included promoting European Safety and Health Week, the impact of diesel exhaust emissions, and the proposed withdrawal of the ACOP preventing accidents to children in agriculture.

The Unit continues to deal with a wide range of inquiries as well as monitor political developments relating to health and safety and the government's deregulatory agenda.

UNITE THE UNION RULES FOR A BALLOT TO MAINTAIN A POLITICAL FUND

General

1. The Executive Council shall be responsible for securing that the ballot which is held to establish a political fund is conducted in accordance with these rules, even where the responsibility for carrying out a particular duty falls upon a person not subject to the rules of the union.

Interpretation

2. In these ballot rules, unless the context otherwise requires:

"the Act" means the Trade Union and Labour Relations (Consolidation) Act 1992 (as amended);

"the Certification Officer" means the Certification Officer for Trade Unions and Employers' Associations whose address is 22nd Floor, Euston Tower, 286 Euston Road, London NW1 3JJ.

"dispatch envelope" means the envelope (in the form required by these rules) in which the voting paper and return envelope are dispatched to the member;

"executive" means the principal committee of the union exercising executive functions, by whatever name it is called;

"independent person" means the person or persons appointed to act as the independent person or persons in respect of the ballot under the provisions of section 77A of the Act and these rules;

"person" in relation to the position of an independent person or a scrutineer, includes an unincorporated or incorporated body of persons;

"proper address" in relation to any member means his/her home address or other address which he/she has requested the union in writing to treat as his/her postal address under section 24(5) of the Act;

"return envelope" means an envelope in the form required by these rules;

"scrutineer" means the independent person appointed by the union to that position in relation to the ballot under section 75 of the Act and these rules;

"the period specified before disposal" means the end of the period of one year beginning with the day of the announcement by the union of the result of the ballot or, if within that period an application is made under section 80 or 81

(complaint of failure to comply with the ballot rules) of the Act, until the Certification Officer or the court authorises him/her to dispose of the papers or, as the case may be, records;

"voting paper" or "ballot paper" means a voting paper in the form required by these rules;

Purpose of these rules

3. These rules are adopted for the purposes of a ballot under section 73 of the Act and apply only to such a ballot.

Copies of these rules to be available to members

4. The Executive Council shall ensure that a copy of these rules is supplied either free of charge or on payment of a reasonable charge to any member of the union who requests a copy.

Appointment of a scrutineer where the scrutineer acts as the independent person

5. Before the ballot is held, the Executive Council shall appoint a qualified independent person ("the scrutineer") to carry out the functions of both the scrutineer and the independent person in relation to the ballot as are required under the Act and any such additional functions as are specified in the appointment.
6. A person is eligible for appointment as scrutineer if:
 - (a) the person satisfies the conditions which are for the time being specified by the Secretary of State pursuant to section 75(2) of the Act or is a person specified in an order made under that section (the conditions and the persons specified by the Secretary of State were, at the time of the adoption of these rules, contained in The Trade Union Ballots and Elections (Independent Scrutineer Qualifications) Order 2010 (SI 2010/436) – available at www.legislation.gov.uk) ; and
 - (b) there are no grounds for believing that the person in question will carry out any function conferred on him/her in relation to the ballot otherwise than competently; or that his/her independence in relation to the union or in relation to the ballot might reasonably be called into question.

Terms of the appointment

7. The terms of the appointment shall require the scrutineer:

- (a) to supervise the production of the voting papers and to undertake the storage and distribution of the voting papers and the counting of votes cast;
- (b) to be the person to whom the voting papers are returned by those voting;
- (c) to inspect the register of names and addresses of members of the union or to examine the copy of the register as at the relevant date which is supplied to him/her in accordance with section 75(5A)(a) of the Act whenever it appears to him/her appropriate to do so and in particular where the conditions specified in section 75(3A) of the Act are satisfied;
- (d) take such steps as appear to be appropriate to the scrutineer for the purpose of enabling him/her to make a report as specified in section 78 of the Act;
- (e) to make that report to the union as soon as is reasonably practicable after the last date for the return of voting papers;
- (f) to retain custody of and keep secure in a safe place all voting papers returned for the purposes of the ballot together with the relevant copy of the register of names and addresses of members entitled to vote and supplied to him/her by the union for the period specified before disposal, as defined in rule 2;
- (g) to carry out such other functions in relation to the ballot as are required of him/her under these rules or otherwise, as the Executive Council considers appropriate;
- (h) to store in a secure place any unused voting papers or voting papers which are returned undelivered until disposal; and
- (i) to respect the duty of confidentiality in respect of the register.

Notice of appointment

8. Before the scrutineer begins to carry out any of these functions either:

- (a) a notice stating the name of the scrutineer shall be sent by the union to every member of the union to whom it is reasonably practicable to send such a notice; or
- (b) all such other steps shall be taken for notifying members of the union of the name of the scrutineer as it is the practice of the union to take when matters of general interest to all its members need to be brought to their attention.

Such notice or notification may invite members to inform the union of any change of address and advise members of the dates between which the ballot will be held.

Union's duty towards the scrutineer

- 9. Nothing in the terms of the scrutineer's appointment (including any additional functions specified in the appointment) shall be such as to make it reasonable for any person to call into question the scrutineer's independence in relation to the union.
- 10. The union shall ensure that there is no interference with the scrutineer in carrying out the functions imposed on him/her by the terms of the appointment which would make it reasonable for any person to call into question the scrutineer's independence in relation to the union.
- 11. All reasonable requests made to the union by the scrutineer for the purpose of, or in connection with, the carrying out of the functions of the scrutineer shall be complied with.

Dispatch envelopes

- 12. The dispatch envelope:
 - (a) shall be addressed to the member entitled to vote;
 - (b) shall state that if the envelope is undelivered to the member it should be returned to the scrutineer and give his/her name and address;
 - (c) shall bear a postage stamp or other stamp or mark allowing it to be delivered at no cost to the member; and
 - (d) in the event of the envelope containing material other than the material

relating to the ballot, the envelope shall have printed on it prominently the words "ballot paper" or "voting paper".

Voting papers

13. Every voting paper shall be in or substantially in accordance with the form set out in Appendix 1 to the political fund ballot rules and:
- (a) shall clearly specify the name of the scrutineer, the address to which, and the date by which, it is to be returned;
 - (b) shall be marked with one of a series of consecutive whole numbers, everyone of which is used in giving a different number (in that series) to each voting paper printed or otherwise produced for the purposes of the ballot;
 - (c) may have printed on it the logo or emblem of the union;
 - (d) may have printed on it or attached to it an explanatory statement.

Return envelopes

14. Every return envelope:
- (a) shall be capable of being sealed;
 - (b) shall be addressed to the scrutineer;
 - (c) shall bear a postage stamp or other stamp or mark showing that the envelope may be returned to the scrutineer by post without direct cost to the voter; and
 - (d) may have printed on it:
 - (i) the name of the union;
 - (ii) the logo or emblem of the union; and
 - (iii) the words "voting paper" or "ballot paper".

Date of ballot

15. The Executive Council shall determine the date:
- (a) by which the voting papers shall be sent to members, which shall be a date not less than three weeks before the last date on which voting papers may be returned to the scrutineer;
 - (b) of the last date for receipt of completed voting papers by the scrutineer; and
 - (c) on which the counting of votes is to commence.

Conduct of the ballot

16. Entitlement to vote in the ballot shall be accorded equally to all members in Great Britain. Those members of the union who are overseas members for the purposes of the Act shall not be accorded an entitlement to vote.
17. The ballot shall be conducted so as to secure that, so far as is reasonably practicable, those voting do so in secret.
18. So far as is reasonably practicable, every member who is entitled to vote in the ballot shall, in accordance with these rules:
- (a) be sent a voting paper by post to his/her home address or another address that the member has requested that the union treat as his or her postal address in such time as to be received on or before the opening day of the ballot; and
 - (b) be given a convenient opportunity to vote by post.
19. Every member who is entitled to vote in the ballot shall:
- (a) be allowed to vote without interference from, or constraint imposed by, the union or any of its members, officials or employees; and
 - (b) so far as is reasonably practicable be able to do so without incurring any direct cost to the member.

20. Every member who is entitled to vote in the ballot shall have sent to him/her in a sealed dispatch envelope, at his/her proper address, by post:
 - (a) a voting paper; and
 - (b) a return envelope addressed to the scrutineer.
21. When it is not practicable for a particular member to be sent a voting paper and return envelope by the date determined in accordance with these rules, a voting paper and return envelope may be sent to that member as soon as is reasonably practicable after that date, so as to give that member a convenient opportunity to vote by post.
22. The name of each member to whom a voting paper is sent shall be recorded in some form or record of members but not so as to make it reasonable for any person to call into question the secrecy of the ballot. This record shall be kept by the scrutineer for the period specified before disposal, as defined in rule 2.

Manner of voting

23. Every member who wishes to vote must return his/her voting paper to arrive at the address of the scrutineer on or before the date determined in accordance with these rules.
24. The scrutineer shall store in a secure place any voting papers returned to him/her undelivered and shall keep a record of any voting paper so returned.
25. The scrutineer shall be responsible for the safe custody and security of all returned envelopes and voting papers during the period of the ballot and for the period specified before disposal, as defined in rule 2. The scrutineer shall at all times take all reasonable steps to secure their safe custody of the returned envelopes and voting papers so as to minimise the risk of any contravention of the requirements imposed by or under any enactment or these rules or the occurrence of any unfairness or malpractice.

Counting of the ballot

26. The ballot shall be conducted so as to secure that the votes are fairly and accurately counted by the scrutineer. Any inaccuracy in counting is to be disregarded for the purpose of this rule if it is accidental or on a scale which

could not affect the results of the ballot.

27. The scrutineer shall before counting begins:
 - (a) place the unused voting papers in a secure place; and
 - (b) keep a record of the number of voting papers so stored and a record of any voting papers issued under rule 21.
28. No person may be present at the count other than:
 - (a) the scrutineer;
 - (b) those acting under the supervision of the scrutineer; and
 - (c) those present with the consent of the scrutineer.
29. At the date appointed for the commencement of the counting of the votes, the scrutineer shall undertake the opening of the return envelopes received and the counting of votes.
30. The scrutineer or if more than one of them the majority of them shall decide whether any voting paper shall be rejected as being invalid and shall mark each such voting paper "rejected".
31. Those voting papers which are not rejected shall be counted.
32. After the count the scrutineer shall retain custody of all of the voting papers returned for the purpose of the ballot for the period specified before disposal, as defined in rule 2.

Scrutineer's report

33. As soon as is reasonably practicable after the last date for the return of voting papers the scrutineer shall make a report ("the scrutineer's report") to the union in accordance with these rules. The scrutineer's report shall state:
 - (a) the number of voting papers distributed for the purposes of the ballot;

- (b) the number of voting papers returned to the scrutineer by the members;
 - (c) the number of valid votes cast in the ballot for and the number of valid votes cast against the resolution;
 - (d) the number of spoiled or otherwise invalid voting papers returned;
 - (e) the fact that the scrutineer was appointed as the independent person or persons;
 - (f) whether the scrutineer:
 - (i) is satisfied that there are no reasonable grounds for believing that there was any contravention of a requirement imposed by or under any enactment or these rules in relation to the ballot;
 - (ii) is satisfied that the arrangements made (whether by him/her or another person) with respect to the production, storage, distribution, return or other handling of the voting papers used in the ballot, and the arrangements for counting the votes, included all such security arrangements as were reasonably practicable for the purpose of minimising the risk that any unfairness or malpractice might occur;
 - (iii) is satisfied that he/she has been able to carry out his/her functions without any interference as would make it reasonable for any person to call his/her independence in relation to the union into question; and
 - (iv) has inspected the register of names and addresses of members of the union or has examined a copy of the register supplied to him/her under these rules.
34. If the scrutineer is not satisfied as to any of the matters set out in rule 33(f), the report shall give particulars of his/her reasons for not being satisfied as to that matter.

35. If the scrutineer has inspected the register in accordance with these rules or has been requested to do so by a member, the report shall state:
- (a) whether the register has been inspected; in the case of each inspection whether it was at the request of a member of the union or at his/her own instance, and say, if appropriate, whether he/she declined to act on such a request; and
 - (b) whether any inspection of the register or any examination or copy of the register reveals any matters which he/she considers should be drawn to the attention of the union in order to assist in securing that the register is accurate and up-to-date, but shall not state the name of any member who has requested this inspection or examination.

Copy of the scrutineer's report to be sent to the Certification Officer

36. A copy of the scrutineer's report shall be sent by the union to the Certification Officer as soon as is reasonably practicable.

Publicising the result of the ballot

37. The result of the ballot shall not be published until the union has received the scrutineer's report.
38. Within three months from the date on which the union receives the scrutineer's report the Executive Council shall:
- (a) send a copy of the report to every member to whom it is reasonably practicable to send such a copy; or
 - (b) take all such other steps for notifying the contents of the report to the members whether by publishing the report or otherwise as it is the practice of the union to take when matters of general interest to all its members need to be brought to their attention.
39. The union shall ensure that any notification given under rule 38(b) is accompanied by a statement that the union will on request supply the member with a copy of the report either:
- (a) free of charge; or

- (b) on payment of such reasonable fee as may be specified in the notification,

and ensure that a member who makes such a request to the union is supplied with a copy on payment of such a fee (if any) as has been notified to him/her.

Signed Executive Council Member _____
Date

Signed Executive Council Member _____
Date

Signed Executive Council Member _____
Date

Signed General Secretary _____
Date

VOTING PAPER ON RETENTION OF A POLITICAL FUND

Ballot paper number:[]

UNITE THE UNION

THE RESOLUTION is that the political objects set out in section 72 of the Trade Union and Labour Relations (Consolidation) Act 1992 (reproduced overleaf) be approved as an object of the Union

Do you vote in favour of the Resolution?

YES

NO

You must place a cross on one, and only one, of the boxes provided.

Place the voting paper in the addressed envelope (no stamp required) and return it to the Scrutineer to arrive before the 7th May 2013. A voting paper received after this date will not be counted.

Please do not sign or make any other mark on the paper [or include anything else with your voting paper]

Name of Scrutineer.....

Address to which voting paper is to be sent.....

(Political Objects)

Section 72 of the Trade Union and Labour Relations (Consolidation) Act 1992:

This section applies to the following political objects:

1. The expenditure of money -
 - (a) on any contribution to the funds of, or on the payment of expenses incurred directly or indirectly by, a political party;
 - (b) on the provision of any service or property for use by or on behalf of any political party;
 - (c) in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office;
 - (d) on the maintenance of any holder of a political office;
 - (e) on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party;
 - (f) on the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate.
2. Where a person attends a conference or meeting as a delegate or otherwise as a participator in the proceedings, any expenditure incurred in connection with his attendance as such shall, for the purposes of paragraph (e) above, be taken to be expenditure incurred on the holding of the conference or meeting.
3. In determining, for the purposes of paragraphs (a) to (f) above, whether the trade union has incurred expenditure of a kind mentioned in those paragraphs no account shall be taken of the ordinary administrative expenses of the union.

4. In these objects -

"candidate" means a candidate for election to a political office and includes a prospective candidate;

"contribution", in relation to the funds of a political party, includes any fee payable for affiliation to, or membership of, the party and any loan made to the party;

"electors" means electors at any election to a political office;

"film" includes any record, however made, of a sequence of visual images,

which is capable of being used as a means of showing that sequence as a moving picture;

"local authority" means a local authority within the meaning of section 270 of the Local Government Act 1972 or section 235 of the Local Government (Scotland) Act 1973; and

"political office" means the office of member of Parliament, member of the European Parliament or member of a local authority or any position within a political party.