

# **UNISON Pennine Acute Health Branch AGM/s 2021**

## **FINAL AGENDA**

- 1. WELCOME AND OPENING** comments by the Chair
  
- 2. REFLECTION ON THOSE WE HAVE LOST**  
A moment to remember those we lost in 2020
  
- 3. MINUTES**  
Minutes of the 2012/13 aggregate meetings  
Matters arising
  
- 4. ANNUAL REPORTS 2020/21**
  - a) Branch Officer reports
  - b) Treasurer Report including Audited Accounts for 2020
  
- 5. RATIFICATION OF ELECTIONS FOR 2021/22**
  - a) Branch Officers and Auditors
  - b) Assistant Branch Secretaries
  - c) Stewards / Health and Safety / Equality/ UL Representatives
  
- 6. APPROVAL OF BRANCH HONORARIA PAYMENTS FOR 2020/21**
  
- 7. RATIFICATION OF BRANCH ASSESSMENT**
  
- 8. ANY OTHER BUSINESS/ OPEN TO FLOOR FOR TOPICAL DISCUSSION.**

## MINUTES OF THE AGGREGATE ANNUAL GENERAL MEETINGS 2012

Meetings were chaired by Bode Davies and Mick McAiney. The Branch Secretary and a Regional Organiser were in attendance

A total of 109 members attended the meetings. An apology for absence was received from Joe Fletcher, Branch Secretary, who was unable to attend the meeting held on 28 March 2012.

VENUE	Date	Attendance
Royal Oldham Hospital Lecture Theatre	19 March	46
NMGH Northern Room	21 March	29
NMGH Northern Room	21 March	1
Fairfield General Hospital, Auditorium	23 March	14
Rochdale Infirmary, Lecture Hall	26 March	11
Bury PCT & HM&R PCT, Townside Primary Care Centre	27 March	5
Oldham PCT, Ellen House	28 March	3+

1. The Chairperson welcomed members and the introductions and opened the meeting.
2. **Minute's Silence** was observed in remembrance of members who had died during the past year.
3. **Minutes of the Aggregate Meetings held in 2010.**  
The minutes were accepted as a correct record. There were no matters arising.
4. **2011/2012 Branch Annual Report**  
Members were presented with reports from the Branch Secretary, Education Co-ordinator, International Officer and Branch Treasurer. The reports were accepted.
5. **Ratification of Elections for 2012/2013**
  - (a) Branch Officers and Auditors

The following Branch Officer nominations were ratified.

Secretary	Joe Fletcher
Chairperson	Bode Davies
Treasurer	Paul Moran
Education Co-ordinator	Michael Doyle
Lifelong Learning Co-ordinator	Zoey Stansfield
Health & Safety Officer	Pauline Jones
Communications Officer	Mick McAiney
International Officer	Graham Richards
Membership Officer	Tina Clayton
Young Members' Officer	Vincent Buckley
Welfare Officer	Jean O'Donnell
Auditor	John Mushings

**(b) Assistant Branch Secretaries and Section Convenors for PCT**

The following nominations were ratified.

Assistant Branch Secretary, Fairfield GH	Jean O'Donnell
Assistant Branch Secretary, NMGH	Bode Davies
Assistant Branch Secretary, ROH	Mick McAiney
Assistant Branch Secretary, Rochdale I	Lynn Fletcher
Convenor, Bury PCT	Vincent Buckley
Convenor, Oldham PCT	Jo Farrington

**(c) Stewards/Health and Safety/Equality/Union Learner Representatives**

The following nominations were ratified.

Name	Position	Site
Jean O'Donnell	Steward	FGH
Lee Stone	Steward	FGH
Michelle Stone	Steward	FGH
Judy Robson	Steward	FGH
Frank Heavyside	Steward	FGH
Veronica Simpson	Steward	FGH
Andrew Byrne	Steward	FGH
Pauline Jones	Steward/H&S	ROH
Steward Greenhalgh	H&S	ROH
Tina Clayton	Steward	ROH
Neil Smith	Steward	ROH
John Collinson	Steward	ISS ROH
Steve Kirkham	Steward	ROH
Zoey Stansfield	Steward/ULR	ROH
Michael McAiney	Steward/H&S	ROH
Lee Evison	Steward	ROH
Joe Fletcher	Steward/H&S	ROH
Andrew Waite	Steward/H&S	NMGH
Bode Davies	Steward	NMGH
Philip Heywood	Steward	NMGH
Graham Richards	Steward	NMGH
Michael Holt	Steward	NMGH
Lynn Fletcher	Steward	Rochdale Infirmary
Sarah Ford	Steward	Bury PCT
Vincent Buckley	Steward	Bury PCT
Jo Farrington	Steward	Oldham PCT
Audrey Price	Steward	HMR PCT

6. **Approval of Branch Honoraria Payments for 2011**

The meeting **APPROVED** the recommendation that honoraria payments of £1,500 be made to the Treasurer and £100 be made to the Branch Auditor

7. **Branch Assessment/Development Plan**

The Branch Assessment and Development Plan was **APPROVED**.

8. **Pensions Update**

Members asked a number of questions about the Pensions Campaign and were provided with the latest information in respect of the ballot of members which will take place in April 2012.

9. **Proposed Redundancies**

The Officers reported on the discussions which had taken place with the Trust and UNISON's concerns around meaningful consultation. Members raised a number of questions/issues around meaningful consultation, bank staff, poor communication, redeployment, the number of posts which were at risk and voluntary redundancies.

At NMGH, members said they were prepared to protest against the proposed redundancies. The Branch Secretary said that the Branch would organise lunch time protests across the branch.

10 **PAHT Nursing Shift Patterns**

Members were provided with the latest information on the proposed Nursing Shift Patterns at PAHT.

Members were thanked for their attendance and continued support

# Branch Officer Reports.

## Branch Secretary's Report.

Firstly, I would like to express my sincerest gratitude to our members here in Pennine Acute Health branch, for the duty and care you have shown in these unprecedented times. Members in acute hospitals, members in our community health settings, and those in the care sector looking after the most vulnerable. You have all performed far and above. And you continue to do so.

It has never felt so important that we, as a branch, are here to support each and every one of you, through these difficult times. I would like to thank all our Unison Offices and Stewards, from the bottom of my heart, for their dedication to their work, and for handling negotiations in these very difficult circumstances. It is times like these that bring out the best in us, and I am proud to have played my part in providing continuous assistance to our members throughout this pandemic.

Not only have your UNISON Officers continued to provide support to members in what has been a very challenging year, but they have also taken part in important negotiations concerning the transfer of the North Manchester site to MFT, and the acquisition of the rest of Pennine Acute NHS Trust to Salford, forming the new Northern Care Alliance.

Members at Christies have been professionally and efficiently supported by Gillian Hobson and her growing team of UNISON Officers and Stewards on site. Although the pandemic has put paid to me spending much time there this year, virtual catch ups and meetings have assured me that our members have been well served.

Special thanks also to our Branch Administrator, Stephen Moran, who has worked above and beyond throughout these trying times. And a personal note of appreciation and thanks to Pat Woolham, our Regional Officer, who has been on constant hand to provide assistance and guidance throughout the year.

We remain here for our members, whether struggling mentally or emotionally, financially, or if you just need a chat to help in these strange times.

Stay Safe.

**Jean O'Donnell.**

## Assistant Branch Secretary (The Christie).

### REVIEW OF 2020

Well, what is there to be said about 2020? A year that will go down in history, filled with a new Coronavirus that impacted our lives in so many ways: lockdowns, shielding, PPE, working from home, home schooling, green site, red areas, and, of course, wearing masks, washing hands and making space.

Due to the Coronavirus pandemic, employment relations matters were put on hold during the first half of the pandemic but were re-started in late May/early June. We participated in

negotiations to ensure staff were kept safe, and also represented a number of members through issues, including re-organisations, disciplinary matters, grievances and complaints about workplace behaviour; we provided advice on a whole variety of matters.

In a very different year, we were unable to undertake our usual workplace visits and had to rapidly become familiar with Microsoft Teams as meetings went from being held in rooms and offices to being virtual. All the union office telephones were patched through to a single mobile number so that members could still keep in touch with us; our email address ([the-christie.unison@nhs.net](mailto:the-christie.unison@nhs.net)) remains monitored as well.

We participated in the refresh/re-negotiation of a number of policies, including :

- Performance Development Review
- Management of Fixed Term Contracts
- Removal and Relocation Expenses
- Maintaining Professional Relationships at Work
- Secondary Employment
- Disciplinary

Regional colleagues provided a number of learning opportunities which were advertised for members. With the onset of the COVID-19 pandemic, UNISON members were able to access grants, where appropriate, and these were also advertised.

We also welcomed three new Workplace Representatives in UNISON:

- ❖ Howard Worgan
- ❖ John Mannion
- ❖ Avita Chohan (for British Association of Occupational Therapists, a UNISON affiliate organisation)

We also welcomed two new Health and Safety Representatives:

- ❖ Glen Little
- ❖ John Tierney

These new representatives are undertaking casework or will be in the near future, so you might find them representing you in the future. Please welcome them on board!

## **2021: THE YEAR AHEAD**

The start of 2021 has been a challenge already; schools open for a day and then closed, national lockdown (version 3) and the new Pfizer vaccine is now being rolled out at The Christie. Please be reminded that this is a voluntary vaccine; we would appreciate it if you would advise us if you are informed that the vaccine is mandatory so that we can intervene appropriately.

More importantly, I'm so very pleased to welcome back Christine Dalton from her break working for UNISON's North West Regional Office – it's great to have her back.

As always, we would love to welcome more of our members into an Activist role or even as Workplace Contacts – please speak to Christine Dalton or Gillian Hobson about the opportunities available.

2021 holds a lot of unknown due to COVID-19, so we might not always have the answer to your questions straight away, but we will always look to get you an answer.

As always, we're here to support you with any employment relations matters, or if you find yourself financially challenged, remember that UNISON's *There For You* charity may be able to offer support. Please contact your Representatives by calling (0161) 918 7776 or via e-mail, that way, we can make sure you receive appropriate support as swiftly as possible. Please remember that your Workplace Representatives **are** volunteers with job commitments, so we would ask that you do not approach them whilst they undertake their workplace duties but contact us via the number or e-mail above – YOU'VE PAID FOR IT, USE IT!

**Gillian Hobson.**

### **Assistant Branch Secretary, Rochdale & Fairfield.**

I am the Assistant Branch Secretary and site lead for both Fairfield General Hospital and Rochdale Infirmary.

I am the divorced mum of two girls and rushing headlong towards retirement age (I know you'd never guess!)

Although the last year has been very different and we have all had to learn to work in different ways and in different places, I am still very much active providing representation for Unison members in our Branch and my laptop is now my closest colleague as I see her every day.

I attend many meetings which are now held online including workforce engagement forums discussing the future visions of our workplaces ensuring that our member's best interests are represented in any ongoing future plans.

On behalf of the branch I also attend the Unison Regional Health Care Committee, and am a member of the Unison LGBT+ Regional Committee, Local Care Organisation and many more meetings are held regarding each of the sites

While member workplace and workforce changes are happening during these trying times, and with the impending acquisition, it is more important than ever that we have workplace reps and/or contacts who are a direct source of information for the sites. I will continue to mentor and support them as and when required.

As a branch we strive to recruit new members as there is strength in unity which over the last year has been a challenge with Covid-19 and the reduction/end of our usual site walk arounds but as you can see the rise in our membership speaks for itself and although things are now carried out in a very different way I intend to continue to upkeep the Unison presence on the virtual "shop floor"

Our own Trust will be changing over this year but I look forward to continuing my commitment to the branch and our members by being an active Lead and participant in these interesting and challenging times ahead.

**Karen Morley-Williams**

## **Assistant Branch Secretary (North Manchester)/ Non-Core Employer Lead.**

In preparing my end of the year for our AGM I would like to commend all our branch members and activist for their hard work and perseverance during this pandemic year.

As Assistant Branch Secretary Employers Lead, it is my responsibility to ensure that members both within the Trust and Outside Employers are provided with representation for their grievance, disciplinary hearing, sickness reviews and any other situations that requires support from UNISON. This year it has been very difficult to have a face to face meeting with either the members or their employers. The Branch makes sure that adequate support and advice were provided via telephone and MS Team meeting to members and dealing with their employers. During this pandemic we have had an increase in members seeking advice as to what their entitlement in terms of isolation, medical suspension or being placed on furloughed scheme. Most issues are dealt with effectively and to satisfaction of members.

As the Branch will be merging with Salford Branch, we are going to experience increase in demand for representation and support from members who would be with branch and those who will be transferred to another branch. I have doubt that the workload will increase with busy period ahead of the new branch.

As the Assistant Branch Secretary Employers Lead I take this opportunity to thank the Branch Secretary, Branch Administrator and all the stewards for their tireless effort in supporting me throughout this pandemic year. I have to thank Bernard and Kath especially for their support at NMGH and it is shame that we may be losing them to MFT. Their support has been a great help at NMGH in supporting staff members. As always talks in consultation is on-going and UNISON and staff side ensure that fair and equal opportunities are afforded for our members with regards to consultation on alignments with PAT non existing as from 1<sup>st</sup> April 2021.

There can be no doubt the year ahead will be difficult one in terms of recovering from the pandemic and I am confident that the Branch and its officers, stewards and its members will rise to the challenge will be facing in this coming year.

**Bode Davies.**

## **International Relations Officer Report**

As Trade Unionists we recognise that working people have much in common across all lands.

As such it is a vital part of a trade union's role to support and defend the rights of Trade Unionists and working people abroad as an injury to one is an injury to all. Protecting workers in our supply chains is also fundamental in maintaining our terms and conditions and our rights at home in the UK.

We also benefit from learning about the successes and failures of our colleagues abroad.

This year international activity has all been on-line. Topics have included-

- The plight of our colleagues in health & public service trade unions in Turkey where colleagues have been arrested and detained without trial as ‘terrorists’ for marking International Women’s Day.
- The failure to ensure basic human rights in supply chains which provide UK public services. As our colleagues in the BMA put it- ‘it is unacceptable if a paediatric surgeon must perform life-saving surgery with equipment produced by child labour’.
- The response of health services in other countries which took a ‘zero-covid’ approach to the pandemic and consequently experienced dramatically lower numbers of cases and deaths than countries who were only able to manage the rate of spread.

**Bernard Murphy**

## **Education Coordinator Report**

Unsurprisingly the last year has been very different.

The Covid-19 pandemic put a halt to all education and training in the way we know it.

**Activist Education-** in the early phase of the pandemic this was limited to online webinars and the like. Topics initially were very focused on Covid especially Health & Safety, Employment Rights, Ways of Working etc.

Gradually online learning gained momentum both via TUC learning and via Unison. Due to the pandemic, steward training and Health and Safety rep training have been prioritised. Other ‘one off’ study events have been organised online as well.

**Member Education-** again little has happened this year especially within the Health Sector as members in the sector are focussed on the challenge of dealing with the pandemic. Again, there have been a few webinars etc but many of these have focussed on school staff. Unison North West are currently running an online course with ‘Show Racism the Red Card’ looking at dispelling myths surrounding race and religion and at tackling racist behaviour in the workplace. This is likely to be repeated.

As always as Branch Education Coordinator I remain happy to hear any suggestions for member and/or activist learning for the future.

**Bernard Murphy**



**General Fund Income and Expenditure Account  
for Pennine Acute Health**

**For the year ended 31 December 2020**

All Items	2020 (£)	2020 (£)	2019 (£)	2019 (£)
<b>Income</b>				
Branch Funding	144,268.57		135,189.04	
Branch Levy	0.00		0.00	
Investment Income Received	391.65		808.42	
Tax deducted or paid on Investment Income	0.00		0.00	
Retired Members Subscriptions	45.00		60.00	
Other Income	0.20		0.00	
Regional Pool Income	0.00		0.00	
Transfer from Industrial Action Fund	0.00		0.00	
Transfer from Dedicated Action Fund	0.00		0.00	
Locally collected subscriptions	0.00		0.00	
<b>Income total</b>		<b>144,705.42</b>		<b>136,057.46</b>
<b>Expenditure</b>				
Fighting Fund	0.00		40,000.00	
Staff Salaries	0.00		0.00	
Rent	0.00		0.00	
Rates	0.00		0.00	
Utilities	0.00		0.00	
Other administration	47,049.10		35,033.47	
Honoraria	13,280.00		11,880.00	
Conferences and group meetings	2,300.39		11,020.47	
Branch Committee	199.39		1,030.65	
Other Meetings	6,030.19		5,472.14	
Publicity	3,469.95		6,290.55	
Education	992.50		1,416.87	
Donations	10,900.00		2,500.00	
Affiliations	608.35		600.45	
Local Activities	233.48		1,681.86	
Transfer to Industrial Action Fund	0.00		0.00	
Transfer to Dedicated Fund(s)	0.00		0.00	
Other Expenditure	0.00		0.00	
Hardship Payments	0.00		0.00	
Other Branch Funding Deductions	0.00		0.00	
Tax	0.00		0.00	
<b>Expenditure total</b>		<b>85,063.35</b>		<b>116,926.46</b>
<b>Surplus for the year</b>		<b>59,642.07</b>		<b>19,131.00</b>

**Consolidated Balance Sheet  
for Pennine Acute Health**

**For the year ended 31 December 2020**

All Items	2020 (£)	2020 (£)	2019 (£)	2019 (£)
Fixed Assets				
<b>Total Fixed Assets</b>		0.00		0.00
Current Assets				
<b>Total Current Assets</b>		362,927.40		303,293.30
Current Liabilities				
<b>Total Current Liabilities</b>		4.03		12.00
<b>Net Current Assets</b>		362,923.37		303,281.30
<b>Total Assets</b>		362,923.37		303,281.30
Accumulated Funds				
<b>Accumulated General Fund at year end</b>		343,112.37		283,470.30
<b>Accumulated Industrial Action Fund at year end</b>		19,811.00		19,811.00
<b>Total Funds at End of the Year</b>		362,923.37		303,281.30

The 2020 accounts for the branch have been audited and signed off by our Honorary Branch Auditor, John Mushing. The legally required Annual Return has been submitted and approved.

## **Ratification of Elections for 2020/21**

### **Branch Officer positions.**

Chairperson	Russell Berry	Elected unopposed
Branch Secretary	Jean O'Donnell	Elected unopposed
Oldham ABS	Michael McAiney	Elected unopposed
Christie ABS	Christine Dalton	Elected unopposed
NMGH ABS	Bode Davies	Elected unopposed
Non-Core Employer ABS	Bode Davies	Elected unopposed
Rochdale ABS	Karen Morley-Williams	Elected unopposed
Fairfield ABS	Karen Morley-Williams	Elected unopposed
Treasurer	Stephen Moran	Elected unopposed
Education Co-ordinator	Bernard Murphy (*)	Elected unopposed
Health & Safety Officer	Christine Dalton	Elected unopposed
Welfare Officer	Kath Rudy- Walsh (*)	Elected unopposed
Equality Officer	Gillian Hobson	Elected unopposed
International Officer	Bernard Murphy (*)	Elected unopposed

### **Steward Nominations**

Bode Davies; Bernard Murphy (\*); Kath Walsh Rudy (\*); Mick McAiney; Gillian Hobson; Karen Morley-Williams; Gillian Foden; Kenneth Lees; Jean O'Donnell; Christine; Russell Berry; Tony Kenny; Keely Thwaite; Caroline Nicholson; Bradley Sansome; David Yates; & Benita Hallewell-Goodwin.

### **Health & Safety Rep Nominations**

Christine Dalton; Russell Berry; John Tierney; Caroline Nicholson; Glen Little; Wayne Freeman; & Keely Thwaite.

**Equality Representative.** Gillian Hobson

**Union Learning Representative.** Bernard Murphy (\*)

**Branch Auditor** John Mushing

### **Vacant Positions (at time of publication).**

Lifelong Learning Co-ordinator  
Communications Officer  
Retired Members Secretary  
Social Secretary  
Women's Officer  
Young Members Officer  
Membership Officer

(\*) – Denotes members who will be transferring to Manchester University Healthcare Branch in April 2021.

## **2021 Branch Honoraria proposals**

### **UNISON Pennine Acute Health Branch**

<b>Name</b>	<b>Position</b>	<b>Total (Gross)</b>
Jean O'Donnell	Branch Secretary	£2,800
Bode Davies	Assistant Branch Secretary (NMGH)	£1,800
Stephen Moran	Branch Treasurer	£1,540
Russell Berry	Branch Chair	£750
Bernard Murphy	Branch Education Co-ordinator/BIRO	£1,150
Mick McAiney	Assistant Branch Secretary (ROH)	£1,800
Gillian Hobson	Assistant Branch Secretary (CHRISTIE)	£1,800
Karen M-Williams	Assistant Branch Secretary (RI & FGH)	£1,800
Kath Walsh- Rudy	Branch Welfare Officer	£750
John Mushing	Auditor	£130
<b>TOTAL</b>		<b>£14,320.00</b>
<b>OLBA 2021 INCOME PROJECTION IS</b>		<b>£145,585.94</b>
<b>Honoraria proposals as % of income is</b>		<b>9.83%</b>

# 2021 Branch Assessment – Action Plan.

## [Arrange Equality and Race Protocol training](#)

### Targets, objectives and other information

Branch c'ttee training on equalities issues, and unison race protocol

UPDATE - Pat Woolham (RO) in conjunction with Regional Education to convene a session as part of Branch Away day in Summer.

### **PANDEMIC PENDING**

### Assigned to

Gillian Hobson, David Codner

### To be completed by

30 Aug 2021

### Status

Open

## [Future of the branch](#)

### Targets, objectives and other information

Developing new structures for 'NCA wide' branch in face of organisational change; and succession planning and supporting reps within. Away day April 2019 and series of meetings.

UPDATE - This restructure has overrun until at least 2021.

Branch to "tag" NCA members on Pennine sites via WARMS.

UPDATE - New branch being created. 1 July 2021 Vesting Day when new branch is established

### Assigned to

Jean O'Donnell

### To be completed by

31 Dec 2021

### Status

Open

## [Health care assistants](#)

### Targets, objectives and other information

explore campaign around healthcare assistant banding - pushing for band 3 roles on wards & dep'ts.

UPDATE - Fighting Fund to engage with these members - collect data and build possible campaign.

UPDATE – Covid-19 stopped most work. Currently asking for HCA who carry out venupuncture to inform us. Band 3 campaign. ONGOING to 2021, subject to pandemic

**Assigned to**

Karen Morley-Williams & Mick McAiney

**To be completed by**

31 Dec 2021

**Status**

Open

[Set up a tracking process for hard copy files held by the branch](#)

**Targets, objectives and other information**

Introduce a paper tracker card that is left in A-Z cabinet when files are taken.

REMOTE WORKING with pandemic has put paid to this. To carry forward to 2021

Use of new CASEWEB system may be an IT based resolution.

**Assigned to**

Stephen Moran

**To be completed by**

31 Dec 2021

**Status**

Open

[Update OLBA](#)

**Targets, objectives and other information**

Treasurer completely aware. An active and ongoing task.

**Assigned to**

Stephen Moran

**To be completed by**

31 Dec 2021

**Status**

Open

[Find out more about data protection training at https://e-learning.unison.org.uk/](https://e-learning.unison.org.uk/)

**Targets, objectives and other information**

Please provide our Education Officer (Bernard Murphy) details

To Do online relearning

Assigned to

Bernard Murphy

To be completed by

31 Dec 2021

Status

Open

## Recruitment and Retention

Contact RMS Operations to discuss welcome calls using WARMS?

Targets, objectives and other information

Fighting Fund currently doing this. We will look to Admin in the future

Assigned to

Stephen Moran

To be completed by

31 Mar 2021

Status

Open

[Contact the CaseWeb team at caseweb@unison.co.uk to get signed up to the CaseWeb branch case management system](mailto:caseweb@unison.co.uk)

Targets, objectives and other information

Have already decided at BCM. Email has been sent to CaseWeb

Assigned to

Stephen Moran

To be completed by

31 Mar 2021

Status

Open

# **UNISON Pennine Acute Health Branch – Branch Budget 2021**

Projected Income (Funding) £145,585.94

Estimated Bank Interest £0

**Total Income £145,585.94**

## **Expenditure**

Administration £65,000

Other Admin (Office costs etc.) £15,000

Honoraria £14,320

Conference/Seminars £6,000

Branch Committee £1,500

Other Meetings £12,000

Publicity £5,000

Education £3,000

Donations £1,500

Affiliations £500

Local Activity £3,000

Recruitment £0 (covered by Publicity expenditure)

**Total £126,320**

**Surplus £20,265.94**

Notes – Estimated Income based on information from OLBA (Online Branch Accounting).