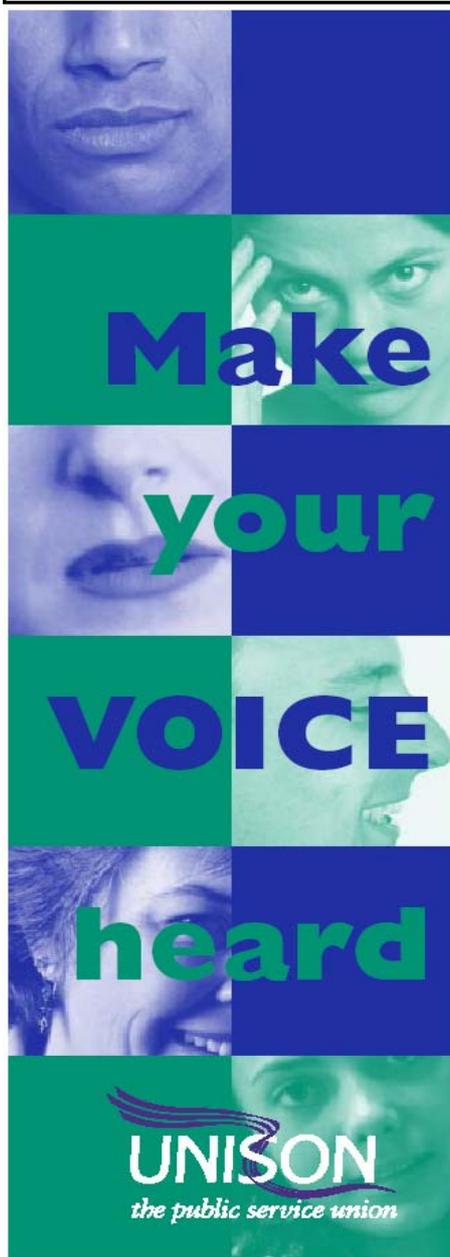


The only news worth reading, from UCL UNISON —Your workmate in the workplace

AGM *Special Issue*

If you never attend any meetings - here's one you really shouldn't miss



Branch AGM
Annual General Meeting
3 March 5.15pm-6.30pm
Old refectory
Buffet and Refreshments served after
the meeting



**Improved
meeting - New For-
mat**



**Election of Branch
Officers** (nomination
forms on page 5)
**Ratification of
Shop Stewards**



**Branch Officer
Reports**



**Latest News on
London Weighting**



**News on HERA
and Pay Agreement**



**Open to All
Members**



**Come Along - Make
Your Vote Count**



**Important AGM In-
formation, Please
Read Carefully.**



**Nomination Forms
On Page 5**



**See inside for
Details!**

STEWARDS' SURGERY.

All the things you wanted to know
but were afraid to ask!

WHY HOLD AN AGM?

- ☆ At UCL UNISON, we pride ourselves on being as open and democratic as possible: the AGM is at the heart of this.
- ☆ To ensure the branch is organised and administered effectively.
- ☆ To keep members informed of the work of the branch.
- ☆ To give members a voice in running the branch.
- ☆ To enable elections to take place

WHO SHOULD BE INVOLVED IN THE AGM?

- ☆ All members are invited to submit motions. As far as possible, these should be submitted by 17 February so that they can be circulated to give other members the opportunity to submit amendments.
- ☆ All members are entitled to attend the AGM.
- ☆ All staff who are fully paid UNISON members for 13 weeks or more are entitled to nominate or be nominated for Branch Officer and Steward roles.
- ☆ All members are entitled to attend, speak and vote at the AGM. We positively encourage you to come along and welcome your participation.

WHAT WILL THE MEETING BE LIKE?

- ☆ Although there will be formal business to deal with, the meeting will be as relaxed and friendly as possible. Business will be kept simple and the meeting will not be overly procedural.
- ☆ Members are encouraged to take an active part in discussion.
- ☆ Procedures will need to be adhered to and no offensive, aggressive or intimidating language or behaviour will be tolerated.
- ☆ There will be a buffet and refreshments afterwards.

If you would like to find out more please call 020 7679 6587 (int extension 46587) or e-mail us on; unison@ucl.ac.uk

COUNTDOWN TO AGM

① Notification of Branch Annual General Meeting



The Annual General Meeting is our most important meeting of the year and at the heart of branch democracy. Come along to this meeting if you really want to have a say in who is elected and how the branch is run.

② Deadline for Branch Officer Nominations: 17 February 2004



Use the nomination form on page 5 to name who you would like to see as Branch Officers. If you are unhappy with how things are done or have ideas on activities, why not stand yourself.? The AGM gives all fully paid up members of 13 weeks or more the opportunity to vote or stand.

③ 18 February: Proposed Branch Officers informed of nominations. AGM information packs with full details of meeting will be circulated later.



All nominated officers will be contacted informing them of their nominations, inviting them to be present at the AGM. Nominees will be invited to submit a statement in support of their nomination. In the case of a returning officer, an officer's report should be submitted. Nominees will be informed of their obligations to the branch and expectations in their role. Nominations, statements and reports will then be included in the AGM info pack. In your info pack you will have the opportunity to return comments upon those nominated or where you are unhappy with an Officer's performance, object to the nomination. Written objections must be submitted in advance of the meeting in order for your concerns to be registered, the Officer will be given the right to reply.

④ 3rd March 2003 - Branch AGM @ 5.15pm Old Refectory, UCL Main Campus. All Welcome!



The 'big one' - our Branch Annual General Meeting! All members are urged to attend. You'll get the chance to see and hear our branch in action. The democratic process gives you the opportunity to have your say and to vote on Officers, branch activities and policies. If you have been unhappy with Officers, policies or activities over the past year, you should come along and *make your voice heard*. After the meeting a buffet and refreshments will be served and this is a great opportunity to catch up with branch info and meet friends old and new.



UCL BRANCH AGM - MAKE YOUR VOICE HEARD!

The Branch Annual General Meeting (AGM) is our most important meeting of the year and gives members the chance to have their say. As well as receiving news on our past year's activities and campaigns, there will also be news on the way forward for us as a branch in the year ahead.

Of great importance too, the AGM is the place where branch officers are elected.

If you really want to have a say in the union this is your place to do it - your vote counts. The AGM is at the pinnacle of branch democracy and it is important that as many members as possible attend. This will ensure we have a 'quorate' meeting (that is, enough members to make the meeting meaningful, democratic and valid). It also gives you the chance to see how the branch runs and the democratic process involved.

"If you really want to have a say in the union the AGM is your place to do it - your vote counts."

This year, we will be providing a buffet and refreshments after the meeting to make the event more welcoming and enjoyable. For members who have childcare commitments the branch will reimburse reasonable costs. To encourage members who work off site, we will also reimburse reasonable travel costs too.

Please do come along, we would love to see you all. We will also have our UNISON Regional Secretary, Nick Wright in attendance and he will address the meeting

Although we will have a lot of business to get through, we keep the meeting as relaxed and friendly as possible without losing site of the democratic process.

Each year, all Branch Officers must be elected and stewards who have been elected in their workplace need to have their vote ratified.

Anyone who has been a member for at least thirteen weeks can stand for an Officer's Post and, in order to ensure

democracy and fair representation, we encourage sharing roles (this can also ease the workload on members).



You don't get a card but you do get to vote!

There is a nomination form for Officer's Posts on page 5 of this issue. Anyone who has been a member of the branch for at least thirteen weeks can nominate someone else, though they must agree to this and this must be seconded by another branch member.

Nomination forms must be submitted to the Branch Chair, Jane Ferrie, no later than 17th February 2004.

There is no limit to the number of Posts you can nominate people for (provided there is a post!) and we welcome nominations from all sections of the branch. Nominations for Branch Officer Posts can also be made by the Branch committee with the final decision being made by vote at the AGM. **If you wish to make nominations for more than 1 post, please photocopy the nomination form on page 5**

Where only one nomination for a Post is submitted that person will be "elected unopposed". However, if you have any comments or reservations about a particular nomination, you will have opportunity to do so after all nominations have been received and circulated.

Workplace stewards or reps must be elected at workplace meetings and the Branch Chair must be notified of this election **no later than 1 week before the AGM**. Stewards elected at workplace meetings must provide details of the date, location, time and those in attendance at the meeting together with their notification of election.

Approximately 1 week before the meeting you will be sent an agenda together with a full list of those nominated for Branch Officer Posts. You will also have the opportunity to provide a *written* submission to oppose any of the people proposed for nomination before the AGM.

There are a number of vacant posts available and we positively welcome all nominations for these posts, whoever you are, wherever you work. UNISON is a progressive union and we particularly welcome nominations from manual staff and women and black members to ensure fair and equal representation. Full support and training is given to new Officers and the roles can be very varied and rewarding.

If you are interested in becoming more involved in the branch please see our website: www.uclunison.org or email us at; unison@ucl.ac.uk

If you do not have access to a computer, please telephone us on 020 7679 6587 (internal extension 46587) leaving your name and contact details.

Nomination of Branch Officers Form

Nomination of Branch Officers Form

**ANNUAL GENERAL MEETING - Wednesday 3 March 2004
5.15pm Old Refectory**

I hereby nominate (nominee's name)

For the post of (see below for posts)

I confirm I have spoken to the member and she/he is willing to be considered for election

Proposed by (must be current UNISON Member)

Department

Seconded by (must be current UNISON Member)

Department

I accept the above nomination Signed (nominee's signature)

Date

Nominee's Full Name

Department

Address

Telephone Number Internal extension

Email Address

Please Note: You must be a fully paid up member for at least 13 weeks in order to nominate or stand. You may submit nominations for more than 1 post - please photocopy this form

Officer Public (lab/health/entert)	manual staff officer	young person's officer
branch secretary	membership secretary	
chair	ombuds secretary	
disabilities officer	lab/union and gay men's officer	additional/pole
education officer	publicity officer	committee of equal opportunities
environmental officer	retired members officer	regional higher education committee 22
equalities officer	treasurer	regional council 22
health and safety officer	vice chair	unity committee
international officer	welfare officer	shared conference delegates 22

stewards should be elected via workplace meetings (you must notify branch chair no later than 1 week before AGM)

Please return completed forms to
NO LATER THAN 17th February 2004

Example of the nomination form on page 5



UCL UNISON WOMEN'S GROUP USUALLY MEETS ON THE SECOND WEDNESDAY OF EVERY MONTH. All women members are encouraged to come and talk about anything they wish, and to raise issues of concern to them.

Weds 11th February, 1pm-2pm Committee Room

Weds 10th March, 5pm-7pm Committee Room

Weds 14th April, 12pm - 1pm Committee Room

Weds 12th May 1pm-2pm TBC

Weds 9th June 5pm-7pm TBC

Weds 14th July 12pm-1pm Cruciform Building Foyer Seminar Room 1

Weds 11th August 1pm-2pm Cruciform Building Foyer Seminar Room 1

Weds 8th September 5pm-7pm TBC

Weds 13th October 12pm-1pm TBC

Weds 10th November 1pm-2pm TBC

Weds 8th December 5pm -10m TBC

For further details please contact Wendy Biggin on;

w.biggin@ucl.ac.uk

Or call x 09454 (am)

Or x 37091 (pm)

See also our webpage on;

www.uclunison.org

Joint Publicity Officer Stevie Russell to Resign at AGM

Stevie Russell, a long standing UNISON member and publicity officer will stand down as joint Publicity Officer at the AGM due to work commitments

Stevie has been a publicity officer for over 2 years and as well as producing a monthly newsletter has made a considerable contribution in producing notices, letters and other publicity materials to keep you, the members informed of branch activities.

Publicity is very important in ensuring we communicate effectively in the branch and Stevie made a massive contribution to ensuring this was done properly.

Stevie was instrumental and very supportive in giving the newsletter a makeover last July.

As well as being a publicity officer, Stevie has been an active member of the branch, committed to our core principles of democracy and equal representation.

On behalf of UCL UNISON I would like to thank Stevie for the enormous and significant contribution she has made to our branch.

This is not the end, however, as Stevie still intends to play an active role in the union and I hope we can look forward to her continued involvement and friendship for many years to come.

UNISONdirect

0845 355 0845

Support for stewards and branches

*Lines are open 6am-midnight, Monday-Friday
and 9am-4pm, Saturday
Textphone 0800 0 96 79 68*

UNISON
Direct

Nomination of Branch Officers Form



Nomination of Branch Officers Form



University College London Branch—Incorporating London School of Hygiene and Royal Veterinary College

ANNUAL GENERAL MEETING - Wednesday 3 March 2004 5.15pm Old Refectory

I hereby nominate(nominees name)

For the post of(see below for posts)

I confirm I have spoken to the member and she/he is willing to be considered for election

Proposed by (must be current UNISON Member)

Department

Seconded by.....(must be current UNISON Member)

Department

I accept the above nomination Signed..... (nominees signature)

Date

Nominees Full Name.....

Department.....

Address.....

Telephone Number..... Internal extension.....

Email Address.....

Please Note: You must be a fully paid up member for at least 13 weeks in order to nominate or stand

You may submit nominations for more than 1 post - please photocopy this form

We welcome joint or shared nominations for Officer Posts

Officer Posts: (alphabetical order)

branch secretary
black members officer
chair
disabilities officer
education officer
entertainments officer
equalities officer
health and safety officer
international officer

manual staff officer
membership secretary
minutes secretary
lesbians and gay men's officer
publicity officer
Recruitment Officer
retired members officer
treasurer
vice-chair
welfare officer

women's officer
young person's officer

additional posts:

Camden trades council
committee of equal opportunities X2
regional higher education committee X2
regional council X2
safety committeeX2
shared conference delegates X2

stewards: should be elected via workplace meetings (you must notify branch chair no later than 1 week before AGM)

Please return completed forms to Jane Ferrie, c/o Epidemiology, 1-19, Torrington Place,
London, WC1E 6BT NO LATER THAN 17th February 2004

CHECK OUT THE NEXT EDITION OF UNInews FOR YOUR ESSENTIAL:

**AGM
SURVIVAL GUIDE**

**THEN COME ALONG TO THE AGM 3RD MARCH 2004 5.15 PM - OLD REFECTORY,
MAIN CAMPUS SITUATED BETWEEN NORTH AND SOUTH CLOISTERS.**

Situations Vacant!

Many existing Branch Officers will be nominated to stand again but we encourage sharing Officer Posts to help spread the workload and ensure fair representation.

Just because you think someone might stand again, there's no reason why you can't nominate someone to stand against them or make the Post a shared one. Shared Posts can improve fair representation and ease the workload on any one individual. Reproduced here is a full list of Officer Posts. The ones marked vacant indicate that these Posts at present do not have an Officer.

We actively encourage all members to get involved, however much or little time you can spare, however much or little experience you have. We want YOU to come forward and help make our branch become one that we are all proud of. Full training and support is offered and the roles are often, rich, varied and rewarding. Paid leave to perform union duties is allowed.

Branch Officer Posts:

branch secretary
black members officer (VACANT)
chair
disabilities officer
education officer

entertainments officer (VACANT)
equalities officer
health and safety officer (VACANT)
international officer (VACANT)
manual staff officer (VACANT)
membership secretary
minutes secretary (VACANT)
lesbians and gay men's officer
publicity officer
retired members officer (VACANT)
Recruitment Officer
treasurer
vice-chair
welfare officer
women's officer
young person's officer
additional posts:
Camden trades council
committee of equal opportunities X2
regional higher education committee X2
regional council X2
safety committee X2
shared conference delegates X2

In addition to the above posts we are also seeking
HERA (Higher Education Role Analysis) REPS/PAY FRAMEWORK AGREEMENT REPS

LEARNING REPS
SAFETY REPS
WORKPLACE REPS

For these roles, enthusiasm is more important than experience, though you'll be surprised how useful some of your work experience can be. Full support and training is available. For the HERA reps there is a training course on 29 March 2004.

HERA and the pay Framework agreement go hand in hand and the outcome of negotiations could seriously affect your terms and conditions at work. We urge all members to consider becoming a HERA rep to ensure we get the best possible agreement on our future wages and conditions.

For further information, visit our website: www.uclunison.org email us at: unison@ucl.ac.uk or phone us on **020 7679 6587** (internal **46587**) and leave a message.

Great value insurance without compromise

Exclusive rates only available to you and your family because of your UNISON membership

For immediate cover, further information or your no-obligation quotation call FREE now on the number below.

**Lines are open 8.30am to 8pm Mon-Fri, 9am to 1pm Sat
Please quote reference NBN**

Home insurance

- Buildings, Contents or combined cover
- Exclusive low cost rates

Travel insurance

- Single trip or annual cover
- Special rates for families - children under 4 years covered free

Pet insurance

- Vet's fees, third party liability and accidental death
- Cover against unforeseen expenses such as holiday cancellation cover

UIA (Insurance Services) Ltd is registered under the Companies Act No 2998952 and is a subsidiary of UIA (Insurance) Ltd. UIA (Insurance) Ltd is a member of the Association of British Insurers, the Financial Ombudsman Service and the General Insurance Standards Council and is registered under the Industrial and Provident Societies Act - No. 2898R. UIA (Insurance) Ltd is authorised and regulated by the Financial Services Authority.



0800 66 88 55*
www.unisoninsurance.co.uk



*Calls may be recorded or monitored for training purposes or to improve our quality of service.

Black Members in UNISON

The BMG was set up in 1998 with its main purpose to address the needs of ethnic minority members of staff within UCL. The group intend to achieve this through their [aims and objectives](#). We are currently seeking a new Black Members Group Officer and welcome nominations or joint nominations for this role.

BMG meets on the last Wednesday of each month between 1 and 2pm.

Any UNISON member who is of an ethnic minority may attend the meetings. Non UNISON ethnic minority members are also welcomed to attend the meetings in order to find out what the group is about and what could be offered to them.

The meetings are informal and open to any discussions.

From time to time the group also holds social functions in order to promote good interaction within the group outside of the working environment.

For further information, please contact Stephanie Smith via email:

s.smith@public-health.ac.uk or phone 020 7679 6587 (internal no 46587) and leave a message with your contact details.

UNISONwelfare

Registered Charity No. 1023552

UNISON Welfare is the registered charitable wing of UNISON.

UNISON is the only trade union in Britain to have a charitable organisation there to assist its members in times of hardship or crisis.

UNISON Welfare can offer a wide range of advice and support, especially if you are low paid. Together with UNISON Plus offering a wide range of services to members, UNISON Welfare provides another unique benefit to being a member of UNISON.

We can all, at some point in our lives, find ourselves in difficulties for a wide range of reasons. UNISON Welfare may be able to help you with its trained welfare officers who can lend you a sympathetic ear and confidential advice.

Whether you have been off sick, just come out of a difficult relationship, suffered a bereavement or simply found yourself with an unexpectedly large bill, UNISON Welfare is there for you.

Whilst UNISON Welfare cannot give you strike pay, if you find you have financial difficulties and cannot pay an important bill or council tax, you may be eligible for financial support.

Offering you support through illness to advice on tax credits, from convalescence to holidays, UNISON Welfare can help.

UNISON Welfare is a free service available to all UNISON members, whatever their job. All advice is free and confidential. Sometimes, just asking for help or advice can be a difficult first step but our friendly, helpful officers will soon put you at ease.

Many UNISON members have benefited from UNISON Welfare. If we can't help you directly with financial support, we can put you in contact with other agencies or services who may be able to help.

If you are in debt through credit cards, UNISON Welfare DEBTLINE can help with confidential advice and assistance. To contact your UNISON Welfare Officer, see the **who's who in the Branch** column. For credit card debts contact the number below.



WHO'S WHO IN YOUR BRANCH

Position	Name	Contact
Secretary	Tom Silverlock	t.silverlock@ucl.ac.uk
Chair	Jane Ferrie	jane@public-health.ac.uk x45643
Vice-Chair	Wendy Biggin	w.biggin@ucl.ac.uk x09454
Treasurer	Andre Burbidge	andre.burbidge@lshtm.ac.uk
Health & Safety	VACANT	unison@ucl.ac.uk
Equalities	Sarah Alleemudder	s.alleemudder@ucl.ac.uk
Membership	Stephanie Smith	s.smith@public-health.ac.uk x45621
Minutes	VACANT	unison@ucl.ac.uk
Women's (joint)	Wendy Biggin	w.biggin@ucl.ac.uk x09454
Women's (joint)	Marcela Wanasen	unison@ucl.ac.uk
Black Members	VACANT	unison@ucl.ac.uk
Recruitment	Bill Martin	bill.martin@ucl.ac.uk x09454
International	VACANT	unison@ucl.ac.uk
International	VACANT	unison@ucl.ac.uk
Disabilities	VACANT	unison@ucl.ac.uk
Retired	VACANT	As above
Young person	Hazel Crossley	h.crossley@ucl.ac.uk

Position	Name	Contact
Publicity (joint)	Kenn Brown	kenn.brown@ucl.ac.uk x48527
Welfare (joint)	Wendy Biggin	See above
Welfare (joint)	Kenn Brown	See above
Education	Jui Chu	juichu@yahoo.com
Lesbian & Gay	Graeme Kennett	g.kennett@ucl.ac.uk x21479
Shop	Stewards	
Estates	Tom Silverlock	See previous column
Domestic	Oliver Thomas	unison@ucl.ac.uk x37001
Porters	Rob Connell	r.connell@ucl.ac.uk x32064
Residences	Kenn Brown	See above
Archway Site	Jo Dale	j.dale@acme.ucl.ac.uk
ICH	John McHugh	unison@ucl.ac.uk
Registrars	Terry McKay	t.mckay@ucl.ac.uk
RVC	VACANT	unison@ucl.ac.uk
LSHTM	Andre Burbidge	See previous column
EISD	Wendy Biggin	See above
HCS Workplace rep	Sarah Alleemudder	See previous column

*If you have any news or views you would like to see in **UNI news**, send them to:*

UNI news, c/o Kenn Brown, Student Residents Office, London WC1E 6AP
 Or email; unison@ucl.ac.uk
Deadline for next issue; 17 February 2004

Edited by: Kenn Brown
This newsletter is published by UCL UNISON inc.
London School of Hygiene and Royal Veterinary College

The views expressed in this newsletter are not necessarily those of UCL UNISON or the editor

Everybody needs a helping hand at work sometimes.

Join **UNISON** — Britain's biggest union to get your voice heard. From negotiating better pay and conditions to supporting you in cases of disciplinary or grievance issues, advice on health and safety or education and training, your **UNISON** branch is there to help you. Joining **UNISON** gives you access to a great range of membership benefits and offers too.

Join **UNISON** — altogether a better union.

To Join contact your local **UNISON** rep, e-mail; unison@ucl.ac.uk or telephone 020 7679 6587 (internal extension 46587) leaving your name, department and contact details

If you know someone who is interested in joining **UNISON**, please Pass **UNI news** or this slip on to them.

Or call the **UNISON** recruitment hotline on 0800 70 70 77

UNISON
 the public service union