

UCL PAYSLEIPS:- FROM POST ROOM TO PIGEON HOLE IN LESS THAN 24hrs



UCL Payslips are printed by Pay Roll several days before the pen-ultimate working day of the month, which is when they are sent out to staff. We in the Post Room are concerned that last month's UNInews gave the impression that the delay between the payslips leaving HR and arriving in your pigeon hole occurs in the Post Room. This is definitely NOT the case.

Once the payslips have been printed each month they are batched into departments by HR. We are asked to sort to the address of the batch and not check individual slips. Between 10 and 12pm on the pen-ultimate working day of each month we in the Post Room receive a telephone call from HR informing us that the bags of payslips are ready for collection. One of us then goes up to HR and picks them up. The batches are immediately sorted for delivery. They are not opened by us but are delivered still sealed to departments. 90% of them arrive in departments the same afternoon with the remainder being delivered the next morning.

For anyone of you whose payslip is not delivered to your usual internal mail address, please note it is HR that sort the payslips, we only deliver the batches by department.

Over the last few years we have made a number of improvements and streamlined our operation to the extent that we are now one of the most efficient Post Rooms in London. Our service delivery is checked regularly in a number of ways using time tracked post and client report cards. Our aim in the Post Room is to provide UCL with the best possible service, but like everyone we occasionally make mistakes. So, don't be afraid to enquire if mail you are expecting is late, but also remember it is an easy cop out to blame the Post Room.



From the Post Room

NEXT BRANCH MEETING



Wednesday,
December 6th
5-6.00pm,
Malet Place
Eng Building
Room 120

(followed by drinks
& mince pies!)

Please send
agenda items by
2pm on Monday
4th December.

Send items to:

Wendy Biggin
UNISON Office
Room G06
51 Gordon Square
LONDON
WC1H 0PN
Or by email:
unison@ucl.ac.uk



UCL Round-Up

UCL's Financial Situation

UCL has set a target for the coming year of a £10m deficit. As part of this, Faculties have a requirement to save £12.7m. Corporate Services (which includes: Finance, EFD, EISD, HR, Development Office and Registrars) have to save 4% on staff costs and 5% on non-staff costs.

The Regeneration programme is for a 375 cut in posts over 3 years with a reinvestment of 125 academic posts

In the 1st year 153 jobs have been cut (this includes natural wastage) and 10 investments.

Part of how these targets are being achieved is through restructure and reorganisation. An indication on the scale of restructuring going on is those that have been undertaken or are currently in process. These include: Ear Institute, Cancer Trials Group, Earth Sciences, UCLU, Virology and others...

UNISON are being consulted on these; however it is important that if you hear anything—either informal or formally that indicates that your work is going to go through this process, you contact the Union immediately. UNISON has encountered problems where members have contacted us very late on in the process; this has restricted our ability to provide wholesale support.

New Shop Steward in Building Maintenance

We would like to welcome Tim Lee who works for Building Maintenance on the main site, as the new shop steward for this area. The branch is working with Tim to improve coverage and representation of our members in Building Maintenance.

Seasonal (XMAS) Social

For the first time the Branch Committee has decided to break tradition and not to organise a Social. There are a couple of reasons for this; the first one is the low turnout - last year we organised a disco and drinks at a cost of £500 and 9 people turned up. The second is the amount of time and effort it takes to organise these events. The committee has discussed this at length and decided this is not a good use of resources. Instead, we are going to organise some events in 2007 on the same lines of the Summer Social medieval event as this was a huge success. So keep your eyes on the newsletter for forthcoming events.

We are however having some drinks and mince pies after the December Branch meeting on Wed 6 December 5-6pm in

The Engineering Building, Malet Place, room 1.20.

There will also be an informal seasonal drink (UNISON is not supplying funds for this) on Friday 1 December in the Huntley Street Bar, 5pm onwards.

Amended Retirement Policy

Following the positive reaction from my last article (a massive response of 1 – thank you Maria) I've been asked to put pen to paper again. This time Tom & Wendy used a more subtle approach of coercion. Instead of sitting on me & refusing to let me up until I agreed, this time they lured to a bar in Huntley Street and after 2 cocktails with cherries & paper umbrellas I agreed to draw your attention the amendment to UCL's Retirement Policy.

Following the Employment Equality (Age) Regulations 2006 which came into effect on the 1st October staff are reminded of the opportunity to request to work beyond their employers' retirement age and for UCL this is still 65. However, employers now have a duty to consider any requests to work beyond that age. You can find the full policy at <http://www.ucl.ac.uk/hr/docs/retirement.php>. Permission to continue working will not be granted automatically as there are a number of factors that need to be taken into consideration such as the operational needs of the department. 6 months before your retirement date Human Resources will write to you advising of your retirement date and noting your right to request to continue to work beyond 65. If you wish to make a request you will be asked to formalise it in writing as a matter of urgency in order that it can be considered by you Head of Department and appropriate planning can take place. The request can be for part time or full time employment.

Those of you who have been following the pension's debate will realise that there is a distinct possibility that the retirement age will be raised to 67 in the course of the next few years. But, for those you approaching your twilight years who don't have an apartment in Spain, or a villa in Barbados, or don't want to see your grandchildren everyday or don't want to spend your time sitting in a bingo hall each day or who's been D-I-Yaphobic for the last 30 years, then maybe you should consider applying to extend your contract with UCL. There are, of course, those of you who cannot wait to retire. A friend of mine said he retired on health grounds – his manager was making him sick! To those of you who are planning to leave at 65, I hope you have a happy and fruitful retirement.

Now, I must go back to that bar in Huntley Street & ask the barman if I really did offer to be the stripper at the branch's Christmas drinks party on the 1st Dec.

Gerry Cummings

Why I joined the union.....

It took me over fifteen years to sign up as a member of the Trade Union. To be honest, I was oblivious to what the union is committed to. Obviously, I was misled, assuming that all unions were selfish and that they were only interested in themselves or the workers of individual unions, rather than the effects they had nationally - how wrong I was? Now I realise, that their role is crucial for protecting workers rights and if I hadn't become a member of the union, this assumption would still remain in my thoughts. I am so relieved that I took the plunge to sign up – and I don't regret that day one bit!

I can recall that day, as I was about to get some lunch when I was approached by a great friend of mine (a union representative for several years) and the branch secretary, who were campaigning for signatures to witness a petition to "Save the Refectory". Having been pressed into signing the petition, I was also persuaded to sign up as a member of UNISON. Feeling rather embarrassed that I had not signed up before, I hesitated no longer and finally did it there and then.....and I am ever so grateful that I did!

As a registered member, it meant I was eligible for receiving regular newsletters keeping me informed of all the latest news and events. I literally had no idea of the range of issues and incidents that UNISON was involved with - many external to UCL.

Personally, I have benefited considerably by the advice received from UNISON. I was very dissatisfied with the outcome of my JDO application, and after discussing this with the union, I was advised to appeal against it. A union representative helped me through the procedures of the appeal process and attended the appeal meeting with me. After going through this stressful process and re-submitting my JDO, my appeal proved to be successful and I was awarded a significant pay increaseand a lump sum!

As a new member, my advice to anyone who is not a member of a union is simply this: don't delay and sign up today....you never know when you need expert advice – it's never too late - and it might be your turn next!!



The author of this article wishes to remain anonymous

Joint Statement on Extremism on Campus

(17/11/2006) NUS, UCU, UNISON, FOSIS (the Federation of Student Islamic Students), and the ECU (Equality Challenge Unit) take seriously the threat of terrorism and believe that all those who would advocate or carry out attacks like those in London last July, must be isolated, identified and stopped.

The guidance* issued to universities and colleges today - whilst improved from previous leaked drafts - will however not solve all the issues, nor does it give sufficient emphasis to concrete steps to improve good campus relations.

University and college staff and students need to be given simple, clear advice about who to contact in their institution if they suspect violent extremism or terrorist activity of any kind. Any link with the authorities should be through a senior member of staff designated for that purpose.

Where this guidance is to be implemented at local level, it should only be after consultation with the recognised staff unions and student unions.

Implementation should not focus on individuals' religion and ethnicity, since this can jeopardise trust and confidence between staff and students and between staff, students and their institution.

Any implementation should recognise that demonising Muslims is unacceptable and dangerous - whether in educational institutions or in communities. Students and staff should be assured by their institutions that there is no intention of adding to a climate of Islamophobia.

Enquiry, discussion and debate must continue to flourish in universities and colleges. Radicalism must not be conflated with terrorism.

Freedom of debate is essential if educational institutions are to continue providing a moderating environment where people learn about different cultures and communities, ideas are challenged and diversity is valued as integral to the role of the institution.

There should be absolute respect for academic freedom as statutorily defined and there should be no criminalisation of legitimate debate.

All institutions should have a robust strategy for defeating racism and Islamophobia and promoting better race relations on campus. Assistance from the ECU is available to facilitate this.

(The document 'Preventing Extremism Together' provides some useful suggestions as does 'Promoting Good Campus Relations' published by Universities UK (UUK), ECU and Guild UK with support from UCU, NUS and Unison.)

Universities should be encouraged to connect with the communities they serve as required by the Race Relations (Amendment) Act 2000.

My View: What's Your View?

My View is an online web based application which allows UCL employees to view and amend parts of their HR record (e.g. if you move address you will be able to update your record). To use it Employees must login using their central UCL (IS) account. There are obviously some things that you cannot change e.g. pay! But you will be able to do things like print off old and current payslips. One of UNISON's main concerns is that the information held on My View will not be open to abuse as some managers will have rights of access and that personal information will be secure. It is also the case that many of our members do not have work access to the web and we will continue to press for assurances that these members will not be disenfranchised. Below, is a note of a meeting that UNISON had with HR to discuss some of these issues.

26 October 2006 /Present

Tom Silverlock UNISON Branch Secretary
 Jane Ferrie UNISON Assistant Branch Secretary
 Tamsin Piper Amicus Branch Secretary
 Alan Liddell HR Systems Helpdesk Officer
 Niyi Akinmutande AD HR Operations and Information

NA explained that the purpose of meeting was to show the self service tool -MyView to trade union colleagues and answer any questions that they might have on behalf of their members. He said MyView was being put in place to give staff access to their information and common tools to replace some paper based administration systems.

Amicus and UNISON advised that they would work jointly to help HR implement MyView in a manner workable for their members. A number of questions were discussed and these are set out below:

	MyView Functionality	Question/Observations	Outcome/Suggestions	Action
1	Emergency Contacts	Is it the employee's responsibility to maintain these?	It was agreed that there must not be a punitive element to not updating emergency contacts. It will be encouraged but nothing punitive should happen to those who cannot comply.	HR
2	Address	Is it mandatory to put a telephone number in?	It is not mandatory.	
3	Next of Kin	Is this mandatory?	Not necessarily but it will be encouraged as it is important in the unfortunate event of a death in service.	All
4	Annual Leave	Is the request reason mandatory?	This should not be mandatory.	
		The set up assumes that everyone works in an office.	This observation is true.	
		The status of a request must be made clear.	Annual leave is not actually granted until it is authorised.	HR
		This may not be used by academics as it is at odds with academic freedom.	Academics have a leave entitlement. The Working Time Regulations put a duty of care on the employer. Every academic will have a reducing balance on MyView.	
5	Days in Lieu	How are these added to the leave entitlement?	The system allows staff to request extra days or days in lieu. This must be agreed by managers.	
6	Sickness Absence	Will MyView record calendar days lost or working days?	The system has a work pattern so will record working days lost. The unions jointly request that managers interpret current policy intelligently by actually looking at the working days lost rather than bars on a planner.	HR

	MyView Functionality	Question/Observations	Outcome/Suggestions	Action
7	Payslips and P60s	Being able to see payslips and P60s will be useful.	Staff must be shown how to access these.	
8	Payslips and P60s	Can all overtime lines be shown on payslips?	NA to raise this with the Head of Payroll. Unions request that payslips indicate overtime at Time and a half Double time e.g. X hours @ A rate Y hours @ B rate	HR
9	Ability for staff to use MyView	Some staff do not have computer skills	Basic skills training required. Unions request that the learning should be mandatory and they will encourage members to attend.	HR
		Staff without computer access	Give consideration to staff access on main site and via kiosks.	HR
		How do we get all staff to use these systems?	UNISON and Amicus happy to release a statement in their news letters. Will inform staff of the right to see their own data or have access to their data. This can be done immediately HR confirms the formal launch of MyView is imminent.	All
10	Profiles	Should sickness and annual leave inputters necessarily see other details on staff.	There is a profile for sickness and holiday entry only. It does not see other details.	
11	Logging Out	The system does not automatically log out when the user finishes. It is best to log off properly.	Suggested that a banner message is set up that reads ALWAYS LOG OUT WHEN LEAVING THE COMPUTER	HR Helpdesk
12	Leavers	How does the system deal with leavers, especially those in post to post managerial roles?	HR needs to analyse and set out the business processes surrounding dealing with leavers.	HR Information Office
13	Disciplinary	Will disciplinary details be shown on MyView?	No	
14	Appraisal	Will appraisal details be shown on MyView?	Only the dates when appraisals are completed.	
15	Probation	Will probationary details be displayed on MyView?	Only details of dates of probationary meetings and the overall result.	
16	Security	What was the outcome of the security review?	Management Systems have confirmed that the MyView system meets security requirements for its continued use and for the re-inclusion of Payslips and Bank Account details which were previously withdrawn.	

It was agreed that HR will contact UNISON and Amicus again immediately the HR/Payroll Project Board has signed off the security review and mandated what should be delivered for UCL.

PLEASE NOTE: This note of the meeting above was sent to UNISON from Human Resources as a record of the meeting on request by UNISON. UNISON does not accept any responsibility for ambiguity and factual inaccuracy as a result. If any member has any query about the note above please refer them to UNISON and we will raise with HR direct.

The women's group meets the 2nd Wednesday of every month.

The group discusses equality issues related to women, e.g. maternity rights, equal pay, etc.

For further information please contact Women's Officer Carol Blackburn;

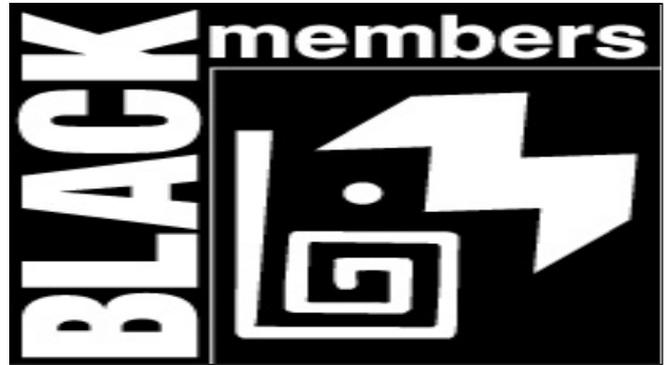
email: c.blackburn@ucl.ac.uk
Phone: ext 46445



Calling on all Lesbian, Gay, Bisexual and Transgender members.....

If you are not "out" at work but would like to join an LGBT group, please send a note stating "LGBT" and give your contact details in the strictest of confidence to the UNISON Office in the internal mail. Address your post to "UCL UNISON/LGBT".

Or alternatively contact LGBT Officer Gerry Cummings: g.cummings@ucl.ac.uk



Black Members Group Re-Launch
Weds 29th
November,
8.30- 9am
Anatomy Building
Room B08

Black Member's Officer and Secretary
Urgently Needed

The BMG are currently looking for Black or Ethnic Minority UNISON members to take up the roles of: -

Black Member's Officer

Black Member's Group Secretary

...to help with the group's meetings which usually take place once a month.

The meetings are a friendly, informal Forum to discuss any issues affecting Black and Ethnic Minority Staff.

Please contact Stephanie Smith if you are interested in either of these positions, or for venue details of BMG Relaunch.

Contact details:

Email: s.smith@public-health.ucl.ac.uk

Telephone: Ext 45621

Cindy Westcarr, Regional Officer from UNISON has been invited to the January members meeting. Cindy will talk about the importance of self organised groups.

Report back from "Equality and Diversity" Conference, Liverpool John Moore's University

I attended this event as a UNISON delegate. I arrived around mid-day and registered in time for the start.

The focus of the conference was how to improve and develop equality and diversity in our institutions and in society. Several of the speakers pointed to the difference between tolerance – where society is tolerant of diversity but does not engage with the issues – and acceptance, where diversity becomes an integral part of the institutional culture. LJMU has conducted a lot of research in partnership with other organisations and the local community. There was a mix of speakers and workshop sessions where we broke off into groups

minority staff support groups in the workplace: a partnership approach". This looked at experiences in establishing self-organised groups within employers or groups of employers. I was reminded very much of the Self-Organized Groups we have in UNISON. Issues included time-off for participants to attend, the attitude of senior management and one's co-workers in terms of acceptability, and the tendency for groups to rely on the efforts of a small number of individuals. There was some discussions of informal networks as against formal committee structures, and the need for stable resources. I was interested in the comments of an OFSTED inspector in our group, who explained that much of her work was solitary, and how their Black Members Group provided a social focus.

In the session "Barriers in employment : a labour market open to all", the presenter looked at how different groups were discriminated against in terms of current employment policies and practices, arising from a study conducted with a number of community groups. Recent government policy has linked work with welfare, with the objective of challenging a perceived dependency culture on benefits. Although these programmes have been partially successful, they exclude many groups, and make the assumption that unemployment means being out of work and claiming benefits. The findings argue for a more holistic approach, with less emphasis on crude targets. The study also looked at challenging traditional approaches to training.

Tuesday started with speeches from Stephen Frost, Director of Workplace Programmes, Stonewall ; and Wally Brown, Principal of Liverpool Community College. Stephen explained that Stonewall maintains an acceptability index of different employers with respect to their culture and policies regarding the employment of LGBT staff.

Unfortunately, the education sector comes third bottom of that index, with investment banking near the top. Stephen reminded us that prior to 2003 you could be sacked on the grounds of sexual orientation. Work performance and job satisfaction are shown to be up to 20% better in organization where there is an inclusive policy and culture. Stephen cited the Royal Navy as an employer which has worked with Stonewall to improve its culture and policies. However, when questions were taken, a delegate from a local authority reported that access to the Stonewall website at their work was blocked, whereas those of far-right groups like the BNP were freely available. Stephen undertook to rectify this by contacting the authority concerned. On a positive note, Stonewall enjoys a good relationship with the trade union movement.

Wally Brown came from a working class background, and worked in local industry for many years. He made the observation that while Liverpool's black community is based in Toxteth, just 10 minutes walk from the city centre, there are very few Black faces to be seen around the shops. Like previous speakers, he emphasised a need to move from a culture of tolerance to one of acceptance.

Jill Scott, UNISON Equalities Officer for Staffordshire University Branch, gave a talk on Dignity at Work, a project to which she has been seconded on behalf of the Equality Challenge Unit. Bullying and harassment represent a major problem at our institutions and carry a large cost both in human terms and indicators such as productivity. Jill alluded to various factors which had discouraged positive action in institutions, such as a reluctance to tackle bullying when the perpetrator was in a position where they bring in large sums of research money. Training, awareness and support are major factors, and there is a good business case in support of dignity at work. Again, senior management commitment is vital.

The last two workshops I attended looked at mentoring of graduates to improve their employability, presented by Monira Ahmed, University of Liverpool. Monira that unemployment among Muslim graduates is around 11% higher than non-Muslims ; and that it is 11.6% higher among Black African and Bangladeshi graduates as compared to white, and 11% higher for Pakistani graduates. By identifying mentors working for various employers, the programme in which Monira is involved has been successful in finding work. Another group assisted by the programme are students from working class backgrounds, and those coming into higher education courses in later life.

In the second workshop, we looked at the latter group in more detail. The profile that many employers are looking for in graduates is unhelpful. Most graduates are now attaining at least a 2 (i) honours degree, and these employers favour those who have participated in extra-curricular activities such as student unions, travelled widely in their gap year. Because of various factors, not all graduates have had the opportunity to participate in these activities, and therefore the policies of these employers are discriminatory. Many working class women face issues over partner support and acceptance within their community – some in our group had first hand experience of this. Local universities are collaborating with employer and community groups to address these issues.

Andre Burbidge

Age Regulations Briefing

The Institute of Employment Rights held a briefing for trade unionists on the new Age Regulations on 9th November.

The briefing had the most up to date information on the regulations and issues which have arisen.

Speakers included Equality Consultant for Thompson's Solicitors Nicola Dandridge.

Two main areas were highlighted: - firstly the minimum wage for people aged between 16 and 17, the minimum wage is £3.31 per hour, 18-21 year olds it is £4.45 per hour, and 22 and over's get £5.35 per hour.

Supermarket chain ASDA have already changed their minimum wage so that all age groups have the same minimum wage.

Speakers at the briefing believe that the different minimum wages may face legal challenge and believe it may be deemed unlawful.

Another, possibly the main, issue is the renewing of contracts after retirement; there have been cases where employers this year terminated contracts of people over the retirement age even though they had previously renewed them.

There is a precedent ("Mangold") in Germany, where a worker won a case against an employer for not renewing their contract after the retirement age.

Even though the contract termination date was before the age regulations had been implemented the ruling was that non-renewal had been unlawful.

This has not been tested in an English Court of Law and there are details which would differ from any case in Great Britain (the German Law prohibited renewing contracts over a certain number of times, whereas UK law does not).

However, the audience were advised that any employer who terminated contracts for over 65 employees before the age regulations came into force may still fall foul of the regulations.

There have been cases of this kind at UCL, and the Branch is seeking further guidance on this matter.

Wendy Biggin

The Disability Equality Scheme:

The General Duty

All public bodies are subject to the general duty to promote disability equality from December 2006.

In the words of the Act, the duty requires that every public authority 'shall, in carrying out its functions, have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons;
- Eliminate discrimination that is unlawful under the Act;
- Eliminate harassment of disabled persons that is related to their disabilities;
- Promote positive attitudes towards disabled persons;
- Encourage participation by disabled persons in public life; and
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons'.
- As the Code of Practice makes clear, the first of these is the main and overriding duty: the others are all part of the overall duty to promote equality of opportunity, and by working to deliver them all, will contribute to that objective.

This includes UCL: At the heart of the specific duties is the requirement on a public body to produce a Disability Equality Scheme (DES), to carry it through, and to report on it. The DES needs to set out precisely how the public body plans to carry out its disability equality duties. It requires the public body to involve disabled people in the development of the Scheme (and to report how this involvement has taken place), to show how impact assessment will be carried out, and to propose a series of steps in order to accomplish its general duty. It also requires the public body to put measures in place - and then to report on - what it has done to gather information regarding employment, service provision, (and education where appropriate) and to show what it is doing to review and if necessary adjust the plans. There is a time limit of three years for the achievement of the steps described in the DES, and it must publish a report describing the actions taken, on a yearly basis. The DES of December 2006 will be the first in a continuous series of Disability Equality Schemes, each building on the achievements, and learning the lessons, of the previous scheme.

Unlike for the general duty, there is a list of those public bodies that are covered by the specific duties, set out by regulation. This list is published as an appendix to the Disability Rights Commission's Code of Practice. All bodies covered by the general duties as listed above are included, and others may be added (or removed) by future regulation



UNISON Welfare offers a confidential and free service to members, offering the following: -

- **Financial Assistance:** if you are struggling to make ends meet, or have an unexpected bill which has put you "in the red" financially, we may be able to help.
- **"Get Well" breaks:** any member who has been ill recently, may be able to get a free (or very reduced rate) holiday at one of many of our outlets at UK holiday locations

We cannot put into words how much this break did us the world of good."



- **Family Holidays:** Members on low incomes, or those who are suffering hardship can apply for a free—or very cheap—holiday. As with the "get well" breaks, there are a selection of UK holiday resorts to choose from.



" So restful and peaceful away from everybody and everyday life."

- **-Debt Counselling/Advice:** If you are having difficulties coping with your finances and/or repaying debts, help is at hand; in certain circumstances, loans are offered at a low interest rate, and with the option of payments being made 10 months every year so you can have 2 months "breathing space" when you need it.
- **Other Advice/ Help:** UNISON Welfare has also assisted members who: -
-are enduring domestic abuse to escape (or take time out) from their situation;

-have caring responsibilities to get assistance or a break from their responsibilities

Stop Press!!!!

This month alone, UNISON Welfare has given financial assistance and offered debt advice and counselling to dozens of UCL UNISON members.

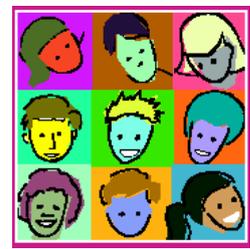
Don't Delay—Contact us today!!!

For further information of criteria for assistance or help, please contact your department's Shop Steward or contact Welfare Officer Wendy Biggin: w.biggin@ucl.ac.uk, ext. 4888.

All help is offered completely confidentially.



STRONGER IN UNISON



Open to UCL UNISON Branch Members Only (including LSHTM and RVC). Please note Branch Committee Members are excluded from this scheme

Recruit

A Member

Bonus Payment Claim Form

This form must be completed in full for the recruitment incentive payments (any partially completed forms will be returned). Please complete in capital letters.

Details of new member recruited

F

M

Name

Address

Name of Department or workplace

Job

2. Details of recruiter

F

M

Name

Address

Post Code

Contact number or e-mail

Department or Workplace

Bonus Payment being claimed* (please tick appropriate box)

£10 First member recruited

£5 for subsequent new recruit

Confirmation Details

(To be completed by Branch Officer not the recruiter)

I confirm that the above new member has been recruited to this branch by the recruiter named above and that a completed application form has accompanied this claim form.

NameDate.....

Branch Officer Position.....

Signature

Please Return this form together with the completed UNISON application form to your workplace rep, steward, Branch Officer or Stephanie Smith, Department of Epidemiology, 1-19 Torrington Place, WC1

* Payment will be made after the first subscription is paid by the recruited member.

NB: Branch Committee Members are not eligible to claim this bonus payment!

APPLICATION FORM *Join UNISON together a better union*

1. Your PERSONAL DETAILS

Please tick box below

Mrs	Ms	Miss	Mr	Other
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First name	Other initial
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Surname/Family name	Date of birth
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Home address

National Insurance number (from your payslip)

<input type="text"/>									
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Please tick if you require materials in a different format (eg large print or Braille - Be sure to supply contact details below)

Please give a telephone number/voice/text/email address for UNISON to contact you - indicate if work or home

Contact tel/voice/text/email

2. Your EMPLOYMENT DETAILS

Employer's name

Your job title/occupation

Department/section

Workplace name and address

Postcode

Payroll number (from your payslip)

PLEASE RETURN YOUR COMPLETED FORM TO:

Stephanie Smith, c/o Epidemiology,
1-19 Torrington Place
London WC1E6BT

3. WHAT YOU PAY – CURRENT RATES

Please tick the appropriate box for your earnings before deductions.

YOUR SUBSCRIPTION - WHAT YOU PAY

Weekly pay <input type="checkbox"/>	Annual pay <input type="checkbox"/>	per week <input type="checkbox"/>	per month <input type="checkbox"/>	Band
Up to £38.47 <input type="checkbox"/>	Up to £2,000 <input type="checkbox"/>	£0.30 <input type="checkbox"/>	£1.30 <input type="checkbox"/>	A
£38.48–£96.16 <input type="checkbox"/>	£2,001–£5,000 <input type="checkbox"/>	£0.81 <input type="checkbox"/>	£3.50 <input type="checkbox"/>	B
£96.17–£153.84 <input type="checkbox"/>	£5,001–£8,000 <input type="checkbox"/>	£1.22 <input type="checkbox"/>	£5.30 <input type="checkbox"/>	C
£153.85–£211.53 <input type="checkbox"/>	£8,001–£11,000 <input type="checkbox"/>	£1.52 <input type="checkbox"/>	£6.60 <input type="checkbox"/>	D
£211.54–£269.23 <input type="checkbox"/>	£11,001–£14,000 <input type="checkbox"/>	£1.81 <input type="checkbox"/>	£7.85 <input type="checkbox"/>	E
£269.24–£326.92 <input type="checkbox"/>	£14,001–£17,000 <input type="checkbox"/>	£2.24 <input type="checkbox"/>	£9.70 <input type="checkbox"/>	F
£326.93–£384.61 <input type="checkbox"/>	£17,001–£20,000 <input type="checkbox"/>	£2.65 <input type="checkbox"/>	£11.50 <input type="checkbox"/>	G
£384.62–£480.76 <input type="checkbox"/>	£20,001–£25,000 <input type="checkbox"/>	£3.23 <input type="checkbox"/>	£14.00 <input type="checkbox"/>	H
£480.77–£576.92 <input type="checkbox"/>	£25,001–£30,000 <input type="checkbox"/>	£3.98 <input type="checkbox"/>	£17.25 <input type="checkbox"/>	I
£576.93–£673.08 <input type="checkbox"/>	£30,001–£35,000 <input type="checkbox"/>	£4.68 <input type="checkbox"/>	£20.30 <input type="checkbox"/>	J
£673.08+ <input type="checkbox"/>	over £35,000 <input type="checkbox"/>	£5.19 <input type="checkbox"/>	£22.50 <input type="checkbox"/>	K

Please tick this box if you are a student member in full-time education (including student nurses or Modern Apprentices). Your subscription is £10 per

4. POLITICAL FUND

UNISON's **Affiliated Political Fund (APF)** is used to campaign for and promote UNISON policy and the need for quality public services within the Labour Party, locally and nationally, in Parliament and Europe. UNISON APF affiliates to the Labour Party.

UNISON's **General Political Fund (GPF)** is used to pay for campaigning at branch, regional and national levels of the union and for research and lobbying in Parliament and Europe. It is independent of support for any political party.

It is important that you indicate a choice of fund by ticking one of the boxes below. Your subscription shown above includes a political fund pay-

If you have been a member of a trade union before, please state which one:
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The information provided by you shall be recorded by UNISON for statistical purposes and used for sending you UNISON publications, ballot forms and otherwise communicating with you. If you do **NOT** want any mailings from UNISON, besides those required by statute, please tick this box

To keep you fully informed of the services we arrange for members we want you to receive details of benefits offered by or in conjunction with UNISON's affinity partners. The affinity partners are organisations with close links to UNISON that share our ambition to provide you with the best possible range of benefits. Under the Data Protection legislation we can only disclose your details to our affinity partners with your explicit consent. Therefore if you **WANT** to receive details of the full range of benefits you **MUST** tick this box

5. YOUR AUTHORISATION

- I wish to join UNISON and accept its rules and constitution.
- I authorise deduction of UNISON subscriptions from my salary/wages at the rate determined by UNISON in accordance with its rules to be paid over to them on my behalf and
- I authorise my employer to provide information to UNISON to keep my records up to date
- I authorise deduction of the following Political Fund payment as part of my subscription: Tick one box only

Affiliated Political Fund

General Political Fund

Now please sign and date below.

Signature Date.....

WHO'S WHO IN UCL UNISON BRANCH

Branch Officer Posts:

★ Assistant Secretary	Jane Ferrie	jane@opublic-health.ucl.ac.uk
★ Black Members Officer	(VACANT)	unison@ucl.ac.uk
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★ Communications Officer	Cinzia Polese	unison@ucl.ac.uk
★ Disabilities officer	Ann Tucker	ann.tucker@ucl.ac.uk
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★ Recruitment Officer	Alex Molade	unison@ucl.ac.uk
★ Secretary	Tom Silverlock	t.silverlock@ucl.ac.uk
★ Treasurer	Andre Burbidge	see above
★ Vice-chair	[VACANT]	
★ Welfare	Wendy Biggin	see above
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★ Young person's	[VACANT]	

Shop Stewards

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★ Security	Martin Simukai	unison@ucl.ac.uk
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★ Civil Engineering	Marie Parker	m.parker@ucl.ac.uk
★ Library Services	Bill Martin	bill.martin@ucl.ac.uk
★ Estates and Facilities	Tom Silverlock	see previous column
★ HCS	Sarah Alleemudder	see previous column
★ Residences	Sam Atack	see previous column
★ Residences	Colum McDermott	see previous column

Acredited Learning Reps

★ Sarah Alleemudder	see previous column
★ Wendy Biggin	see previous column
★ Cristina Gardini	see previous column

Delegates to Committee for Equal Opportunities

★ Sarah Alleemudder	see previous column
★ Carol Blackburn	see previous column

Health & Safety Co-ordinator

★ Sam Atack	See previous column
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HERA Reps

Sarah Alleemudder, Andre Burbidge, Hazel Crossley, Jane Ferrie, Wendy Biggin, Maria Cotera, Marie Parker, Bill Savill, Rob Connell

If you have any news or views you would like to see in UNI news, send them to: unison@ucl.ac.uk

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