

Entry Form



Simply complete the form below in block capitals.

Name
Address
Postcode
Contact Telephone Number
E-mail

Are you interested in tax free savings?

Yes No

Are you looking to save regularly for something special?

Yes No

Do you have a lump sum to invest?

Yes No

Would you like someone to call you to go through the options?

Yes No

What's the best time to contact you?

Day(s):
Time am pm eve

How quickly would you like to be contacted?

1 Week 1 Month 3 Months

Signature Date

I consent to my personal data and Union membership details being held by Britannia. My personal details will only be used for the purposes of the AGM. My personal details will only be used in connection with the Prize Draw, or to contact me if I have requested information but will not be used for marketing purposes. The information will be used for market research, developing goods and services, statistical and business analysis, account administration and creating and maintaining a customer profile. Please retain the prize draw Terms and Conditions

AOB REF:

Call us on **0800 778 888***

Our lines are open 8am-8pm weekdays and 9am-12noon Saturdays. Our staff will be more than happy to help you.
*Calls from landline phones are free however mobile providers may charge.

Telephone calls may be recorded and/or monitored.

Visit britannia.co.uk/win1000

Check out our latest deals, you can also get a quote, apply online and find other useful information.

Visit your local branch

Talk to an adviser for help and information. To find out more, ask a member of staff.

Free Prize Draw Terms and Conditions

- The maximum amount that can be won is £1,000.
- This prize draw is open to all members of UNISON, aged 18 or over.
- The prize money of £1,000 will be paid into a UNISON Save and Support account. The account must be opened according to normal account opening procedures. The winner will need to provide identification that confirms both who they are and where they live.
- All entries must be received by 31st January 2009 and must be submitted on the attached entry form.
- The draw will take place on Monday 9th February 2009 by an independent party.
- The promoter reserves the right to amend or withdraw the promotion as necessary due to circumstances beyond their control.
- Entry to the prize draw is not open to employees of Britannia Building Society and their families, its subsidiaries, agents or anyone professionally connected with the prize draw.
- Only one entry per person.
- The winner will be notified by post within 7 days of the draw. For details of the winner send a SAE to Union Prize Draw, Affinity Dept, Britannia Building Society, Britannia House, Leek, Staffordshire Moorlands, ST13 5RG within 4 weeks of the closing date. The winner's name and county will be forwarded by post.
- No correspondence will be entered into.
- Entry into the prize draw is deemed to be acceptance of the rules.
- The winner may be requested to take part in publicity associated with this prize draw.
- No cash alternative will be offered.
- No purchase necessary.
- I consent to my personal data and Union membership details being held by Britannia. My personal details will only be used in connection with the Prize Draw, or to contact me if I have requested information but will not be used for marketing purposes. The information will be used for market research, developing goods and services, statistical and business analysis, account administration and creating and maintaining a customer profile.

80% recycled. When you have finished with this leaflet please recycle it.

This leaflet is also available in large print, Braille and on audio. For further information please contact a member of staff.

Britannia undertakes to comply with The Banking Code. Copies of this Code are available on request.

Britannia Building Society

Britannia House Leek, Staffordshire Moorlands ST13 5RG
britannia.co.uk

11/09/09/08



Staffordshire POLICE

UNISON

Police Staff

ANNUAL GENERAL MEETING

To be held on
TUESDAY

24th February 2009

at
2.00 p.m.

in

**CONFERENCE ROOM ONE
Police Headquarters
Cannock Road
Stafford**

AGM sponsored by



Branch Stewards

ACR - North
ACR - South
Camera Technicians
Chase
Crime and Operational Support
Headquarters
Headquarters
North Staffs
Organisational Support and Development
PCSO – North Staffs
PCSO – Trent Valley
PCSO - Chase
PCSO – Stoke
PSD (Hanley / Leek)
PSD (Burton / Cannock)
SOCO
Stoke
Trent Valley
Trent Valley
Weston Road

STAFFORDSHIRE POLICE



MISSION STATEMENT

- To obtain and maintain the best terms and conditions of employment for our members and to seek to secure continuity in that employment
- To provide a quality locally based member led service enabling access to professional advice and representation on a range of employment and personal issues

FOR ALL MEMBERS IRRESPECTIVE OF

RACE

DISABILITY

GENDER

SEXUAL ORIENTATION

RELIGION

COLOUR

CREED

AGE

I will be standing at the next election for my present role as your Branch Health & Safety Officer and hope to gain your support.

**Report by the Welfare Officer
Anne Murray**

Unison Welfare is a charitable fund that is able to assist its members in financial need. This may be for financial assistance with a specific item of expenditure, much needed convalescence or advice on managing debts.

All this is available by contacting me, via the Branch Office, or by ringing the National Welfare Office on 0207 551 1620.

I have personally dealt with issues concerning our members and have personally arranged to send unison members for much needed Convalescence.

During the last year I have been able to see first hand, by attending the Regional Welfare Committee meetings, the first class service given by the Welfare Committee to our Members.

**Report by the Branch Education Officer
Claire Bruus**

During last year our Branch Officers and Stewards have been attending Courses which are designed to help them carry out their roles as Branch Stewards and Officers; this enables them to be able to deal with issues which arise from our Members.

In my capacity as Branch Education Officer I have personally arranged training for Police Staff UNISON Members, such as web design, computer skills and more, which is available to all UNISON Members, at Stoke on Trent College. If any Police Staff UNISON Member is interested in undertaking additional training please contact me at the Branch Office for further information on what is available to you.

I have enjoyed my role over the last year, and, if I am re-elected, I will continue in my role as Branch Education Officer to the best of my ability.

Steward authorisation is for one year only. For authorisation as an accredited Steward of Staffordshire Police UNISON for 2009. EXISTING Stewards and NEW Applicants must complete this form and return it to the Branch Office to be received no later than **9am 16th January 2009.**

DEPARTMENTAL STEWARD NOMINATION FORM

SURNAME: MR/MRS/MS/MISS

FORENAMES

WORKPLACE ADDRESS

TEL.NO. (WORK) & EXT NO.

MOBILE NUMBER

DEPARTMENT

JOB TITLE

UNISON MEMBERSHIP NUMBER

HOME ADDRESS

**HOME TELEPHONE NO
(Emergency only)**

PROPOSED BY **SECONDED BY**

I certify that I am willing to serve as a Departmental Steward for the year 2009. I am a current member of the Branch and eligible for election. I also agree to undertake suitable training as a Steward within two years of my election as a Steward.

SIGNED **DATE**

COMPLETED NOMINATION FORMS SHOULD SENT TO:

Branch Administrator
Staffordshire Police UNISON
The Peter Edwards Building
7 Hearn Court
Rising Brook
Stafford ST17 9QN

This form must be completed by all nominees for Branch Officer Posts and returned to the Branch Office NO LATER than **9am 16th January 2009**. If more than one nomination is received for an Officer Post a vote will take place for announcement at the Annual General Meeting. The tenure for the Branch Officer & Self Organised Group posts is for 1 year.

BRANCH OFFICER or SOG OFFICER NOMINATION FORM

NOMINATION FOR THE POST OF:

SURNAME: MR/MRS/MS/MISS

FORENAMES

WORKPLACE ADDRESS

TEL.NO. (WORK) & EXT NO.

MOBILE NUMBER

DEPARTMENT

JOB TITLE

UNISON MEMBERSHIP NUMBER

HOME ADDRESS

**HOME TELEPHONE NO
(Emergency only)**

SIGNED **DATE**

Officer Posts - Staffordshire Police UNISON

Branch Secretary

Branch Chair

Branch Treasurer

Young Members Officer

Diversity Officer

Self Organised Group Liaison Officer (Black Members)

Self Organised Group Liaison Officer (LGBT)

Asst Branch Secretary

Welfare Officer

Health & Safety Officer

Education Officer

Women's Officer

COMPLETED NOMINATION FORMS SHOULD SENT TO:

Branch Administrator
Staffordshire Police UNISON
The Peter Edwards Building
7 Hearn Court
Rising Brook
Stafford ST17 9QN

Report by the Diversity Officer Pauline Webb

I have continued in my role as Diversity Officer for the last twelve months and will continue to do so if re-elected. I have attended the first meeting of the Force's Equalities and Diversity Board which has now amalgamated with the Police Authority's Diversity Group. This group will be meeting quarterly. I also attend the Diversity Staff Association Meetings and the Staffordshire Police Disabled Support Group Meetings in order to make sure I am fully aware of any issues and to offer advice and support when needed.

As a Branch Steward based at Headquarters, I attend monthly Branch Executive Meetings and represent the Staffordshire Police Branch at the quarterly meetings of the West Midlands Police Staff Service Group in Birmingham. Issues are discussed from within the region at this Forum and actions taken where necessary. Attending these meetings allow me to continue to support members from the Staffordshire Police Branch and I hope to continue on your behalf in 2008.

I am sure we will have many challenges in the next twelve months in vie of the forthcoming moves to Weston Road and as a Branch we will still strive to improve the conditions of our members and will continue to work for a better future for them. I will be standing at the next election in order to allow me to continue in this role.

I hope you will continue to support me as your Diversity Officer.

Report by the Branch Health & Safety Officer John Axon

During 2008 I have endeavoured to continue the good work which my predecessor Mick Spalding has done over the years, and to continue to support other Stewards and Unison members on any issues of concern. When I have been able I have attended monthly Branch Executive Meetings and will be attending the Force Health and Safety Meetings in the future.

Since becoming Branch Health and Safety Officer I have brought up health and safety matters to the Branch which has a direct impact on our members. Also I have attended college and have completed Stage 2 Health & Safety course in order to keep up to date with latest developments.

Staffordshire Police Unison is always keen to keep in the forefront in areas relating to Health & Safety, as this issue can deeply impact on our members. I, along with the Branch Office, will continue to keep this item at the top of their agenda.

It is the belief of Staffordshire Police Unison that a well run Health & Safety Representative Scheme will enhance work place safety, and the working environment of all staff in the force.

Report by the Assistant Branch Secretary Dawn Critchley

2008/09 has been another challenging year. Nationally, UNISON has been involved in the negotiations for the new Local Government Pension Scheme (LGPS) and, as a consequence, some of the benefits have improved. Throughout this process our branch has written to all the employers in the Staffordshire LGPS requesting their support. In addition, the branch continues to be involved in addressing the need for a union presence with full voting rights on all local government pension schemes.

The branch's focus for this coming year will be on workforce modernisation and career progression/development for police staff. Also, one of our aims in 2009/10 is to increase the number of stewards within the workplace. Therefore, if any member feels this may be of interest, please contact me and I will be more than happy to meet with you to discuss in more detail.

I remain the TUC representative for the Staffordshire Local Government Pension Scheme, and I sit on the UNISON Regional Council. Also, on behalf of the branch, I have attended the National Delegate Conference, the Womens' Conference and the Police Staff Conference.

However, as I state every year, my primary role will always be to support members of this branch whatever their needs.

Report by the Branch Chair Rob Williams

Another year has flown by and the challenges facing the Branch continue to increase. I have enjoyed being part of the team that supports our members through their difficult times.

Michael and Dawn take the lead on many of the issues that arise but they have been very well supported by the other Branch Officers and Stewards. The support that they provide has been essential and will continue to be so.

I have now been your Branch Chair for the past 7 years and am keen to carry on fulfilling that role. However I am also a Workplace Steward, so if there is a member, who would like to take on the role as Chair, please put your name forward.

My role involves chairing the monthly Executive Committee Meetings and representing the Branch in a number of consultative forums in the Force. Additionally I undertake my role as a workplace steward, advising and supporting members with their individual workplace issues.

I will be standing for re-election but as I have said before, I will be happy to relinquish the role if another member would like to take it on.

NOTICE OF THE ANNUAL GENERAL MEETING OF STAFFORDSHIRE POLICE UNISON TO BE HELD ON TUESDAY 24th February 2009

To:- All Members of Staffordshire Police UNISON

The Annual General Meeting of the Branch will be held in Conference Room One, at Staffordshire Police Headquarters, Cannock Road, Stafford, on Tuesday, 24th February 2009 commencing at 1400 hrs.

Remember - this Meeting provides an opportunity for the general membership of the Branch to participate in Branch affairs and to influence policy.

If you wish to change existing UNISON Policy or to initiate new ones **this is your chance.**

Members should bring their membership card, or proof of membership (A recent payslip showing UNISON deductions).

A Membership check will be made.



**Michael Shepherd
Branch Secretary**

STAFFORDSHIRE POLICE UNISON

Annual General Meeting

AGENDA

of meeting held on **24th February 2009** in
Conference Room One, Staffordshire Police Headquarters,
Cannock Road, Stafford, ST17 0QG
commencing at 1400 hrs.

1 MINUTES:

To approve the Minutes of the Annual General Meeting of Staffordshire Police UNISON held on 6th February 2008.

2. ANNUAL REPORT:

To receive the Annual Report from the Branch Secretary.

3. STATEMENT OF ACCOUNTS:

To receive the Branch Treasurer's statement of accounts for the twelve months to 31st December 2008.

4. HONORARIA PAYMENTS:

5. ELECTION OF OFFICERS:

Branch Chair to report.

6. ELECTION OF THE BRANCH EXECUTIVE COMMITTEE:

Branch Chair to report.

7. MATTERS ARISING:

7.1 Local Levy

Branch Secretary.

8. MOTIONS:

(must be submitted in writing and received at the Branch Office at least 7 days before the Meeting)

Report by the Branch Secretary

Michael Shepherd

It now seems that Trust and Confidence has been a part of our way of life forever, and not for just over a year as it has been in reality. The membership of Staffordshire Police UNISON have shown support for this process, for a number of reasons, not least the fact that the majority of us live in this county. However, I am still hearing the comment, "How come bad news is always preceded with the words; In line with the Chief's Trust and Confidence?".

Shift patterns have changed, working practices altered and the work/life balance of members seem to have been cast aside all in the name of Trust and Confidence. Colleagues continue to tell UNISON that they are not seeing any changes, that their neighbours and family members are unaware of Trust and Confidence and have not seen any changes. Internally we still have restrictive working practices that see police officers have a career path. A process which restricts that of police staff. But these factors do not mean that we give up on trust and confidence. They just mean that we work harder to ensure the success of this vision. However, it is my role as Branch Secretary to continue to work for better terms and conditions around Trust and Confidence.

Some of you have been affected by the desire of UNISON and the Police Authority to move to premises better suited to our role and modern working practices. I hope that the work undertaken by departmental stewards and branch officers with our employer has helped you with this change. I have received comments in relation to the moves. But the need to move from antiquated and sometimes unsuitable premises had to occur, and I accepted this position, and along with the my colleagues worked with Human Resources Managers and Departmental Heads to ensure that individuals were advised, assisted and changes made.

This year has been very busy for myself and my colleagues on the branch executive and we all continue to work towards a better working environment, with better working practices. Earlier this year I took a number of expectations to our employer. Namely; a flexible retirement policy and a review of the managing attendance policy. In addition I reminded Staffordshire Police that there is a requirement for an equal pay audit and an across the force job evaluation, and asked that we move towards the Job Evaluation Factor 13 Scheme. All of these requests were agreed and are moving forward.

As the Branch Secretary, I accept your disappointment with the employers side not to enter into negotiations into the 2009 pay award, without an offer. To expect staff to accept a three year deal is like asking the us to ignore the credit crunch. I am concerned with the growing numbers of our colleagues who have to make contact with the UNISON Debtline, but also advise them to do so at the earliest opportunity. Please make use of this important part of the UNISON Welfare system before matters become critical. It is confidential and free.

I would like to end by thanking all those who have supported me, this branch and our trade union in the past year. I would also like to acknowledge the efforts of all our departmental stewards and branch officers for the work that they do in support of you. This branch is in a strong membership position, but as always, it could be better. So may I end by reminding you of the recruit a friend scheme, and ask you to gain financially by convincing your non-trade union colleagues of the benefits of UNISON.

Branch Stewards

Burton / Cannock PSD
Camera Technicians
Chase
Hanley / Leek PSD
HQ's Org Support
HQ's Opps Support
HQ's
HQ's
North Staffs
NACR
PCSO
PCSO
PCSO
SOCO
Stoke
Stoke
SACR
Trent Valley
Trent Valley
Weston Road

Louise M Ward
Vacant
Gerald Ferneyhough
John Axon
Hossein Heideripoor
Vacant
Pauline Webb
Robert Williams
Philip Hopkins
Janet Gavin
Paul Coogan
John Beard
Alison Breakwell
Robert Birch
Cath Goodfellow
Vacant
Alison Fulton
Vacant
Vacant
Tony Wight

Proposed by Dawn Critchley, seconded by Rob Birch.

Tony Wright asked if Rob Birch could look after the police staff based within the new Weston Road block. The Branch Secretary stated that Rob Birch is the SOCO Representative, but would continue to look into another steward for Weston Road.

7. MATTERS ARISING:

7.1 Local Levy

The Branch Secretary advised that he had reviewed the Local Levy, which is currently set at 20p per member per month, to help with Branch funding.

The Branch Secretary proposed that we keep the local levy of 20p, the proposal was seconded by Paul Newsham. **AGREED.**

7.2 Stewards and Branch Officer Mileage Allowance

The Branch Treasurer reported on the current rate for mileage claims and proposed that, with effect from today, the amount be increased by 4 pence per mile. The proposal was seconded by Alison Breakwell.

8. MOTIONS:

Nil.

.....
Rob Williams
Branch Chair

.....
Michael Shepherd
Branch Secretary

STAFFORDSHIRE POLICE UNISON

Annual General Meeting

MINUTES

of meeting held on Wednesday, **6th February 2008** in Conference Room One, Staffordshire Police Headquarters, Cannock Road, Stafford, ST17 0QG commencing at 1400 hrs.

1. MINUTES:

The Minutes of the Annual General Meeting of Staffordshire Police UNISON held on 27th February 2007 were accepted as a true record.
Proposed Paul Coogan, seconded Pauline Webb.

2. ANNUAL REPORT BY THE BRANCH SECRETARY

Since the last Annual General Meeting of Staffordshire Police UNISON, I am glad to report as Branch Secretary that not only have I kept the branch executive members busy in relation to policies and consultation. But more importantly, I have also kept our colleagues and members busy.

Since the last AGM, I have consulted the branch executive on 12 issues relating to changes to policy. One a month may seem to some of you as not many. However, add to that the fact that they all hold down a full time job, meet with members and management, and give advice and support to members, the lot of a branch officer and departmental steward becomes very busy. I ask that not only are the thanks of myself and the branch chair recorded, that the AGM acknowledges their contributions.

But thanks must also go to those members who took time to respond to consultation. Again colleagues who are busy and have a multitude of other tasks to do. This branch consulted with them formally on 27 occasions on subjects ranging from the pay award to long term sickness, the LGPS and health & safety. The response received varied across the subjects, and was used when determining policy with management. In addition specific consultation took place with our female colleagues and PCSOs.

However, I wish to report that the most contentious subject during the last year was around the change in the way that leave is to be calculated. I as branch secretary sent out 6 emails informing all staff of the proposed changes and the UNISON position. This branch balloted members as to what action they wanted to take in relation to the changes. I have faced criticism in relation to this matter, and have worked for the best compensatory deal that can be achieved via consultation. I am grateful for the hard work from departmental stewards in relation to this matter. I would also like to inform this meeting of the depth and excellence of the work that has been undertaken by the Assistant Branch Secretary in relation to the change in particular weekend enhancement. Never, colleagues let it be said that either she, the branch executive or I would not do of our best to ensure that any imposed changes come with some (albeit) limited gains.

This branch continues to perform to a very high level, due to the work undertaken by members and the branch executive with the guidance of the Branch Chair. His wise counsel, advice and guidance during a very busy year has been first class. It is always best practice to allow some one to do their job from the shadows knowing when and where to step forward and make your contribution. This has encouraged myself and those here today to work with our colleagues, to the benefit of all. I would like the minutes to show my thanks, and I hope that you will all join me in them.

The next year will be equally as busy, if not busier than the past year. Trust and Confidence will become the important way forward, and I ask all UNISON members to support the Chief Constable and embrace change. However, as a trade union we must keep our fingers on the pulse, and ensure that change is achieved in the correct manner, and that our colleagues move forward as equals.

Finally to ensure the position and strength of this branch we will have to work harder at recruitment. During the last year 124 members were recruited, with 59 leaving the branch. These losses were due to many factors, the most predominant being staff leaving the employment of Staffordshire Police. This left the branch with a net growth of 65 members. I shall take steps with my colleagues in the branch office to encourage recruitment and to support branch officers in recruiting. All staff will be reminded of the recruit a friend scheme, best practices from other branches will be looked at with a view to incorporating them into our recruitment strategy. This next year will be the year that as a branch we pass the 1000 member mark.

Colleagues that concludes my report and I will now take questions.

3. STATEMENT OF ACCOUNTS

The Branch Treasurer reported that the full statement of accounts for Staffordshire Police UNISON have been audited by Smith Cooper Accountants in Burton on Trent.

They have also signed and witnessed the UNISON end of year returns independently, which were prepared by herself as the Accountants agree that they match their own financial reports.

It was noted that the total income of the general account for the year ending 2007 was £31773.98 and total expenditure was £31739.05. Leaving a balance of £34.93. Including the balance brought forward figure of 5367.02, as of 31st December 2007 the general fund bank balance stood at £5401.95

The Branch Treasurer reported that she had held a meeting with the auditors in which they noted the increase in expenditure. This was as a result of bookings being done for other Police Staff Regional branches on their behalf. The cost of which is reimbursed to the Branch. The kitchen was also replaced at the Unison branch office.

The Branch Treasurer stated that the accounts were healthy and asked that they be agreed, subject to any questions.

There were no questions and the accounts were accepted as a true record.

Proposed by Phil Hopkins, seconded by Paul Coogan.

4. HONORARIA PAYMENTS:

The Branch Chair reported on the honoraria payments and proposed the following:-

£1040.00 – Branch Secretary
 £1040.00 – Assistant Branch Secretary
 £ 440.00 – Branch Treasurer

Seconded by Paul Coogan.

5. ELECTION OF OFFICERS

The Branch Chair notified those present of nominations received in respect of Branch Officer posts.

The following Officers were duly elected.

Branch Officers

| Name | Position | Based at |
|------------------|----------------------------------|-----------------|
| Robert Williams | Chair | Headquarters |
| Michael Shepherd | Secretary | UNISON Office |
| Dawn Critchley | Asst Secretary | UNISON Office |
| Dawn Critchley | Women's Officer | UNISON Office |
| Ann Murray | Welfare Officer | SACR HQs |
| Claire Bruus | Education Officer | UNISON Office |
| John Axon | Health & Safety Officer | Leek PSD |
| Pam Vigrass | Vice Chair | Stoke |
| Pauline Webb | Equalities and Diversity Officer | Headquarters |
| Claire Bruus | Treasurer | UNISON Office |
| Paul Newsham | Retired Members Officer | (Retired) |
| Vacant | Young Members Officer | |

Proposed by Alison Breakwell, seconded by Derek Webber.

6. ELECTION OF THE BRANCH EXECUTIVE COMMITTEE:

The Branch Chair notified those present of nominations received in respect of Branch Steward posts.

The following Stewards were duly elected.

Self Organised Group

| | | |
|---------------|------------|-----------|
| Black Members | Vacant | |
| LGBT Group | David Fynn | Newcastle |

Proposed by Paul Newsham, seconded by Dawn Critchley.