

The Chairperson

All meetings are run by a chairperson who will introduce the various items of business. The chairperson will also ensure the meeting is run in line with the appropriate rules and guidelines.

Branch Staff

At all meetings, notes will be taken of the discussions and decisions taken. These will be brought back to the following meeting for agreement and information.

The Secretary

The officer who is responsible for the organisation of meetings.

What other information is available

Branch Rules

A detailed description of the agreed rules within which the branch operates.

Constitution

The basic framework of how the branch is organised.

Standing Orders

The basic framework for the way we run meetings within the branch.

Branch Induction

Details of who's who within the branch, including roles and duties of branch officers and details of how the union is organised.

The Branch

Branch Office

The branch office is situated in Barnsley Town Hall. The full time convenors and administrator are based here.

Opening times are **9.15 am to 4.00 pm from Monday to Thursday**. Reception is closed on Friday, however convenors are contactable by phone or by appointment.

How to contact us

The branch office can be visited in person, however if you need to see a convenor, it is recommended that you contact us in advance.

 UNISON Barnsley
Town Hall
Church Street
Barnsley
S70 2TA

 01226 772988

 branchsecretary@unisonbarnsleylg.org

UNISON Barnsley
Local Government Branch



Meetings Guide

What meetings take place

The branch holds meetings throughout the year, some are regular planned meetings and others are only called as and when required. Whatever the meeting however, the basic principles are the same for all meetings.

Stewards Forum (Branch Committee)

The main meeting of the branch which is attended by branch officers, convenors and stewards. The meetings are held monthly.

The meetings make decisions and recommend policy or constitutional change to the AGM(s).

Annual or General Meeting(s)

The main policy meeting of the branch which is attended by branch officers, stewards and members of the branch.

The meeting is held annually and makes policy decisions, considers amendments to the branch constitution and rules, approves the branch accounts and elects branch officers.

The quorum (minimum number of people required to be in attendance) for the meeting is 40.

Branch Management Committee

A sub committee of the branch which is attended by nominated branch officers, convenors and stewards.

The meeting deals with financial issues, taking decisions on the branch budget and reporting these to the stewards forum. It also deals with conditions of services issues and agreements with the various employers covered by the branch.



Ground rules for meetings

Attendance

Those members elected to attend meetings of the branch are expected to attend as regularly as practicable to ensure that the views of the members who elected them are given proper consideration in the branch. **The quorum for meetings is one third (1/3) of those eligible to attend. If the quorum is not reached, the meetings are not able to take important decisions so it is very important that delegates attend meetings wherever possible. If unable to attend, it is important that you let the branch know in advance.**

The branch rules state that stewards are required to attend a minimum of 4 stewards forum (branch committee) meetings per year unless they are absent from work due to illness and have notified the branch secretary.

Any steward who fails to attain the minimum required attendance at meetings may be de-selected by the Branch Committee.

Account will be taken of parental and caring responsibilities or other arrangements that attendees may have to consider.

Assistance with the costs of childcare etc. can be considered by the branch.

Equality and Fair Treatment

Equality and fair treatment will be afforded to all persons before, during and after meetings.

Mutual Respect

All attendees at meetings are expected to show respect for their colleagues and others attending meetings.

Attendees are also expected to show respect for the chairperson and to abide by rulings from the chair.

The branch expects that all guests or speakers at meetings will be treated with respect and due consideration is given to their views.

Use of Language

The language we use is extremely important and reflects deep rooted and long-standing societal power structures and beliefs.

Discriminatory language of any description will not be tolerated. Generalisations are seldom helpful and seldom true. Please avoid making them.

Jokes or comments based on any type of discrimination should not be made. Neither should accusations of wrong doing or lack of trust be raised outside of the appropriate procedures.

Working Together – Meetings

Between us, we have a wealth of experience and ideas. It is important that everyone feels equal and able to make a contribution. This is extremely important at meetings. To this effect all attendees should:

- If unable to attend, ensure apologies are sent to the chair in advance of the meeting.
- Indicate to the chairperson when they wish to speak
- Listen to others and avoid being dismissive of their contribution;
- Wait until a speaker has finished and do not interrupt their train of thought;
- Aim to have reasoned discussion, not argument;
- Try to make any criticism constructive so that it helps others develop confidence, skills and knowledge;
- Make contributions as clear and concise as possible. No member or group of members should aim to dominate the discussion;
- Ensure that everyone who wishes to speak is given the encouragement and opportunity to do so.

The chairperson shall decide who shall speak next and when the debate needs to be brought to a conclusion by taking a vote.