



## MINUTES AND RECORD

of the

### SPECIAL EXECUTIVE COUNCIL MEETING HELD AT MARY WARD HOUSE, LONDON WC1 ON 18<sup>TH</sup> DECEMBER 2008

---

#### PRESENT:

**MEMBERS:** Bro. I ALLINSON, Sis. P BARTLE, Bros. R BAZELEY, S BEATTY, R BENJAMIN, D BOWYER, D BRADY, P BREWSTER, D BROCKETT, T CASHMAN, W COLEMAN, J COOPER, Sis. L COUSINS, Bros. P COYNE, S DAVISON, Sis. A DAYKIN, Bro. D DE LACY, Sis. E DONNELLY, J ELLIOTT, Bros. A FRASER, M GIBBONS, S HIBBERT, B HOLMES, Sis. S HUTCHINSON, Bros. G JACKSON, A JOHNSTON, Sis. S JOPSON, Bro. J KENDALL, Sis. J LEWIS, Bros. D LOVELIDGE, M LYON, D MATHIESON, M MAYER, I McDONALD, Sis. J McDOWALL, Bros. T McDOWELL, S McGHIE, A MERCER, I MONCKTON, J MURPHY, M MURPHY, J NEILL, D NESTOR, P OLIVER, C PERRETT, Sis. B PLEASANTS, Bros. M PLUMB, D RITCHIE, Sis. P ROBSON, Bro. P RUSSELL, Sis. M RYAN, S SHARP, Bros. J SHERIDAN, P SIMPSON, D SMEETON, B SPIERS, Sis. J STEWART, Bro. M STEWART, Sis. P STUART, Bro. M TAJ, Sis. M TAYLOR, Bros. P TAYLOR, M THOMPSON, H TURNER, Sis. M VANNET, Bros. D WILLIAMS, F WOOD, M WOOD, T WOODHOUSE

**EX OFFICIO:** Bro. D SIMPSON (Joint General Secretary)  
Bro. T WOODLEY (Joint General Secretary)  
Bro. L BAYLISS (Assistant General Secretary)  
Bro. T BURKE (Assistant General Secretary)  
Bro. D COLLINS (Assistant General Secretary)  
Bro. J DROMEY (Deputy General Secretary)  
Bro. S DUBBINS (International Director)  
Sis. S ENDEAN (National Officer, Equalities)  
Bro. R FLETCHER (Personnel Director, T&G Section)  
Sis. G HIRSCH (Director of Legal Services)  
Sis. D HOLLAND (Assistant General Secretary)

Bro. D HOOK (Director of ICT)  
 Bro. J KELLY (Assistant General Secretary)  
 Bro. C MATHESON (PA to Joint General Secretary)  
 Bro. L McCLUSKEY (Assistant General Secretary)  
 Bro. J MOWATT (Director of Education)  
 Bro. J ROSS (Director of Finance, Amicus Section)  
 Bro. E SABISKY (Chief Finance Director, T&G Section)  
 Bro. P TALBOT (Assistant General Secretary)  
 Bro. C WHELAN (Political Director)

**IN THE CHAIR: Bro. T WOODHOUSE**

---

**Minute  
No.203**

**1. APOLOGIES AND LEAVE OF ABSENCE**

Formal apologies had been received from Council members, Jackie McLeod due to illness, Agnes Tolmie due to holiday commitments, John Fitzpatrick due to holiday commitments, Roberta Doble due to bereavement, Lizanne Malone due to illness, Dave Dutton due to important trade union business, Neil Sheehan due to important trade union business, Jayne Taylor due to important trade union business, Mick Sherriff due to important trade union business, Gill George due to important trade union business, Sharon Powell due to illness and Gail Cartmail due to jury service.

**Minute  
No.204**

**2. JOINT GENERAL SECRETARIES' REPORT ON PROPOSALS FOR THE INTEGRATION AND CONSOLIDATION OF UNITE**

The Joint General Secretaries presented a report to the Council on the progress that has been made to advance the process of integration and consolidation of Unite. The report is attached hereto as Appendix I.

At the close of consideration, the Council

**RESOLVED:** "That the report, including its recommendations, be adopted."

**3. ANY OTHER BUSINESS**

**Minute  
No.205**

**3.1 Dispute Benefit - Payment for Christmas Period**

Consultation took place with the Council on the question of where members are on strike over the Christmas period, together with dispute benefit, they would receive a hardship payment.

At the close of consideration, the Council

**RESOLVED:** "That sanction be given for the payment of hardship benefit, equal to dispute benefit, together with dispute benefit over the two-week Christmas period to those members in dispute."

**Minute  
No.206**

**Documentation**

The Executive Council noted that all documents specified within the Minutes had been circulated to all members of the Council and were filed on the records of the Council.

**The Meeting of the Council  
thereupon terminated**

## APPENDIX I

# **PROPOSALS FOR THE INTEGRATION AND CONSOLIDATION OF UNITE**

**From: Joint General Secretaries**

**Date: 18 December 2008**

**To: Executive Council**

Further to our recent lengthy discussion at the last EC, within which we all expressed our frustrations and concerns at the failure to integrate Unite and consolidate its departments more speedily, we are both pleased to report progress in our endeavors to speed up the process of integration and consolidation, in line with the rules that our members have voted on, not to create a T&G plus or an Amicus plus but a Unite that is fit for purpose and in line with the instrument and the rules.

The starting point for us was to remove any obstructions/impressions that may have been placed on integration as a consequence of an unwillingness by either Section to share information, etc.

Therefore, as a matter of urgency, a number of things will be put in place:

Firstly, the structures of the Union must be put in place allowing our constitutional committees to integrate and function properly, even though we both acknowledge that the T&G section, particularly in the English regions, has got a big task on its hands. The 4 x 4 teams are charged with agreeing the structures for Unite and have been encouraged to work speedily under the auspices of the Joint General Secretaries and in line with the rules to settle the matters contained in *Appendix A*. The Joint General Secretaries will then report back to the January meeting of the Executive Council.

## **FINANCE**

Under rule, both sections have a legal obligation to balance their books and live within their means. Likewise, for the whole of Unite, we have had a finance strategy document projecting deficits and recommended actions, these recommendations need to be speeded up, especially in the light of the size and scale of the recession that is upon us, including a discussion with the EC in January 2009 to consider an increase in subscriptions and to agree the benefits for Unite members.

Consequently, we are recommending that full integration of the finance departments takes place without further delay,

We therefore recommend the following Appointments

Les Bayliss	-	AGS Finance & Operations Unite and
Ed Sabisky	-	Director of Finance & Operations Unite

Charged with jointly managing and implementing the Unite Finance Strategy and bringing together with immediate effect the finances and departments of both sections of Unite, working under the direction of the Joint General Secretaries (see *Appendix B*).

For clarity and for transparency, it is made clear to all Amicus/T&G non-finance personnel that any information requested by either of them is made available and to generally help them and support them in carrying out their duties.

To assist in the important issue of costs down and in line with the finance strategy projection, we must bring our employee numbers in line with our needs. To assist this, we have clarified instructions to Regional Secretaries concerning the integration of officer's allocations – Appendix C

Regional Secretaries will finalise officer allocations across the sections. They will also finalise our property and people plan with Les and Ed for urgent approval.

Regional Secretaries have again been directed to undertake this task in a sensitive and fair-minded way.

### **IT / MEMBERSHIP**

We agree that the integration of systems and having a common infrastructure for Unite on IT is crucial.

Therefore, we are recommending:

Dominic Hook be appointed Director of information Technology for Unite with a brief to integrate the information systems of the two Sections and to bring forward a timed and costed plan to achieve speedy integration.

Additionally, Bill Forster to be appointed Head of Membership Administration (Finance).

Both reporting directly to the Joint General Secretaries.

Again, for clarity:

- The Seibel System will be integrated across Unite; the ongoing cost of this will be monitored in line with our overall finance strategy.

- APT the back-end of the T&G system will be integrated across Unite, enabling us to bring up-to-date our paying membership, so crucial in the collection of membership dues for the whole of Unite.

The location of the servers for IT to be determined - membership administration (Finance) will be located at the Union's Newcastle Centre.

### **REGIONAL MEMBERSHIP DATA**

We have agreed further progress to assist Unite Regional Secretaries to have personal access to membership data for their regions in order to assist in implementing officer/staff membership ratios; identification and monitoring of 100% Campaign targets; constitutional committees. This will help not only with the above, but with development of the structures yet to be determined. Access will be authorised where possible immediately.

### **EDUCATION**

Jim Mowatt, Director of Education, working through AGS Les Bayliss as previously directed by the EC, will manage the education programmes for lay activists of both sections.

AGS Les Bayliss together with Jim Mowatt, Director of Education, will finalise proposals on all things education. This should include the locations from which education should be delivered in the Union and by whom, the prioritisation of our course curriculum, a guarantee to deliver a basic shop steward's course within a specified period of time; and how we link the delivery of organising education for both officers and lay activists associated with our 100% campaign.

We will agree the number of Education and Development Officers for Unite and advertise all of these positions across the employees of the union.

### **EXECUTIVE SUPPORT UNIT**

Chris Matheson confirmed as the PA to the Joint General Secretaries.

Chris Matheson appointed as Head of the Executive Administration and Support Unit will report to Deputy General Secretary, Jack Dromey, solely on the work of that unit - this along with an excellent number of staff members will allow support for the EC/F&GP to be better coordinated.

### **ORGANISERS**

With both General Secretaries committed to the strategy for growth as determined by EC, and recognising this can only be achieved through a single organising structure and the National Organising Department in particular, the concerns over the deployment of those personnel who were previously designated as organisers within the Amicus structure have now been addressed, and in that respect those individuals who are currently designated as organisers

have been brought back under the management and control of AGS Paul Talbot and be accountable within a single organising structure.

### **THE DIRECTOR OF PERSONNEL**

#### **Proposals for HR/Personnel**

It is proposed that Ray Fletcher is appointed Director of Personnel & Development reporting directly to the JGSs and that Tony Ayres will be the Deputy Director.

He will have responsibility for Employee Development which will include the current Amicus Training team based at Hayes Court and he should be directed to link this with activities in the Education Department.

Ray Fletcher will be 65 years old in March 2009 and will leave the post of Director and Tony Ayres will become the new Director of Personnel and Development for Unite.

Ray will be appointed as Personnel Consultant from 1st April 2009 continuing on the JE project. He will do this on a fixed term contract which will be reviewed.

Ray will also support Tony in the transition period in establishing a proposal for a single Personnel department for Unite and to establish common personnel procedures and policies as well as new integrated bargaining structures for Officers and Staff, and assist in commonising terms and conditions between the two sections

### **UNITE REGIONAL HEADQUARTERS**

As a matter of urgency, and where we have them, the regional headquarters will be consolidated with the appointed Regional Secretary moving into them. It is also agreed that we now purchase a building in Crawley as our regional HQ for the South East

### **REGIONAL WOMEN'S ORGANISERS**

At the June 2008 Executive Council, it was agreed to ensure that a Unite Regional Women's Organiser role would operate in each of the ten Unite regions. These would be appointed where possible on the basis of the previously established format for 'Unite' appointments of five from the Amicus Section and five from the TGWU Section.

As a result of this decision it has been established that a vacancy exists in each of the following regions:

- East Midlands
- North West
- South East

- South West
- Wales
- West Midlands

The EC agreed that the role will not have a specific allocation of membership, allowing time to organise and involve primarily women and other under-represented members in the workplace and constitutional structures of the union.

Correspondence will go out inviting applications from employees who wish to be considered for this role in respect of the regions listed above, and successful applicants will reflect the balance necessary to achieve the above.

### **REGIONAL COORDINATING OFFICER APPOINTMENTS**

The appointment of the Regional Coordinating Officers is crucial if we are to move forward with our 100% strategy. Therefore, we are recommending that all applicants from both sections are shortlisted and the appointment process will take place as soon as possible considering now that the EC members on the panel have now undertaken equalities training.

# APPENDIX A

## INTEGRATION: NEXT STEPS

1. **Regional Industrial Sector Committees and Area Activist Committees**
2. **Equalities Committees**
3. **Identification and allocation of members to Sectors & Regions**
4. **Young Members**
5. **Retired Members**

# APPENDIX B

## AGS Finance and Operations & Director of Finance and Operations

- Reporting to the JGS's
- Responsible for managing the financial affairs of Unite
- Responsible for managing all finance personnel in Unite
- Responsible for implementing Unite's Finance Strategy under the direction of the JGS's and as approved by the EC
- Immediate actions to be taken:
  - i. Update and implement Unite's Finance Strategy, especially in light of the pending recession – membership likely to fall, investments worth less, pension deficits greater, etc.
  - ii. Work with colleagues to agree subscriptions and benefits for Unite for implementation as agreed by the EC.
  - iii. Develop a management structure for the Finance Department.
  - iv. Finalise with colleagues the 2008 complements for officers and staff across all Regions and Departments.
  - v. Decide the common finance systems to be implemented.
  - vi. Finalise with colleagues the property plan for Unite and submit it for EC approval.
  - vii. Review the Union's cash and market investments and recommend a strategy going forward.

Further detailed proposals on areas of responsibility have been agreed by the Joint General Secretaries.

## APPENDIX C

Joint General Secretaries' Office 35 King Street London WC2E 8JG	Tel: 020 7420 8940 Fax: 020 7240 4723  <a href="http://www.unitetheunion.org.uk">www.unitetheunion.org.uk</a>
---	--

### **To: All Unite Regional Secretaries**

Dear Colleagues

Following a discussion by the NEC concerning the integration of Officer duties I should like to update the letter circulated by AGS Doug Collins.

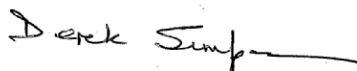
You will recall that the Joint General Secretaries requested that consideration should be given sympathetically where reassignment of duties resulted in the 'transferring' of one section's membership to the care of the other section's officer and in particular where there was significant alteration to an officer's portfolio.

By and large it appears that the process is proceeding with few problems arising and it is appropriate to urge you all to complete the realignment of officers on a Unite basis as quickly as possible, but emphasising once again the above mentioned principles to be borne in mind.

There may be instances where 'cross border' requirements need to be examined in greater detail and if any guidance is required in the event of unresolved difficulty please contact the Joint General Secretaries for advice.

Thank you for your attention.

Yours fraternally



**Derek Simpson**  
Joint General Secretary