



*Ymlaen Forward UNISON Branch*

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**YMLAEN BRANCH 'S COMMITTEE MONTHLY MEETING:**

**Date: Monday, 18.02.13**

<b>In Attendance:</b>	
N/A	

<b>Amended Agenda:</b>
<ol style="list-style-type: none"><li>1. Notes of meeting of 21 January (NEC nominations)</li><li>2. Ymlaen's response to Cardiff Council's proposed budget – MS</li><li>3. Community Service Group Conference - arrangements, regional meeting</li><li>4. Office/staffing issues – opening times, auto enrolment in pensions</li><li>5. Organising issues and regional organising team</li><li>6. Agenda structure</li><li>7. Meeting dates for 2013</li><li>8. Any other business</li></ol> <p><i>Agenda structure - suggested</i></p> <ul style="list-style-type: none"><li>• <i>Recruiting, organising and representing</i></li><li>• <i>Protecting employment and pensions, promoting equality</i></li><li>• <i>Campaigning</i></li><li>• <i>Effective and efficient organisation</i></li></ul>

<b>1. Notes of Meeting 21 January (NEC Nominations)</b>
<ul style="list-style-type: none"><li>• It was agreed that MM would chair the meeting in CL's absence.</li><li>• There were no issues and the notes were considered an accurate account</li><li>• The branch committee discussed the branch's NEC Nominations. It was proposed and agreed to nominate SS and CC</li></ul>

<b>2. Ymlaen response to Cardiff Council's proposed budget – MS</b>		
<ul style="list-style-type: none"> <li>LH introduced MS to the committee and explained his role in respect of the branch and the new structure of the branch. MS on behalf of the branch presented his draft response to Cardiff Council's Proposed Budget Cuts. The committee proposed and agreed amendments to the response and MS confirmed that he would send out by the deadline of Tuesday 19.2.13. All thanked MS for his excellent contribution and hard work.</li> <li>JM to email finalised copy to all branch member contacts and attendees.</li> <li>LH advised that there would be a meeting at Transport House and JM would email details to stewards and contacts.</li> </ul>		

<b>3. Community Service Group Conference – arrangements, regional meeting</b>	<b>Action</b>	<b>Actioned</b>
<ul style="list-style-type: none"> <li>Committee discussed the upcoming event.</li> <li>LH confirmed that as part of her Community Service Group Role she would be writing to all community delegates alerting them to time and venue of the next regional meeting.</li> </ul>	LH	

<b>4. Office Staffing issues – opening times, auto enrolment in pensions</b>		
<ul style="list-style-type: none"> <li>LH discussed branch opening hours and it was agreed that these would be 10am to 4pm, Monday to Friday. JM confirmed that the message on the branch's answer machine would be changed to inform members of the times when calls would be answered and dealt with (i.e. 1in14 rota).</li> <li>Auto enrolment of staff pensions was discussed and it was noted that this is not applicable to the branch until April 2014 and this will be monitored. JM confirmed this with WCVA.</li> </ul>	JM	JM  JM

<b>5. Organising issues and regional organising team</b>		
<ul style="list-style-type: none"> <li>Organising was discussed in terms of staffing and LH outlined the team:- DM, Regional Manager and Head of Local Government who is based in Swansea Regional Office. LH, Regional Organiser MS, Local Organiser who's role within the Ymlaen branch is recruitment CM Area Organiser responsible for organising.</li> <li>LH advised committee that as they were aware from previous branch meetings PA is being released by his employer for 2 days per month to assist the branch with organising. He will be concentrating on Merthyr</li> </ul>		

and South Brecon organisations with lower numbers of members. It was discussed and agreed this would be monitored.	ALL	
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<b>6. Agenda Structure</b>		
<p><i>New Agenda Structure was suggested by LH and agreed to be implemented as follows for future meetings</i></p> <ul style="list-style-type: none"> <li>• <i>Recruiting, organising and representing</i></li> <li>• <i>Protecting employment and pensions, promoting equality</i></li> <li>• <i>Campaigning</i></li> <li>• <i>Effective and efficient organisation</i></li> </ul> <p><i>LH explained that if items could not be placed under one of the main headings above then it could be discussed under AOB</i></p> <p><i>MM noted that he would like to ensure that 'branch review' was placed under one of these headings on the agenda of future branch meetings</i></p>	JM	JM

<b>7. Meeting Dates 2013</b>		
<ul style="list-style-type: none"> <li>• It was suggested that dates for future meetings be alternated, but committee were keen to keep the dates as every third Monday of the month. To be reviewed</li> <li>• LH noted that the next scheduled meeting date is Monday, 18 March 2013 which is the day after the Community Service Group Conference. LH to consider any requests to rearrange this date and would notify accordingly?</li> </ul>	ALL	LH

<b>8. Any Other Business</b>		
<p>PW confirmed that he had agreed with DD that the cost for maintenance of the branch website would be £250 per year.</p> <p>I</p>		

<p><b>Date / Time of Next Meeting</b></p> <p><b>Monday, 18 March 2013 at 5.30pm</b></p> <p><b>Venue: UNISON Cymru Wales Regional Office, - UNISON House</b></p> <p><b>All to attend</b></p>		
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