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**BRANCH COMMITTEE MONTHLY MEETING:**

**Date: Monday, 15.7.13**

<b>Present</b>	
<b>In Attendance</b>	
<b>Apologies</b>	

<b>Agenda:</b>
<b>1. Previous Minutes and Matters Arising</b>
<b>2. Recruiting, organising and representing</b>
<b>3. Protecting employment and pensions, promoting equality</b>
<b>4. Campaigning</b>
<b>5. Effective and efficient organisation</b>
<b>6. Any other business</b>

## 1. Previous Minutes and Matters Arising

- JJ chaired meeting. Previous minutes were agreed and there were no matters arising

## 2. Recruiting Organising and Representing

### • Stewards Forum Report

CB discussed the next South East Wales Organising forum. It was agreed to introduce “bite size” training sessions for stewards. CB noted that previous forum meetings have been poorly attended and it is important for stewards to attend to gain best practice from other stewards to network and discuss organising priorities within the South East Wales area. The next session will look at bite size training for activities and will be rolling out the following 1-1½ hour briefing sessions on the following topics:

- Coping with Change
- Mental Health Awareness
- Meeting Management

The next session will take place on Monday 9<sup>th</sup> September starting at 5.30pm and finishing no later than 7.30pm at Cardiff Regional Office. CB to email agenda in August.

There are no forums being held in North Wales at present and LH/CB will feedback at next meeting any news on South West Forums.

### • Regional Pool Bid.

CB confirmed that the regional pool bid submitted by LH for a part-time Branch Admin Assistant has been successful and branch has received first payment by BACS. Advert has gone out and closing date is 22 July with interviews taking place on 31 July.

### • Mentoring System

LH and CB are developing branch mentoring system early 2014 and will be looking at mentoring program and development date to be confirmed. LH looking at buying out a workplace steward in North Wales region for case work and JB has agreed to provide mentoring for that steward. As previously agreed after 4 months PA to feedback on his 2 days a month at branch. PA also supporting branch when BDO on leave.

3. Protecting employment and pensions, promoting equality	Action	Actioned
<ul style="list-style-type: none"> <li>• <b>Employer Update by Attendees</b></li> <li>• <b>Perthyn</b> 3 days facility time going well with new stewards in process. PW to feedback progress at next meeting. Tendering changeover 1 Oct 13 and affects 40 staff in Perthyn.</li> </ul> <p><b>Gofal</b></p> <p>Gofal day went well and KF - good feedback from members wanting to join and be learning reps. PA provided feedback on his 2 day a month at branch and discussed his mapping report, also supporting branch when BDO on leave. PA and OP have similar ideas for recruitment drive</p> <p>PA working in Merthyr and has arranged event but low response. Open to all branch members' participation and PA will feedback at next meeting.</p> <p><b>Mirus</b></p> <p>OP is now sending out applications via payroll and AS is mentoring with cases.</p> <p>DD is trying to recruit and has been contacted by member who is interested in becoming steward. DD was hoping he would attend meeting but definitely to attend next one.</p> <p><b>Cartrefi Cymru</b></p> <p>HS has just completed ULR course which he found very good. CB suggested 5 day ULR training next year and to organise bite-size training in Cartrefi Cymru.</p> <p>JJ discussed on-going TUPE matter</p> <p>JJ is dealing with difficult employment matter with 2 x admin posts - one going and 1 staying</p> <p>JJ discussed issue with GMB in Porthcawl CB will speak to LH about approaching GMB with a deal.</p>	<p><b>PW</b></p> <p><b>PA</b></p> <p><b>OP</b></p> <p><b>CB/LH</b></p>	





<p><b>6. Any Other Business</b></p> <ul style="list-style-type: none"> <li>LH and JM have written to all new branch members from Merthyr Valley Homes which have come across to this branch and LH linked up with BD workplace convenor.</li> <li>RB has taken up the role of International Officer in Cymru/Wales. LH invited him to September's branch committee meeting, but he is unable to attend, but will be invited to October's meeting.</li> <li><b>Employment Tribunal Fees and Employment Tribunal Rules Reform</b></li> <li>Employment law reforms came into force 29 July 2013 and CB will forward copy of recent briefing emailed out from Cardiff Regional Office.</li> <li>Revised Case Forms will be utilised in the future which require comprehensive financial information from members. LH to feedback at next meeting.</li> <li><b>Thompsons</b></li> </ul> <p>All prospective cases to be sent to Thompsons before 28 July to avoid the future charges.</p> <ul style="list-style-type: none"> <li><b>Labour Link</b></li> </ul> <p>AT asked for feedback on the recent press about labour's plans to reclaim labour party. CB suggested to look online at National Website for the response of Dave Prentis and to discuss at next meeting.</p> <p>LH and CB will be meeting with North Wales in September and will feedback at next meeting.</p> <p>There will be no meeting in August and next meeting as below.</p>	<p>LH</p> <p>CB</p> <p>LH</p>	
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<p><b>Date and Time of Next Meeting</b></p> <p><b>Monday, 16 September 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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