

Our ref: **LGBT+/ AGM 2019**

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Friday 2nd August 2019

Regional Centre
Arena Point, 1 Hunts Bank
Manchester M3 1UN

To: **UNISON North West Branch Secretaries**

CC: **UNISON North West LGBT+ Officers**
UNISON North West Branch Equality Officers

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*Please note that calls may be
recorded for security / training
purposes*

Colleagues,

UNISON North West LGBT+ Group Annual General Meeting

The UNISON North West LGBT+ Group will hold its Annual General Meeting on Saturday 7th September 2019 from 1200 hours to 1500 hours at the UNISON North West Regional Offices, Arena Point, Manchester, M3 1UN.

The meeting is open to any UNISON member who self defines as lesbian, gay, bisexual or trans (LGBT+) and is in a branch based in the North West Region. Travel and appropriate meal expenses will be covered by the committee.

Various positions are up for election at the AGM. A list of roles and descriptions of those roles are attached. We also welcome the submission of motions and amendments to our constitution, a copy of which is attached. Motions and amendments will require a proposer and a seconder and the proposer will be expected to move the motion at the AGM. The deadline for returning nominations, motions and constitutional amendments is Midday on Friday 16th August 2019 and should be sent to Suzanne Moores-Gould by email (S.Moores-Gould@unison.co.uk) or by post to Suzanne Moores-Gould, UNISON North West, Arena Point, 1 Hunts Bank, Manchester, M3 1UN.

We will also be running pre conference training prior to the meeting at 1100 hours for any delegate or visitor who hasn't previously attended UNISON LGBT+ Conference.

Due to security arrangements, please confirm your attendance prior to the meeting with Suzanne Moores-Gould (S.Moores-Gould@unison.co.uk). Please also let us know if you have any access requirements or any dietary requirements.

The agenda for the meeting and reports will be circulated on Monday 19th August 2019. Members are encouraged to join our mailing list by completing the online form at <http://www.unisonnw.org/lgbtsubscribe> and follow us on social media, www.twitter.com/unisonnwlgbt and www.facebook.com/unisonnwlgbt.

We look forward to seeing you at the AGM.

Ceri Lewis-Shaw and Adam Hodgson
Co-convenors – UNISON North West LGBT+ Committee



**MINUTES OF THE UNISON NORTH WEST LGBT GROUP AGM
HELD ON SATURDAY 1ST SEPTEMBER 2018, COMMENCING AT 12NOON
AT ARENA POINT, MANCHESTER**

PRESENT: Vicky King, Ken Greensmith, Lisa Dempster, Phil Gaul, Michael Melia, Ian Craig, Lee Clayton, Fran Fenton, Paul Amann, Hassan Ortega, Eileen Best, Claire Best, Adam Hodgson, Kevin Gaskell-Clow, Ceri Lewis-Shaw, Sue Roylance, Laura Heaton, Carl Phillips, Neil Adams, John McSwiggan and Roland Baynes

APOLOGIES: Michelle Clarkson, Ricki Killen, Dave Merchant

IN ATTENDANCE: Anne Madden (Regional staff)

1. Welcome, Apologies, and Guest Speakers

Kevin Gaskell-Clow opened the AGM, welcoming members to the meeting and noted apologies (see above).

It was noted that Kevin Nelson, Regional Secretary unfortunately could not attend the AGM but would be invited to a future meeting.

2. Minutes of Annual General Meeting held on 2nd September 2017

Minutes of the Annual General Meeting held on 2nd September 2017 were agreed as a true and accurate record.

3. Matters Arising from the Minutes of the last Annual General Meeting

The following matters were noted:

Paul Amann highlighted that he had been nominated as a delegate for the North West TUC LGBT Network but had not had any correspondence.

ACTION: It was agreed that delegates would email Lynn Collins (Regional Secretary) at North West TUC so they can be added to the mailing list and Paddy Clasby (new UNISON NW Regional Lead) to ensure nominations are submitted.

4. Election of the Regional LGBT Committee

Kevin announced that he and Michelle Clarkson were standing down as Co-Convenors. The group noted their thanks to Kevin and Michelle for their work over the last two years.

The following officers were elected unopposed:

- Co-convenors – Ceri Lewis-Shaw and Adam Hodgson

- Treasurer – Eileen Best
- Women’s Officer – Karen Morley-Williams
- Publicity Officer – Ricki Killen
- Education Officer – John McSwiggan
- Health and Safety Officer – Laura Heaton
- Welfare Officer – Claire Best
- Bi-Members Officer – Lisa Dempster
- Labour Link Officer – Sue Roylance

It was noted that following committee positions remain vacant: Equality Officer and Sport and Social Officer.

5. Election of Regional Delegates to National LGBT Conference

Claire Best and Adam Hodgson were elected as Regional Delegates to this year’s National LGBT Conference.

6. Election of North West TUC LGBT Network Representatives

The following members were elected as representatives to the North West TUC LGBT Network:

- John McSwiggan
- Laura Heaton
- Lisa Dempster

7. Motion – Making Our LGBT Group Fully Inclusive

The UNISON North West LGBT Group AGM notes that a motion on ‘Making our LGBT Group Fully Inclusive’ has been published on the draft agenda for this year’s UNISON LGBT Conference.

The AGM further notes that the agreed regional position on a consultation over the change of the name of the self organised group to becoming LGBT+ was to support such a change.

The AGM believes that becoming an LGBT+ self organised group ensures that we are seen as an inclusive, open and progressive group that recognises and reflects the diversity of the LGBT+ community in today’s society. We further believe that this change will encourage more members of the LGBT+ community, in particular young members, to become activists within our union.

The AGM therefore calls on the group to:

1. Identify and utilise opportunities within the regional lay activity programme to raise awareness of why we believe the self organised group should become LGBT+.

And if the rule amendment is carried at UNISON LGBT Conference and submitted to National Delegates Conference (NDC) 2019, to:

2. Take a motion to Regional Council calling on all branches to support the rule amendment at NDC 2019.
3. Call on Regional Committee to recommend to branches that the region prioritises the rule amendment for debate at NDC 2019.

4. Take all other suitable actions at our disposal to lobby for the rule amendment to be supported at NDC 2019.

Proposed by: Adam Hodgson, Merseyside Police Branch

Seconded by: John McSwiggan, Bolton Branch

The motion was **carried**.

8. Motion – Non-Binary Inclusion

This Annual General Meeting (AGM) of the North West Regional Lesbian, Gay, Bisexual and Transgender (LGBT) Self Organised Group (SOG) welcomes the work initiated by our National LGBT Committee to make UNISON's organisation, events, policies, systems and good practice advice inclusive of non-binary members.

The AGM notes the steps taken at a national level towards the inclusion of non-binary members in UNISON which have included:

1. A factsheet, 'Gender equality: non-binary inclusion', which has been well received across the union;
2. A non-binary inclusion briefing presentation;
3. A first UNISON survey of non-binary members;
4. Changes to a number of UNISON forms, including the national conference monitoring form, and systems;
5. An initial review of language in UNISON communications of all forms and a start on addressing non-inclusive language;
6. Advice to UNISON service providers.

This AGM notes the successful Non-Binary Inclusion Workshop delivered as part of the Regional LGBT SOG Development Day earlier this year.

As a result this AGM instructs our Regional Council Representatives to submit a motion to the next Regional Council that recognises the need for similar steps to be taken within the region towards the inclusion of non-binary members and to initiate work to review the forms used within the region and to review language in regional communications. Furthermore it will highlight the resources developed nationally and will encourage the dissemination of these to branches and will highlight that non-binary members are still excluded from standing for election to the great majority of seats on our union's national executive.

Proposed by: John McSwiggan, Bolton Branch

Seconded by: Eileen Best, Stockport Branch

The motion was **carried**.

During the debate of the motion, the following points were noted:

- Lisa Dempster stated that she had delivered the Non-Binary Inclusion presentation to her branch which had been well received and encourage others to do the same.
- The following suggestions were made with regards to the motion to Regional Council:
 - To give an overview of the issues faced by non-binary members, particularly in the workplace;
 - Clarify that the region should review the forms within its control; and

- Seek a position to support motions which would enable non-binary inclusion in our union structures including changes to designated seats for men to become general seats.

9. Constitutional Amendment – Continuing to Make Our Committee Positions Relevant

This AGM recognises that the committee positions were last reviewed in 2014, at which point new positions were created to ensure our committee became more inclusive, creating new roles of Bisexual Members Officer and Trans Members Officer which we are proud of. We also introduced three Sub-Regional Organising Officers for the areas: Greater Manchester; Merseyside and Cheshire; and Lancashire and Cumbria to increase our capacity to organise and recruit at Pride and other community events.

Since the last review of the constitution this AGM notes that the region has restructured into two geographical areas instead of three, namely: East and West.

However, the group has struggled to recruit to all committee positions, despite best efforts to develop more activists. This has left several seats either vacant or filled by officers who already have other roles on the committee, particularly ones which don't have a role on another standing committee or Self Organised Group; or have unique responsibilities not held by other roles.

This AGM, therefore agrees to amend the composition of the Regional LGBT Committee as outlined in its Constitution and Objectives as follows:

- Delete: "Equalities Officer"
- Delete: "Greater Manchester Organising Officer" and replace with: "East Organising Officer"
- Delete: "Lancashire and Cumbria Organising Officer" and replace with: "West Organising Officer"
- Delete: "Merseyside and Cheshire Organising Officer."

Proposed by: John McSwiggan, Bolton Branch

Seconded by: Adam Hodgson, Merseyside Police Branch

The amendment was **carried**.

During the debate, it was suggested that the Organising Officers may benefit from support of other members and that job-sharing maybe preferable.

10. Constitutional Amendment – Retired Members Officer

The UNISON North West LGBT Group AGM notes that a number of motions have been carried at UNISON LGBT Conference concerning the involvement of retired members in LGBT self organisation.

The number of retired members in the union is increasing steadily and they therefore form a growing part of the organising agenda.

Whilst our group encourages the involvement of LGBT retired members at our meetings, our training days and in our activities at Pride and other community organising events, it is important that retired members should be involved in all facets of our group.

The AGM therefore agrees to amend the group's constitution to create an elected committee position for a Retired Members Officer.

*Proposed by: Adam Hodgson, Merseyside Police Branch
Seconded by: John McSwiggan, Bolton Branch*

The amendment was **carried**.

During the debate on the amendment it was noted that our Retired Members Officer wouldn't have a designated seat on the Regional Retired Members Committee, but that all LGBT retired members should be encouraged to participate in and attend the Regional Retired Members Group.

11. Constitutional Amendment – Core Officers Group

The mover and seconder withdrew the amendment.

International Day Against Homophobia – Many Hands One Heart

Adam Hodgson shared a video from this year's "International Day Against Homophobia – Many Hands One Heart" event held in Liverpool, which highlighted our partnership with Many Hands One Heart and the life experience of a young woman seeking asylum in the UK.

The group discussed ways members could get involved in the work of Many Hands One Heart including befriending, arranging coffee and cake mornings, and writing supporting character statements. From a regional group perspective this will continue to be part of our regional work plan.

Report back from the Regional LGBT Committee Meeting

Adam Hodgson gave a verbal report from the Regional LGBT Committee meeting which took place over lunch, in particular the elections to Regional Service Groups as follows:

- Higher Education Regional Service Group: Kevin Gaskell-Clow
 - Health Regional Service Group: Ceri Lewis-Shaw & Fran Frenton (Job Share)
- Several other positions remained vacant and these were offered out to the wider group on a co-opted basis and the following members were elected:

- Energy Regional Service Group: Michael Melia
- Community Regional Service Group: Ken Greensmith

It was noted that following committee positions remain vacant: Water, Environment and Transport Regional Service Group Representative.

12. AGM Annual Report

Officer reports were tabled, including a breakdown of expenditure. The following questions were raised:

- ***In regards to the Greater Manchester Organising Officer Report – could the officer provide a further explanation regarding how the group is “being punished for our organising and recruiting”?***

The officer explained that due to changes in procedures relating to finance and the delay in confirming our funding had caused frustration and difficulties in organising our participation in various events.

Anne Madden further explained that historically money was able to be spent more flexibly, but a greater amount of transparency and accountability is now required and that the union is also seek evidence of impact of expenditure such as on recruitment.

The Treasurer agreed to write to the GPF Committee to highlight the concerns regarding the late notice of our funding which has impacted on our ability to organise effectively this year.

ACTION: Eileen Best to write to the GPF Committee outlining the concerns of the Self Organised Group regarding the delay in confirming our funding.

- **How is the group funded?**

Anne Madden explained that the group receives funding through three routes: Regional Lay Budget; Regional Pool and General Political Fund (GPF). It was also noted the challenges faced on the opt-in for the political fund.

- **How can we improve the turnout for Manchester Pride Parade?**

The group noted the small turnout of members on the Parade this year and that this was likely to have been impacted upon by many members taking part in the NHS entry celebrating 70 years of the NHS. It was also noted that we have had good success in some other prides in engaging local branches particular at Liverpool Pride. It was agreed that more work was required to engage branches, the following suggestions were made:

- Offer training to Branch LGBT and Equalities Officers to help engagement;
- Write to and telephone branches giving details of pride events and encouraging them to participate; and
- Seek an opportunity to run a workshop at the Skills for Strength Conference next year.

13. National LGBT Conference

The committee reviewed the preliminary agenda for this year's National LGBT Conference. The following amendments to motions were agreed:

- **Motion 1: Cross Branch Working in Increasingly Diverse Workplace Environments**

- Amend paragraph one to reflect the negative impact of Health and Social Care Devolution.

- **Motion 27: Palestine**

- Add key points from our motion "Palestinian Children" which was ruled out of order by the Standing orders Committee.

The group was also minded to amend Motion 8: Stronger Together – Fighting prejudice and perceptions within LGBT+ community, however due the limit on the number of amendments the group can submit (two), it was agreed that representatives attending the Black and Disabled LGBT Network Days would encourage an amendment to this motion.

ACTION: Neil Adams to draft the text of the amendment to Motion 1;
Eileen Best to draft the text of the amendment to Motion 8;
Amendments to be shared with Committee prior to submission.

The group agreed to prioritise the following motions:

- Motion 4: Making our LGBT Group Fully Inclusive
- Motion 16: Continuing the fight for Trans Rights
- Motion 26: Conversion Therapy
- Motion 1: Cross Branch Working in Increasing Diverse Workplace Environments
- Motion 27: Palestine
- Motion 5: Non-Binary Inclusion

The group agreed in principle to the proposed compositing of Motion 16 with Motion 17 (Transphobic 'Feminism') and 26 with Motion 25 (Conversion Therapy and Same Sex Attraction Disorder).

The group further agreed that our Regional Delegates would speak against Motion 14: Why Are We Missing and would encourage other delegates attending from the region to oppose.

The regional conference social will be arranged by the Regional Delegates for the Friday evening and details will be circulated in due course.

14. Any Other Business

Ken Greensmith ask why are names being taken in advance of our meeting and then passed to a private company and that they were not happy that their details had been passed on?

- These arrangements were introduced following the Manchester Arena bombing and we are now required by the police to give a list of names but this only states that they are attended a UNISON meeting but not what that meeting is.
- Several members expressed that this is for our safety and that the arrangements are not causing undue delays in getting into the building.

Dave Merchant had asked if the Group could agree a position regarding the consultation on the Gender Recognition Act?

- Agreed that the committee would review the National LGBT Committee's response once drafted and would submit a response based on this.
- It was also noted that Women's Place UK are hosting a fringe event at the Labour Party conference, Lisa Dempster is organising a peaceful protest against this and would like members to support.

Franklin Graham is preaching at the Festival of Hope. Franklin is a known to be homophobic, transphobic and Islamophobic. Blackpool Local Government Branch are trying to arrange a protest. Neil Adams will share information once known.

Eileen Best informed the Group that Carola Towle, National LGBT Officer was currently unwell, it was agreed to send a card on behalf of the committee with our best wishes for a speedy recovery.

Carl Phillips noted that the next meeting of the Regional Disabled Members Meeting is taking place on 20th October and would encourage members to attend.

The Local Government Association has published a Green Paper entitled: 'The Lives we want to lead', on the future of adult social care and wellbeing. Members were encouraged to respond to the consultation.

The group thanked Anne Madden for her support over the last year. Paddy Clasby will be replacing Anne as the regional staff lead for LGBT.

15. Date and Time of Next Meeting

To be confirmed.



**MINUTES OF THE UNISON NORTH WEST LGBT COMMITTEE
HELD ON SATURDAY 1ST SEPTEMBER 2018, COMMENCING AT 12NOON
AT ARENA POINT, MANCHESTER**

PRESENT: Lisa Dempster, Fran Fenton, Kevin Gaskell-Clow, Claire Best, Eileen Best, John McSwiggan, Ceri Lewis-Shaw, Laura Heaton, Michael Melia, Adam Hodgson

APOLOGIES: Michelle Clarkson, Ricki Killen, Dave Merchant

IN ATTENDANCE: Anne Madden (Regional staff)

1. Elections of Service Group Representatives

The committee agreed the following representatives:

- Higher Education Regional Service Group – Kevin Gaskell-Clow
- Health Regional Service Group – Ceri Lewis-Shaw and Fran Fenton (Job Share)

It was agreed that the remaining positions would be offered to the wider group and we would co-opt them onto the committee:

- Energy Regional Service Group
- Water, Environment and Transport Regional Service Group
- Community Regional Service Group

2. Reports

The committee noted the importance of getting reports into all meetings so that we can be held to account for the work we do, in particular the Annual General Meeting.

3. Training and Development

It was agreed that a committee training and development day would be organised focused on the roles and responsibility, to develop a team approach and arrange a plan.

Regional Officer Support

The committee thanked Anne for her support of the group during the last year.

Agreed the on-going issue with changing officer support is becoming increasing difficult – it was agreed that the Co-convenors will take up this with the Regional Convenor and Regional Committee.

NOMINATION FORM

UNISON NORTH WEST LGBT+ COMMITTEE

NAME OF PROPOSER: _____

BRANCH: _____

POSITION	NAME OF NOMINEE (With nominee's approval)
EAST ORGANISING OFFICER	
WEST ORGANISING OFFICER	
SECRETARY	
BLACK MEMBERS OFFICER	
DISABLED MEMBERS OFFICER	
BI MEMBERS OFFICER (Elected for a 1 year period only)	
TRANS MEMBERS OFFICER	
YOUNG MEMBERS OFFICER	
RETIRED MEMBERS OFFICER	
INTERNATIONAL OFFICER (Representative to the Regional International Committee)	
LABOUR LINK OFFICER (Elected by Affiliated Fund Members)	

Please return to: Suzanne Moores-Gould, UNISON North West, Arena Point, 1 Hunts Bank, Manchester, M3 1UN by midday Friday 16th August 2019

UNISON North West Regional Lesbian, Gay, Bisexual and Transgender + Member Committee

Committee elections and officer positions

Elections for committee officer positions are held annually at the Annual General Meeting of the UNISON North West Regional LGBT +Committee.

At the Annual General Meeting held in November 2010 the committee resolved that officers would be elected for a two year term, therefore half of the committee positions are elected to each year.

The committee is made up of the following positions:

Elects in Cycle 1

- Co-convenors (x2 at least one must be a woman)
- Treasurer
- Publicity Officer
- Education Officer
- Equalities Officer
- Women's Officer
- Bi Member's Officer
- Sports and Social Officer
- Health and Safety Officer
- Welfare Officer

Elects in Cycle 2

- East Organising Officer
- West Organising Officer
- Secretary
- Labour Link Officer (must be a levy payer)
- Trans Members' Officer
- Black Members' Officer
- Disabled Members' Officer
- Young Members Officer (under 27)
- Retired Members Officer
- International Officer

Representatives to National, Regional and Service Group Committees

Elects in Cycle 1

- Higher Education Service Group
- Healthcare Service Group
- Energy Service Group
- Water, Environment and Transport Service Group
- Community and Voluntary Service Group

Elects in Cycle 2

- National LGBT+ Committee Representatives (x2 at least one must be a women)
- Regional Council Representatives (x2 at least one must be a women)
- Regional Committee Representative
- Local Government Service Group
- Police and Justice staff Service Group

The AGM also elects the Regional Delegates to represent the committee at the annual National LGBT+ Conference.

The AGM also elects delegates to the Regional TUC LGBT Committee.

A description of each officer role is described overleaf along with a description of role elected delegates play on these groups on behalf of the committee.

Co-convenors

- To chair Committee/Group meetings in accordance with the Self Organised Groups constitution.
 - To ensure proper conduct of the Committee's/Groups business.
 - To agree the agenda for meetings.
 - To provide leadership and ensure that all functions of the Committee/Group are carried out.
 - To advise officers and group members in respect of matters relating to procedure and interpretation of rules.
 - To communicate with the union's Regional and National officers on behalf of the Committee/Group.
 - To ensure that the Committee/Group is aware of opportunities to participate in the activities of the wider union.
 - To co-ordinate all the Committee negotiations and Industrial Relations matters.
 - To act on behalf of the Committee between meetings.
 - To represent the Committee on other related Committees, Regional Council, Working Groups and at regular meetings with the Regional Secretariat and Regional Staff.
 - To attend conferences / seminars on issues related to Committee's business and development.
 - To co-ordinate the production of the Annual Report.
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Secretary

- To support the Co-convenor in arranging and booking meetings and events on behalf of the Regional LGBT+ Committee.
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 - To liaise with the Co-convenors and regional staff in ensuring committee papers including calling notices, nomination forms, agendas and minutes are circulated in line with the committee's constitution.
 - Taking minutes of all Committee Meetings and Sub-committee meetings.
 - Supporting the Publicity Officer in ensuring regular communications with members and the wider public on the committee's events, campaigns, negotiations and activities.
 - Maintaining the Committee's mailing list.
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Treasurer

- To lead on financial matters on behalf of the Regional LGBT+ Committee, advising committee officers in respect financial management and appropriate expenditure.
 - To liaise with regional staff regarding financial matters on behalf of the committee.
 - To assist the committee in maximise funding streams available including Regional Pool Bids, the General Political Fund and sponsorship.
 - To provide regular financial reports to the committee in liaison with regional staff and produce a written Annual Report for the AGM.
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East and West Organising Officers

- To Deputise for the Co-convenors at both internal and external events.
 - To contribute to the development of the annual Regional SOG Committee Action Plan and General Political Fund Bid.
 - To co-ordinate recruitment and campaigning activities within the sub-regions as outlined in the Regional SOG Committee Action Plan.
 - To liaising with Branches and other organisations in order to widen participation of UNISON members in the group's activities within the sub-regions.
 - Work with Branches within the sub-regional area in developing Self Organised Groups and their negotiating and bargaining activities regarding equality as appropriate.
 - To recruit and organise a team of activists to support the sub-regional work which has due regard to proportionality.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Bi Members' Officer

- To work with the Co-Convenors and regional staff to ensure that Bi-members access all services of the union both at Regional and Branch levels.
 - To work with Committee members and Branches to develop strategies for increasing the participation of bi members in the activities of the Union at National, Regional and Branches levels.
 - To represent the Committee at bi specific events/forums.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Black Members Officer

- To work with the Co-Convenors and regional staff to ensure that black members access all services of the union both at Regional and Branch levels.
 - To work with Committee members and Branches to develop strategies for increasing the participation of black members in the activities of the Union at National, Regional and Branches levels.
 - To attend the regional Black Members Self Organised Group and identify opportunities for the committee to work collaboratively on shared issues/campaigns.
 - To represent the Committee at black community specific events.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Disabled Members Officer

- To work with the Co-Convenors and regional staff to ensure that disabled members access all services of the union both at Regional and Branch levels.
 - To work with Committee members and Branches to develop strategies for increasing the participation of disabled members in the activities of the Union at National, Regional and Branches levels.
 - To attend the regional Disabled Members Self Organised Group and identify opportunities for the committee to work collaboratively on shared issues/campaigns.
 - To represent the Committee at disability specific events.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Education Officer

- To work with the Regional Education and Training Officer to review the Equalities content and context of education and training provision and materials.
 - To work with the Committee to identify both the Committee's/Group's and individual educational and training needs and to work with the Regional Education and Training Officer to co-ordinate such provision.
 - To assist in securing paid time off for training where appropriate.
 - To publicise through the Branches and the Region the range of education and training opportunities and resources that are available to members.
 - To represent the Committee/Group on the Regional Education and Training Committee.
 - To update the Committee/Group accordingly.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Health and Safety Officer

- To increase the awareness of Committee/Group members of health and safety issues.
 - To advise the committee on health and safety issues arising in its work and to recommend policies and safe working practices.
 - To maintain contact with the region and regional service groups, through attendance and participation at the Regional Health and Safety Committee.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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International Relations Officer

- To help develop union policy on international issues at regional and branch level.
 - To provide a link between the union and the wider community on international issues.
 - To organise Awareness Sessions, working with the Education and Training Officer, to encourage members to be active in the Trade Union movement and participate in international issues and initiatives.
 - To represent the Committee/Group on the Regional International Relations Committee.
 - To attend any conferences/seminars on international issues that has arisen during the Committee meeting cycle.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Labour Link Officer

- To explain and develop the role of the UNISON Labour Link within the Self Organised Group.
 - To receive correspondence and information on Labour Link matters from national and regional levels and from the Labour Party and to circulate information to Labour Link members of the Self Organised Group.
 - To liaise with the Labour Link regional political officer.
 - To promote political education and policy discussions.
 - To build campaigning work around key issues and co-ordinate campaigns with the Labour Party in council, Westminster, Scotland, Wales and European elections.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Publicity Officer

- To help support UNISON's national and regional campaigns and assist with efforts to recruit new members.
 - To help create a positive image for the Self Organised Group among members, potential members and the public.
 - To produce Self Organised Groups news-sheet "Rainbow" for distribution to members.
 - To lead on the development of electronic communication with members' email, web, etc.
 - To monitor local media for stories which affect the Self Organised Group and take appropriate action.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Sports and Social Officer

- To develop a range of inclusive events for members of the Self Organised Group throughout the year to encourage members to participate in joint social activities.
 - Ensuring venues for social events are accessible for all members.
 - Publicise all social events to Committee and Group members.
 - To attend the regional Sports and Social Committee on behalf of the Self Organised Group.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Trans Members' Officer

- To work with the Co-Convenors and regional staff to ensure that Trans members access all services of the union both at Regional and Branch levels.
 - To work with Committee members and Branches to develop strategies for increasing the participation of Trans members in the activities of the Union at National, Regional and Branches levels.
 - To represent the Committee at Trans specific events/forums.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Welfare Officer

- To receive correspondence and information on UNISON Welfare matters and services from national and regional levels and to circulate information to members of the Self Organised Group.
 - To ensure that members seeking welfare assistance receive a prompt, supportive and effective response.
 - To liaise and co-ordinate with regional and national levels to ensure that UNISON Welfare support is provided effectively.
 - To develop and implement local welfare activity.
 - To develop links with local charities and sources of support such as Citizen's Advice Bureau and women's refuges.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Women's Officer

- To work with the Co-Convenors and regional staff to ensure that women members access all services of the union both at Regional and Branch levels.
 - To work with Committee members and Branches to develop strategies for increasing the participation of women members in the activities of the Union at National, Regional and Branches levels.
 - To attend the regional Women Members Self Organised Group and identify opportunities for the committee to work collaboratively on shared issues/campaigns.
 - To represent the Committee at women specific events.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Young Members Officer

- To work with the Co-Convenors and regional staff to ensure that young members access all services of the union both at Regional and Branch levels.
 - To work with Committee members and Branches to develop strategies for increasing the participation of young members in the activities of the Union at National, Regional and Branches levels.
 - To attend the regional Young Members Forum and identify opportunities for the committee to work collaboratively on shared issues/campaigns.
 - To represent the Committee at young people's specific events.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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Retired Members Officer

- To work with the Co-Convenors and regional staff to ensure that retired members access all appropriate services of the union both at Regional and Branch levels.
 - To work with Committee members and Branches to develop strategies for increasing the participation of retired members in the activities of the Union at National, Regional and Branches levels.
 - To liaise with the regional Retired Members Committee and identify opportunities for the committee to work collaboratively on shared issues/campaigns.
 - To represent the Committee at retired member specific events.
 - To provide regular reports to the committee and produce a written Annual Report for the AGM.
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All committee officers are expected to undertake actions identified in the Regional Action Plan and for supporting recruitment and campaigning activities.

Representatives to National, Regional and Service Group Committees

National LGBT+ Committee Representatives

LGBT+ self-organisation at a national level is co-ordinated by the national committee. There are two seats for each regional LGBT+ group on the committee, plus seats reserved for bi and trans members, and for black and disabled LGBT+ members. The national LGBT+ committee is a recognised part of the union structure and works with other national committees, such as the national executive council and national negotiators, to ensure our rights are being taken up in every forum.

- To represent the views of the regional LGBT+ group at the National LGBT+ committee
- To attend all meetings of the National LGBT+ committee including the policy weekend usually held in March.
- To work with the Co convenors to ensure the regional LGBT+ group is working to the National action plan.
- To chair the regional delegates meeting at National LGBT+ conference.
- To help support UNISON's national and regional campaigns and assist with efforts to recruit new members.
- To ensure the regional committee is kept apprised of the work being carried out on a national level.
- To ensure the regional group participates and is represented at all appropriate national events.
- To provide regular reports to the committee and produce a written Annual Report for the AGM.

Regional Council Representatives

Regional Council is made up of representatives from all Branches and NEC members in the Region. Meetings take place three times a year and with policy debates and motions, on workplace and citizenship issues and the work of the union across the service groups. Business usually includes reports from the service and self organised groups. It is this body who elects the Regional Convenor at it's AGM.

The Committee's representatives will take questions on the Self Organised Groups Report and will present and move motions put forward by the committee to Regional Council (as appropriate).

Regional Committee Representative

Regional Committee is made up of representatives of the Regional Service and Self Organised Groups, with the Regional Secretariat and members elected by the Regional Council. The meetings take place three times a year and the Committee works to oversee the policy and practice of the union, and delivering the Regional Work programme.

The Committee's representative raises LGBT+ issues as determined by the committee and acts as a conduit for the committee to receive feedback on work of the wider region.

Service Group Representatives

The Self Organised Group has a seat on each of the regions service groups namely: Local Government; Healthcare; Higher Education; Energy; Water, Environment and Transport; Community and Voluntary; and Police and Justice staff.

The Committee's representatives raise LGBT+ workers and service user issues relating to the service group and acts as a conduit for the committee to receive feedback on the work of each service group.

Nominees for Service Group Representatives position must work within the relevant service group.

Staff support

The Regional LGBT+ Committee and Group is serviced by members of the UNISON North West Regional staff. These paid officers give advice in relation to UNISON rules, policies and procedures; and providing assistance with organising. The current Regional Officer is Suzanne Moores-Gould (Area Organiser for the Regional LGBT+ Committee).

**MOTION / CONSTITUTION AMENDMENT FORM
UNISON NORTH WEST LGBT+ GROUP AGM**



NAME OF PROPOSER: _____

BRANCH: _____

NAME OF SECONDER: _____

BRANCH: _____

MOTION / CONSTITUTION AMENDMENT TITLE:

MOTION / CONSTITUTION AMENDMENT TEXT:

Please return to: Suzanne Moores-Gould, UNISON North West, Arena Point, 1 Hunts Bank, Manchester, M3 1UN by midday Friday 16th August 2019



NORTH WEST REGION LESBIAN, GAY, BISEXUAL & TRANSGENDER + COMMITTEE

CONSTITUTION AND OBJECTIVES

September 2018

1 OBJECTIVES

- 1.1 To work at a regional level towards the elimination of discrimination and to promote Lesbian, Gay, Bisexual and Transgender (LGBT+) rights and equality, and to represent the views of the Region's LGBT+ members in all appropriate forums.
- 1.2 To be the regional interface with the National Lesbian, Gay, Bisexual and Transgender (NLGBT+) Committee and play an active role in the campaigns of the union, and in the wider LGBT+ community. The group will seek to advance the interests of lesbian, gay, bisexual and transgender members within the union and help to create a union that is relevant to lesbian, gay, bisexual and transgender workers.
- 1.3 To promote and strengthen LGBT+ self-organisation in UNISON.
- 1.4 To increase the participation of all LGBT+ members in UNISON at all levels and in all of its structures.
- 1.5 To encourage and support the development of branch LGBT+ groups.
- 1.6 To work with all other regional committees / bodies to ensure that UNISON North West Region addresses issues of concern to LGBT+ members, and that its activities and facilities provide for the needs of LGBT+ groups and members in the Region.
- 1.7 To initiate and support campaigns around particular issues affecting LGBT+ members.
- 1.8 To work together with other regional self-organised groups/committees against all forms of discrimination.
- 1.9 To build links with appropriate LGBT+ organisations and with other groups / campaigns working on issues in line with these overall objectives.

2 KEY FUNCTIONS / TASKS OF THE REGIONAL LGBT+ COMMITTEE

- 2.1 To organise the Annual General Meeting (AGM) of the regional LGBT+ group.
- 2.2 To develop and implement an annual Regional LGBT+ Action Plan to take forward motions passed at the annual National LGBT+ Conference and aligned to the Aims and Objectives contained in the UNISON Rule Book, and the Objectives agreed by UNISON's National Executive Committee annually.
- 2.3 To appoint representatives to attend meetings of other regional committees and the Regional Council and to receive reports from such representatives.

- 2.4 To receive reports from the Region's representatives on the National LGBT+ Committee and to submit observations / proposals to the national committee.
- 2.5 To liaise with lay and full time officers in the Region to ensure that the needs and concerns of LGBT+ members are addressed in the Region's activities (e.g. education programmes)
- 2.6 To co-ordinate meetings of different sections of the LGBT+ membership in the Region, organise open meetings for LGBT+ members on particular issues and co-ordinate regional meetings at National LGBT+ Conference.
- 2.7 To provide support to branches setting up LGBT+ groups.
- 2.8 To liaise with other regional self-organised groups.
- 2.9 To carry out such other tasks as may be appropriate in accordance with the objectives of the committee.

3 COMPOSITION OF THE REGIONAL LGBT+ COMMITTEE

3.1 The Committee will have the following voting officers and members elected at the Annual General Meeting for a period of two years:

- Co-convenor's x2 (at least one of whom must be a woman)
- Secretary
- Treasurer
- East Organising Officer
- West Organising Officer
- Black Members Officer
- Disabled Members Officer
- Women's Officer
- Young Members Officer
- Retired Members Officer
- Bisexual Officer
- Transgender Officer
- Education Officer (and representative to the Regional Learning and Organising Committee)
- Health and Safety Officer (and representative to the Regional Health and Safety Committee)
- International Officer (and representative to the Regional International Committee)
- Labour Link Officer (elected by the members who pay the political levy only)
- Publicity and Communications Officer (and representative to the Regional Publicity and Campaigning Committee)
- Sports and Social Officer (and representative to the Regional Sports and Social Committee)
- Welfare Officer (and representative to the Regional Welfare Committee)

Elections shall have full regard to the principles of fair representation and proportionality.

3.2 From the membership of the Regional LGBT+ Committee the following representatives will be elected:

- Representative to Regional Committee
- Representative to Regional Council x2 (at least one of whom must be a woman)
- Representative to each of the Regional Service Groups
- Representative to National LGBT+ Committee x2 (at least one of whom must be a woman)

- 3.3 The Committee will have the power to co-opt, as non-voting members, one representative from each service group. In making any such co-options, the Committee shall have full regard to the principles of fair representation and proportionality.

4 COMMITTEE ORGANISATION AND MEETINGS

- 4.1 The Committee shall meet at least three times a year one of which will be the Annual General Meeting plus one development day.
- 4.2 Committee meetings shall be open to members who self identify as LGBT+ who are assigned to a branch in the North West Region attending as observers except where it is determined by the Committee that any particular matter should be discussed in closed session.
- 4.3 In consultation with the Co-convenors the elected Committee Secretary will compile the agenda, forwarding this to assigned regional employed staff for circulating to all members on the mailing list at least 10 working days prior to the date of the meeting.
- 4.4 Minutes will be taken by the elected Committee Secretary, these will be circulated to the Co-convenors for initial approval and then sent to regional employed staff for circulating with meeting papers.
- 4.5 Motions/items for the agenda for consideration must be submitted in writing to the Co-convenors and/or elected Committee Secretary at least five days in advance of the date of the agenda being circulated. Only urgent business will be taken at the discretion of the Co-convenors and must be declared at the start of the meeting.
- 4.6 All Officers of the Committee shall provide a report at every meeting, whether verbal or in writing.
- 4.7 The quorum for Committee meetings shall be one third of the current committee membership.
- 4.8 Members of the Regional LGBT+ Committee are expected to play an active role in carrying out the work of the group. Members of the Regional LGBT+ Committee are expected to attend the meetings of the Committees, Forums or Group to which they have been duly elected and hold a seat; they are also expected to provide a report to the Regional LGBT+ Committee. Failure to attend two consecutive meetings in either circumstance or give apologies will result in contact from the Co-convenors in the first instance, following the failure to attend a future meeting the Co-convenors with the agreement of the Committee may request the Officer to vacate their seat.
- 4.9 The Committee's elected Co-convenors, and Secretary shall have the responsibility, in general, for dealing with Committee business in between Committee meetings in liaison with other Committee members as appropriate.

5 REGIONAL LGBT+ ANNUAL GENERAL MEETING

- 5.1 The Regional LGBT+ AGM shall be held within the three months prior to the National LGBT+ Conference.
- 5.2 The AGM shall be for members who self identify as LGBT+ who are assigned to a branch in the North West Region only.
- 5.3 The calling notice for the Regional LGBT+ AGM will ask for nominations to the various officer and committee seats as specified under 3.1 above outlining clear timescales.
- 5.4 All nominations received by the assigned regional staff within the timescales determined and where no challenge exists shall be deemed elected unopposed.

- 5.5 Where a position is subject to an election process this shall take place at the AGM. Those members concerned will be given the opportunity to address the AGM prior to secret ballot taking place. The member receiving the majority votes will be deemed elected. Votes will be counted by regional employed staff.
- 5.6 With the agreement of the AGM any Committee position can be shared by two members, but due consideration must be given to fair representation and proportionality.
- 5.7 The AGM shall receive reports from the Regional LGBT+ Committee and the Region's representatives on the National LGBT+ Committee.
- 5.8 Any amendments to the Constitution must have a proposer and seconder and must be put in writing to the elected Committee Secretary at least 15 working days prior to the meeting. Timescales for these arrangements must be circulated to all members on the mailing list at least 6 weeks prior to the AGM.
- 5.9 Amendments may be made to the Constitution by a resolution passed by a majority of not less than two thirds of members in attendance at the AGM.
- 5.10 All amendments to the Constitution will take effect immediately after the AGM at which they are passed subject to Regional Organising Committee approval.

6 FINANCING AND RESOURCING

- 6.1 The Group shall have a budget and that budget may be used for literature, expenses, development, training, public relations, etc e.g. LGBT History Month, donations, etc.
- 6.2 The Group shall be resourced for up to three meetings a year plus 1 development day and up to two Regional delegates (one of which must be a woman) to the Annual National LGBT+ Conference.
- 6.3 Regional delegates to the Annual LGBT+ Conference will be elected annually from member of the group of whom at least one must be a committee member. The election will take place no later than two months prior to the National LGBT+ Conference and does not need to be conducted during the AGM.
- 6.4 The budget will be monitored by regional employed staff in liaison with the elected Committee Treasurer in conjunction with the Regional Treasurer and reported to each Committee meeting.
- 6.5 Any urgent financial issues arising between meetings must be reported to the Co-convenors.

This constitution and objectives were approved at the Annual General Meeting of the North West LGBT+ Committee on:

1st September 2018 at UNISON North West, Arena Point, 1 Hunts Bank, Manchester

Signature: _____ Adam Hodgson Position: Regional LGBT+ Co-convenor

Signature: _____ Ceri Lewis-Shaw Position: Regional LGBT+ Co-convenor