
Time: 6pm – welcome & light refreshments
6.30pm – branch business

Date: Tuesday 13th November 2018

Venue: Room 2, Unite HQ, 128 Theobalds Road, London WC1X 8TN ([Map](#))
5 minutes' walk from Holborn tube

Agenda

1. Apologies

2. Minutes of the Previous Branch Meeting (9th October 2018)

- Accuracy
- Matters Arising

3. Special Guest Speaker: Sharon Harding.



Sharon became an activist in the challenging environment of the construction sector. We will hear Sharon's inspiring story and discuss how we can fight for inclusivity and diversity across the housing sector.

4. Brief Reports

- Workplaces, particularly disputes
- Uniting Our Strength – Pay Conference Report

5. Motion

- The Feminist Library, see below

6. Finance

- Q3 Accounts
- Donations & Affiliations

7. AOB

8. Calendar

- 17th November 12pm TUC National Unity Demo Against Racism ([here](#))
- 1st December 11am Casework Training – flyer attached, see below
- 5 December 4.30pm SHAC - Alternative Housing Awards ([here](#))
- 8 December 11am Homes and Housing Summit ([here](#))

Motion Date: 13th November 2018
Motion Title: The Feminist Library

This Branch notes that:

The Feminist Library is the UK's pre-eminent collection of Women's Liberation Movement and feminist literature with an incomparable collection of over 7,000 books, 1,500 periodical titles from around the world, and archives of feminist materials. Based in London and run by a collective of volunteers, the Library has been supporting feminist research, activist and community projects on a shoestring budget since 1975.

Recent years have seen an unprecedented attack on public spaces and amenities, with libraries and women's services among some of the worst affected. The future of the Feminist Library has been uncertain for over 2.5 years, but now they are moving to a new home, which will be secure for the next 25 years at least. They have fought off threats of eviction and unsustainable rent increases, and will soon be on their way to a new space, in a community centre in Peckham, named after an amazing woman activist - the incredible Sojourner Truth.

Activists are now working tirelessly to make the huge project of the Library move a reality, with the help of volunteers and sister organisations. However, they still **need to raise nearly £65,000 in the next 3 months**, in order to pay for the costs of the move.

To this end, they have just launched a [crowdfunding appeal](#) and are asking the Trade Union movement to recognise the importance of the Library and support the campaign to fund a move to a new permanent and secure home to house this unique resource and community space.

Ways to help

- Donate to our crowdfunding appeal for a new home for the Feminist Library and encourage members to donate individually as well.:
<https://www.crowdfunder.co.uk/help-the-feminist-library-build-its-new-home>
- Encourage members to sign up to the Friends scheme:
<http://feministlibrary.co.uk/support/friends-scheme/>
- Spread the word about the crowdfunding appeal and the Library within your networks – if our campaign is a success, it will ensure the success of the Library and help save a precious collections of women's histories for future generations

Handling Grievances and Disciplinaries - Managing Casework



Reps are often called upon to support members through individual casework. This includes grievances and disciplinaries, capability procedures, contract changes, TUPE consultations, pay and pensions issues, health and safety concerns, and consultations on restructures and redundancies. That's quite a long list! The processes are often highly bureaucratic, and the thought of messing up can be terrifying considering the possible consequences for the member.

Don't panic! It's simpler than it looks!

Although these processes vary widely, principles of good casework management apply to all. Armed with these principles, reps will be able to:

- **Analyse** the case and develop an effective strategy for achieving the member's desired outcome;
- Have the **confidence** to represent members in hearings and manage cases **effectively**;
- Avoid common **pitfalls** and **problems**;
- Advise members of their **options** at each stage so they remain **in charge** of their case;
- Find **information** and other sources of **advice** and **support** quickly and efficiently when needed; and
- Significantly **increase** the chances of a **successful outcome**.

The Training

Primarily focussed on grievances and disciplinaries, this half day training will provide a standard framework for managing cases, and a comprehensive handout:



- 11am–2pm, followed by lunch
- **Saturday 1st December 2018**
- Unite London & Eastern Region
- 33-37 Moreland Street, London EC1V 8BB ([Map](#))

The training is open to all representatives and activists. Lunch will be provided. Travel, accommodation and carer costs can be paid but please advise us in advance. If your employer does not recognise Unite, we can pay salary replacement for unpaid leave - please discuss this in advance.

Please register [here](#) so that we know how many to cater for.

Outline of the day



- **Exercise 1:** We will work through a case study in 6 scenes, with a group discussion as each scene is presented, after which we present an outline of key considerations.
- **Break:** With light refreshments
- **Exercise 2:** You will prepare to represent a member at a hearing based on what has been learnt. You will role play the representation.
- **Lunch:** Provided by the branch
- **Handout:** A comprehensive, step-by-step guide to handling casework.