

Regional Pool Application

Name of Branch(es)
Committee or Group

Branch Code(s)

Contact Name and
Address/Phone and
Email

Current Voting
Membership

Number of
Officers/Stewards

INFORMATION LISTED BELOW MUST BE INCLUDED FOR ALL BRANCH APPLICATIONS

- a) Copy of your last Annual Financial Return submitted to Head Office
- b) A signed copy of your Branch Assessment
- c) A copy of this years agreed branch budget
- d) A copy of the job description if applicable



Please complete all parts of this section when completing an application

Please indicate which branch development & organising objective the Project covers. Please tick as many objectives as are relevant

Recruitment & Retention Organisation of Stewards & Workplace Reps Member Participation Effective Negotiation and Representation

You are asked to provide details of the Committee's/Branch project, the proposed expenditure, the desired outcome and how the Committee/Branch intends to evaluate the Project.

Please give details of the Committee's/Branch proposed Project and how it intends to use any monies granted from the Regional Pool to meet the above development organising criteria. Please use a separate sheet if needed.

Please list Actions & Associated Costs (Please use additional sheets if necessary and enclose copies of any estimates / quotes received)	Give proposed associated costs (or estimated costs) £
<i>e.g production of recruitment flyer</i>	250
<i>e.g printing recruitment flyers x 2000</i>	500
TOTALS	

What is the desired outcome of the Project for the Committee/Branch? ie; increased recruitment, more stewards, better organised branch etc	How will the Committee/Branch evaluate/measure each of the outcomes once the Project is completed? ie; rise in recruitment, more stewards, survey results etc.

This Section **MUST** be completed.

- 1 The Branch understands and accepts that this application will be the subject of consideration by the Region's appointed lay body.
- 2 The Branch understands that, should the application be rejected, an appeal can be made to the *appropriate Regional Committee*.
- 3 A copy of the branch's current Branch Assessment is attached.
- 4 We understand that the Region will be provided with details of our financial returns and that any monies granted will be released to the Branch via the branch funding process.
- 5 We understand that the Branch is required to account for any grant made on our next annual return, as required by Rule G7.1 and we undertake to do this.
- 6 Any unspent monies must be returned to the Regional Pool immediately
- 7 We accept that failure to carry out point 5 above could result in the Union claiming back any monies granted.
- 8 We are prepared to attend a meeting of the relevant lay body to present our application if required, or to provide any further information requested to enable the application to be fully considered.
- 9 We are prepared to provide a full report-back on the initiative carried out in connection to any Regional Pool funds granted, including a break-down of expenditure.

	NAME (Please Print)	SIGNATURE
Branch Secretary	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Branch Treasurer	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Regional Organiser	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Date of meeting at which decision was taken to apply for a grant	<input style="width: 100%; height: 25px;" type="text"/>	

Regional Pool Protocol on Branches Engaging Staff

- Region-wide organising and recruitment initiatives can be funded from the Regional pool subject to *the appropriate Regional Committee* approval.
- Staff can only be engaged by Branches on a time limited basis which is limited to a specific branch development project (rather than core administrative tasks) and is subject to periodic review and approval. This shall be no longer than 12 months and the process for review is mandatory and managed through *the appropriate Regional Committee*. The review should take the form of an evaluation of the outcome of the Project.
- Branches can use Regional Pool funding as above, to fund time limited secondments
- Staff will be employed by an individual branch or in the case of multiple branches working, by a 'Hub' Branch that has responsibility for co-ordinating the resources that are required by branches within the Region as set out in the Regional Pool funding application. In the case of the latter a single branch will be the employer but the project may involve a group of branches – the objective being to involve smaller branches in Regional Pool funded organising and recruitment activities. The project staff will be managed on a day to day basis by the relevant branch and not by regional staff.
- Individual Branches will have responsibility for salary related administration.
- Individual Branches must produce an appropriate job description for the temporary post (this must be included in the Regional Pool application)
- The *appropriate Regional Committee* has responsibility for approving all applications and for monitoring and evaluating each project against timed objectives as laid down within the Regional Pool guidelines.
- The *appropriate Regional Committee* will ensure that rates of pay are equivalent to the relevant rate in UNISON. The national rates are a benchmark and will be required to be paid in all cases.
- It is expected that Employers follow good practice in the recruitment and retention of their staff. Branches should consider supporting individuals existing Occupational Pension arrangements where requested. The funding of projects will be dependent upon such standards being met.