

Proposed Requirements and Criteria for Regional Committee to consider payment of honoraria in Branches where AGM meetings were not quorate.

To be read alongside UNISON guidance issued in December 2009. Honoraria Payments and Expenses. <http://www.unison.org.uk/Acrobat/18785.pdf>

Where a branch is not quorate it can ask the Regional Cttee. to consider honoraria for the branch. If there is to be consistency the Regional Cttee. will need to provide Branches with guidelines on the basis on which decisions will be made and the information for making those decisions.

The following details are required to be submitted together with the proposal to make honoraria payments.

- 1) Name of Branch and code
- 2) Copy of Branch rules showing provision for Honoraria to be paid
- 3) Details of AGM held to include:
 - I. How and when was notice was sent to members
 - II. Time and location(s) of meeting(s)
 - III. Branch AGM quorum and actual numbers attending
- 4) Details of Branch Committee meetings held in the year up to the AGM including attendance and how notice was given to Committee members
- 5) Minutes of the Branch Committee meeting where honoraria proposal was agreed to put to AGM.
- 6) Service Group and National Delegate Conference delegates elected and attended.
- 7) Regional Council delegates elected and attendance
- 8) Copy of Branch Annual Financial Return and whether submitted on time
- 9) Copy of Branch budget agreed by Committee identifying expenditure planned for financial year
- 10) Branch Membership figure and number of members recruited over previous 12 months
- 11) Branch assessment carried out and copy of action plan agreed by Branch Committee.
- 12) Details of work undertaken to support proposal for honoraria payment for each individual concerned including work undertaken outside of paid facility time.

Any payments agreed will not exceed the percentage currently recommended by the NEC.