



Central Water Branch

Branch Financial Policy

As adopted at AGM 24 February 2015

Severn Trent Branch Financial Policy

This Policy may only be changed by a resolution of the Branch Committee or General Meeting.
The Branch Committee may, at its discretion, withhold payments or waive conditions set out below.

1 Bank Accounts

- 1.1 The branch cheque account shall be held at the Unity Trust Bank in the name of UNISON Central Water Trent Branch No. 21551 and, as far as possible, all payments and receipts shall be made through this account.
- 1.2 The branch savings account(s) shall be held at the Unity Trust Bank and/or National Savings Bank.
- 1.3 Each cheque or authority for withdrawal from the branch accounts shall be signed by any two of three signatories (normally the branch treasurer, secretary and chairperson), as determined by the Branch Committee.

2 Branch Credit Card

- 2.1 The branch shall hold one 'Barclaycard Commercial' credit card. It shall only be used for the purchase of goods and services authorised by the Branch Committee, and the arrangement with Barclaycard will not permit the use of the card to obtain cash advances.
- 2.2 The card shall be in the name of the branch treasurer, with a monthly spending limit of £1,500.
- 2.3 The outstanding balance shall be paid monthly by direct debit from the branch's cheque account.

3 Expenses and Subsistence Allowances

- 3.1 Expenses and Subsistence shall only be claimed when incurred whilst on branch business and only when they cannot be claimed from Severn Trent, South Staffordshire Water Plc, UNISON Regional Office, UNISON National HQ's, or others. Receipts should be obtained for any expenses incurred, and submitted with the claim.
- 3.2 If travel is by bus or train, the actual cost will be reimbursed (first class travel by train will only be paid in exceptional circumstances).
- 3.3 A taxi should only be used when public transport is not available, or heavy luggage is being carried, or disability makes the use of a taxi necessary. The actual cost will be reimbursed.

- 3.4 If travelling by car, the mileage claimed shall be from and to the normal workplace, or home, whichever is the least. If the claimant would NOT otherwise have attended their normal workplace, the mileage claimed shall be from and to home.

The costs of travelling will be reimbursed as follows:

Company/Private car - 45p/mile for the first 10,000 miles,
25p/mile thereafter

Motorcycle - 24p/mile

The reasonable costs of parking a car when on branch business may be claimed.

- 3.5 Where expenditure is incurred, with the exception of Local meetings held during working hours (where no subsistence will be payable), then Subsistence will be paid in accordance with NEC rules as from time to time amended. Copies of these rules will be available on the UNISON National website or from the branch office. Where the Branch has pre-paid for a delegates accommodation and all meals, the aforementioned subsistence allowances will not be payable. However, the delegate will be entitled to claim up to £5 a day out of pocket expenses, should further expenditure be incurred.

It is now an NEC and HMRC requirement that all subsistence claims should be supported by receipts, and failure to do this will result in a lower level of payment where the member was not away overnight. Claims should reflect the actual amount paid (limited to the total of the appropriate allowance), and not be made for the total allowance where this has not been spent.

Where the maximum £40 allowance is paid, this will now be subject to a tax deduction of £2.00. No expense claim shall be paid in advance of the expense being incurred.

- 3.6 For branch delegates attending conferences or seminars, the branch will normally arrange and pay for hotel accommodation and travel. If accommodation costs are claimed, the cost should not exceed £90.00 per night in London (within M25) or, £75.00 elsewhere. If breakfast is not included, the actual cost may be claimed on production of a receipt.

4 Honoraria - Officers and Accredited Stewards

- 4.1 The payment of honoraria is conditional upon the attendance of at least three branch (General or Executive) meetings in the relevant calendar year and (if an accredited steward who has not achieved ERA accreditation, this must be achieved within twelve months of nomination.
- 4.2 The Branch Committee shall make a recommendation in respect of the branch secretary's honoraria, for approval by the AGM. Honoraria for other Branch Officers shall be as follows:

Chairperson and Treasurer: - As Branch Secretary's honoraria

Business Forum Chairs: - 25% of Branch Secretary's honoraria

Other Branch Officers: - 25% of Branch Secretary's honoraria
The honoraria for accredited Stewards shall be 10% of the Branch Secretary's honoraria.

In the event of any dispute, the Branch Executive Committee will determine the matter.

- 4.3 Honoraria shall only be paid following the approval of a quorate AGM. The approved honoraria shall be paid by UNISON head office after the deduction where, appropriate, of income tax and national insurance.

5 Retired Members Sections

- 5.1 The branch will provide annual funding to each Retired Members Section to a maximum of £2.00 per member, (as agreed by the finance and general purposes committee). For each member still in contact with that retired members section.
- 5.2 Applicants for retired membership shall pay a one-off 'Life Retired Membership' subscription as set out in the UNISON National Rule Book.

6 Welfare

- 6.1 The partner of any employed member who dies in service shall be granted a sum of £400 as soon as possible after notification of the branch secretary, chairperson or treasurer. If there is no partner, consideration will be given to a payment to other dependants.
- 6.2 On the birth of a child, flowers or vouchers to the value of £20 shall be delivered to the member or member's partner.
- 6.3 Following four weeks absence from work due to sickness, a gift or voucher to the value of £20 shall be delivered to the member concerned, or given when visited. The member shall be contacted/visited regularly during sickness absence and advised of UNISON Welfare services and benefits.

7 Donations

- 7.1 Donations shall only be made to UNISON approved organisations and, for guidance, donations to UK causes involving Trade Unions should be £25, and all other donations should be £10. These amounts may be varied at the discretion of the branch committee.

Record of amendments to Financial Policy

Date	Action by	Action