



Branch Officials Handbook

Throughout our history the Fire Brigades Union has relied on local officials in the branches to ensure the representation of our members. The union provides a whole range of services and benefits for members – but we remain far more than just an organisation providing benefits.

The union exists to ensure that working life is made as safe, rewarding and fulfilling as possible. The key to that in a trade union is the workplace representative. The FBU has a system of workplace branches which ensures that branch officials are directly accountable to those within the workplace. It is a democratic system that has stood the test of time and is worth protecting.



So our workplace officials are the key to maintaining a strong and well organised trade union which, in turn, is essential to protecting firefighters' terms and conditions. This publication and the supporting pack has been produced to assist local FBU officials in their work. It provides advice on how to process issues which are raised in the workplace and how to seek assistance within the union. It is full of useful information which can assist the branch official in carrying out his/her essential task.

Perhaps the most important of the roles of the branch official is to ensure that the members at the branch are kept well informed. I hope that this pack will assist officials in understanding the processes in the union and in the fire service so as to assist in reporting back to local members. Reporting back to members is possibly the most important skill which union reps can develop. There is no substitute for a well informed and well organised workplace. Union members need to be able to make their own minds up on issues and one of the key jobs of union officials is to ensure that they are provided with the facts and information to be able to participate in debate and to make informed decisions. So this pack also provides information about running branch meetings and conducting debate.

There has been a considerable time since the last such publication was issued. I would like to thank the following officials for their contribution in making it possible: Tam McFarlane (EC member Region 13), Dave Green (EC member Region 6), John Duffy (Regional Chair, Region 1), and National Officer Paul Woolstenholmes. I hope that you find it useful.

Best Wishes.

MATT WRACK



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The Fire Brigades Union

Branch Officials Handbook





Foreword

This handbook has been produced to assist Branch Officials in the day to day work of dealing with the various aspects of their role as an FBU Official. Since its foundation in 1918 the FBU has developed as the most influential voice within the UK Fire and Rescue Service and our policies and activities have helped to shape the UK Fire and Rescue Service into the finest in the world.

The basic principles of our work have never changed but with the advent of new legislation and an increase in the type of services that the Union provides for our Members it is important that Branch Officials have an up to date handbook as a first point of reference.

The very first edition of the handbook, published in 1959, contained the words:

"Clearly the handbook is no more than a collection of data. Reading the handbook will not make a good trade unionist. But every good trade unionist wants an armoury that is well stocked".

That statement is still true today.

In order to develop their trade union skills every Branch Official should take an active part in the TUC and FBU education and skills courses in order to progress and develop within their role. In this way they will ensure that they will have the most success in representing the membership.

The fabric of the Fire Brigades Union is the membership and our most important Officials are our Branch Officials. It is to our Branch Officials that our members will first turn to for advice and guidance. The time and effort that Branch Officials give to support their colleagues ensures that our membership is served by the FBU effectively and it is hoped that this handbook will be of assistance to them in this task.

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FBU – A Brief History

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- 1906** Firefighters in London, Belfast and Manchester start to join Trade Unions.
-
- 1913** London Firefighters form branch of **National Union of Corporation Workers** (former NUPE, now UNISON).
-
- 1918** Victory in London after strike threat forces County Council to concede demands for separate Union and after merger with the **Firemen's Benefit Society** formed the "**Firemen's Trade Union**", with recognition based on "Firemen only" organisation.
General Secretary, **George Gamble** (from Benefit Society).
-
- 1919** Government set up Middlebrook Committee to investigate pay, hours and conditions in Fire Brigades.
-
- 1920** Manchester Fire Brigade merged with Police by City Council to keep out Trade Unions.
-
- 1922** George Gamble left. **Jim Bradley** General Secretary. Widened to other Brigades passed 2,000 members.
"YES" ballot to join Labour Party and set up a Political Fund.
-
- 1923** Affiliation agreed to the Trades Union Congress (TUC), 1925 to STUC.
-
- 1929** Jim Bradley died. **Percy Kingdom** General Secretary. Problems with "Police/Firemen". (Police not allowed in a Union) and Police parity struggle.
-
- 1930** Union name changed to be "The Fire Brigades Union."
-
- 1939** Percy Kingdom retires. **John Horner** (General Secretary). War breaks out. FBU has 3,000 members. 100,000 Auxiliaries accepted into their section.
-
- 1941** Fire Service NATIONALISED.
Recognition for Fire Brigades Union in National Fire Service; membership up to 71,500 in the first year!
-
- 1943** FUSION Conference. Single united Union.
Firemen's Charter demands:
1. Rate for job £4 a week
2. Full pay when sick or injured
3. A just discipline code
4. Shorter hours – 2 shift 72 hours
5. Promotion on merit.
Home Office proposed Fire Service Federation. TUC opposition. Dropped and formed National Associations of Fire Officers – NAFO. Union denied rights.
-

- 1945** War ends. FBU membership down to 15,000. National Joint Council (NJC) and Central Fire Brigades Advisory Council (CFBAC) set up.
-
- 1947** Labour Government shaped post-war Fire Service.
Fire Services Act 1947.
148 Brigades – County and County Borough.
-
- 1951** Conservative Government.
Struggles for pay, pensions, hours etc. Well supported “spit and polish” emergency calls only demo after consolidation of rent and pay. End of Police parity.
Ross inquiry 16/6p rise no parity.
-
- 1956** Duty Systems Agreement (6).
60, 56, 48 24/24 Day Crewing. Wholetime/Retained.
-
- 1957** Fire cover and manpower report from CFBAC.
A.B.C.D. Risks. 5 and 4 staffing levels on 75% of occasions. Union refused to sign it.
-
- 1960** Service for Sixties campaign. Cleaners on Stations. Fire Prevention for firefighters, 48 hours. Pay; Chores; Training; Exams.
-
- 1961** Principle of 48 agreed.
Fight to keep national rate of pay and substantial agreed rise.
Fire Service Technical College based at Moreton in Marsh started.
-
- 1964** John Horner retired to become MP. **Terry Parry** General Secretary.
48 hour week agreed but most watches on 56 hours.
-
- 1965** New London Fire Brigade formed. 48 + rostered overtime.
-
- 1966** Labour Government’s Prices and Incomes Board recommends 48 hour week with 8 hour “bonus shift.”
I.e. 56 hours for extra £170 per annum, up to maximum £1,170 per annum agreed.
-
- 1967/70** **Holroyd** Inquiry. Many of aims in “**Service for Sixties**”.
Strike threat by London’s firefighters over low pay and allowances.
Home Counties disputes on “London Weighting.”
-
- 1970** Holroyd Report into the Fire Service recommends that firefighters should be paid in line with “national average earnings of skilled craftsmen,” and that they should be used extensively on fire prevention duties.
-

- 1970** Home Counties dispute over local pay rates. 86 Essex firefighters locked out. Recall Conference. National Emergency Calls Only Action. NJC Agreement. Government interference (Maudling pay pause) 10% plus.
-
- 1971** **Cunningham** Inquiry into the work of the Fire Service reiterates that firefighters would be better employed on fire prevention duties than cleaning fire stations!
- Pay related to 40 hours and enhanced pay after Qualified Fireman and skills and pay. Long Service rate to Sub Officer and below. Control pay link.
-
- 1972** Conservative Government pay freeze starts.
-
- 1973** Glasgow Firefighters strike, about low pay again. The first all-out strike in the Fire Service lasted 10 days and broke the Conservative Government's pay policy. FBU overtime ban introduced at same time as 48 hour week. National unsocial hours payment and 48 hour week. 4,000 plus recruits.
-
- 1974** Reform of Local Government now 64 Brigades. Consequential reform of Union structure. Recall Conference (Government "threshold" pay limits led to call for 40 hour week. Ban on overtime and Wholetime/Retained).
-
- 1975** Emergency calls only on above claims for three months Labour Government "Social Contract" £6 a week.
-
- 1976** 5% pay limit.
-
- 1977** Pressure building up. Stage 3 pay policy. NJC Working Party on job evaluation. Home Office study group recommended 42 hour week. McCarthy evaluation – comparison with generality of jobs in community principle. Claims lodged. Rees/Callaghan pressure. Employers say 10%. Recall Conference. Executive Council wanted to talk some more, overturned by 25,000 to 13,000 vote at Conference.
- 14th November** start of 9 week strike. Government adamant on 10% but offered (eventually) to underwrite a future deal on pay and hours. Failure to get total backing of TUC.
- 9th December** offer made including a formula. More negotiations.
-
- 1978** **12th January** Recall Conference in Bridlington EC recommendation, no further progress to be made; accepted 28,000 to 11,000.
- 16th January** return to work. 10% **7th November**. 42 hour week from 1978. Upper quartile agreement plus.
- Recall Conference on terms for the 42 hour week.
-
- 1979** **1st April** 42 hour week commenced.
-

- 1980** Terry Parry retired, succeeded by **Ken Cameron**. After Recall Conference Pay Formula phased 13% and 6%.
-
- 1982** **Mike Fordham** defeats Richard Foggie in Assistant General Secretary election. Start of Government attacks. "Future Fire Policy" and changed role of Her Majesty's Inspectors.
- Following major constitutional discussions aimed at ending the NAFO dominance (7-3) of the Officers Committee, including a High Court injunction from NAFO on the Employers and FBU, a Recall Conference, the Employers abandoned the NJC to form a new Joint Council with two separate Committees.
1. Lower Ranks Committee (only FBU).
 2. Officers Committee (8 FBU; 8 NAFO).
- Terry Parry sadly died after a brief retirement.
-
- 1986** Audit Commission "Occasional Papers." Political Fund "Review Ballot" 87% Turnout 80% YES vote in a workplace ballot.
-
- 1987** Review of Officer members saw a further change to the constitution of the NJC Officers Committee in favour of the Union (9 FBU; 7 NAFO).
- Bill Deal retires. **Ronnie Scott** elected President.
-
- 1989** Working Parties on "Occasional Papers."
1. CFBAC (technical)
 2. NJC (Home Office on Conditions of Service).
-
- 1992** 999 Campaign. Lobby of Parliament after OFTEL proposal to transfer 999 Service to call handling agency.
-
- 1993** Following Tory Chancellor's Autumn Statement, the Union waged a campaign to protect jobs and maintain the Formula.
- An FBU lobby of the Home Office closed Queen Anne's Gate.
- Two Recall Conference with vote to commence national ballot for a series of national one-day strikes, commencing 8th November.
- NJC agreed to full implementation of Formula and Employers pledged commitment to its continuation.
-
- 1993/5** Local Government Review creates Combined Fire Authorities.
-
- 1995/6** Government inspired budget cuts saw a series of strikes in Merseyside and Derbyshire, with ballots for strike action in Surrey and Essex.
-
- 1996** Political Fund "Review Ballot" 57% Turnout, 85% YES vote in a postal ballot.
- THREE new Fire Brigades formed from the former eight in Wales.
- Demise of NAFO, who lose place on NJC. FBU now sole Union on NJC for Local Authority Fire Brigades.
-

- 1997** John Horner, the architect of the modern day FBU, sadly died.
Essex members take strike action against proposed cuts in local fire cover.
-
- 1998** Essex members again take strike action over local cuts in fire cover – a total of 36 strikes over a four-month period.
Employers propose major changes to Scheme of Conditions of Service – union launches “Smash and Grab” Campaign.
-
- 1999** Equality Sections ratified at Annual Conference. HMI Thematic Report on Equality in the Fire Service finds service to be institutionally racist and sexist, although praises leadership role of FBU.
Home Secretary establishes Inquiry into the Machinery for Determining Firefighters’ Conditions of Service to be conducted by Professor Frank Burchill, after National Joint Council (NJC) effectively suspended due to “Smash and Grab” dispute. Ronnie Scott retires. **Mick Harper** elected President.
-
- 2000** “Burchill Report” accepted by both sides of NJC.
Ken Cameron retires. **Andy Gilchrist** elected General Secretary.
-
- 2001** Strike action in Merseyside over refusal of Chief Fire Officer to accept outcome of NJC Disputes Panel.
-
- 2002** Union launches Pay Campaign with aim of £30k salary for Firefighters; parity for Retained and Control members; and new Pay Formula. After breakdown of negotiations, 10 days of national strike action in November.
Mick Harper retires. **Ruth Winters** elected President.
-
- 2003** Pay Dispute continues: 5 further days of national strike action in January and February. Dispute finally resolved when Recall Conference in Glasgow in June accepts pay and conditions offer from employers.
-
- 2004** Continuing dispute over payments arising from Stage 2 of the June 2003 agreement leads to further ballot for national strike action. Dispute resolved before ballot concluded.
Annual Conference votes to disaffiliate from Labour Party.
New Fire and Rescue Services Act, tearing up post-war structure of Fire Service.
-
- 2005** **Matt Wrack** defeats Andy Gilchrist in General Secretary election.
Strike action in Suffolk over cuts in local fire cover.
Strike action in West Midlands over imposition of new shift system.
-
- 2006** Strike action in Hertfordshire over cuts in local fire cover.
Strike action in Merseyside over cuts in local fire cover; staffing levels in Control Room; shift systems; and secondary contracts.
-
- 2007** **Mick Shaw** elected President.
-

Senior Officials of the FBU

General Secretaries

G. Gamble	1918-1922
J. Bradley	1922-1929
P. Kingdom	1929-1939
J. Horner	1939-1964
T. Parry	1964-1980
K. Cameron	1980-2000
A. Gilchrist	2000-2005
M. Wrack	2005-

Presidents

A. Odlin	1939-1944
J. Burns	1944-1959
T. Parry	1959-1964
E. Humphries	1964-1977
W. Barber	1977-1979
W. Deal	1979-1986
S. Fitzsimmons	1986-1991
R. Scott	1991-1999
M. Harper	1999-2002
R. Winters	2002-2007
M. Shaw	2007-

Assistant General Secretaries

H. Short	1939-1946
J. Grahll	1946-1956
T. Harris	1957-1974
R. Foggie	1974-1982
M. Fordham	1982-2005
A. Dark	2005-

FBU Structure

The FBU is an Industrial Union, this means that we represent trade unionists in only one industry, and the structure of the Union follows closely that of our industry – the Fire and Rescue Service. But as well as relating to the way the Service operates, the Union's structure has to satisfy the most important consideration, namely;

It has to be democratic and enable FBU Members to take the fullest part in its activities and decision making.

Below are the key parts of our structure and the diagram overleaf, shows how they fit together.

- The **FBU Member** is the most important component in the FBU structure. Members and Officials must remember this fact:

THE MEMBERSHIP IS THE UNION.

- Members at a workplace form a **Branch** (a Branch is a Fire Station, Control Room etc.)
- Delegates from the Branches or Divisional Committees plus Sectional Representatives are the **Brigade Committee**
- All Officials from the Region plus Delegates from the Brigade Committee together with elected Sectional Representatives form the **Regional Committees**
- Each Region, and each National Section has one elected representative on the **Executive Council**

The General Secretary, Assistant General Secretary, and four National Officers are all elected full-time Officials based at **Head Office**.

The President and Vice-President are the senior lay officials of the FBU.

The President shall preside at Annual and National Conferences of the Union, at meetings of the Executive Council and at other meetings of the Union as directed by the Executive Council. By virtue of his/her office he/she shall have the right to attend and preside at any meetings of the Union. He/she shall carry out such further functions and duties as are assigned to him/her by the Executive Council.

In the absence of the President, the Vice-President shall carry out the above duties. The Vice-President shall also discharge such functions and duties as are assigned to him/her by the Executive Council.

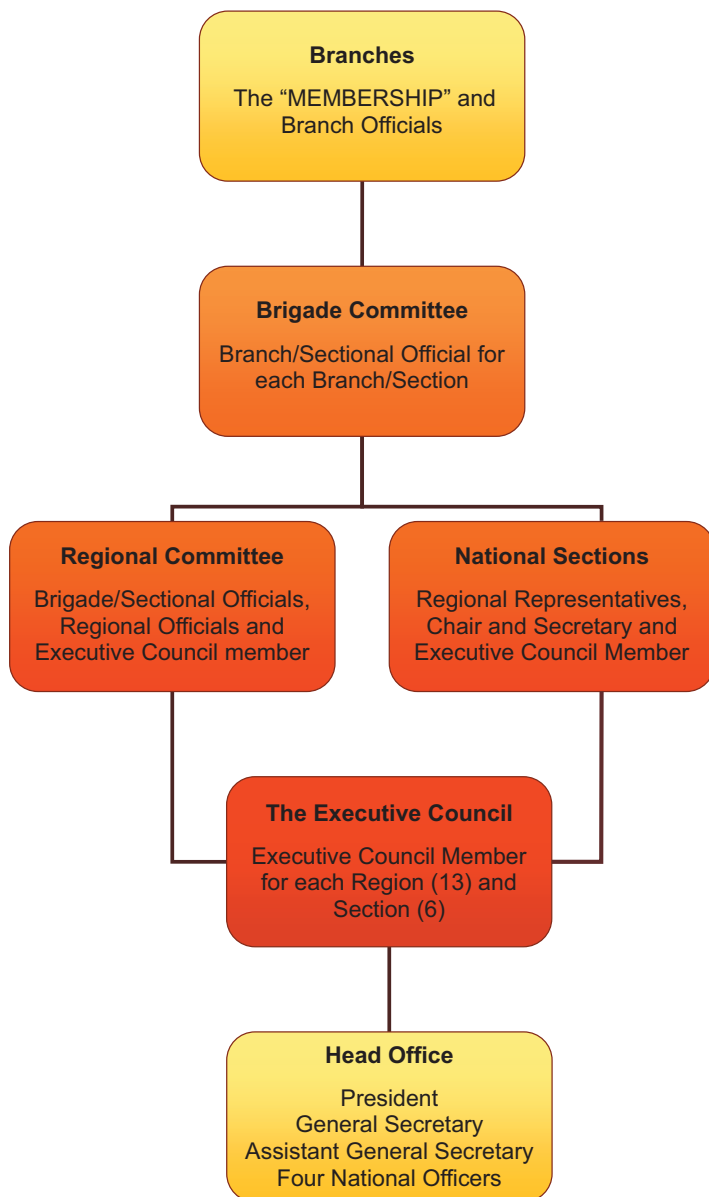
The FBU has three industrial and three equality **Sections**, which all play a full part in the democratic process.

FBU Policy is made at Annual Conference where delegates from all Brigades make decisions on the running of the Union.

The importance of Annual Conference is stated clearly in Rule 7 (1) of the FBU Rule Book:

"The supreme government of the Union shall be vested in the annual Conference, and/or recall conferences and the decision of which shall be binding on all members."

FBU Structure – A Guide



The FBU Member

The Union is a democratic organisation. The FBU Member must play his or her part. This **does not** mean that it is expected that all Members should become Officials or activists. **It does mean that:**

The FBU Member has a duty to attend Branch meetings regularly and to participate at Branch level to ensure the Union's policies are adhered to.

Rule 24 of the FBU rule book specifies this and other duties of Members. It follows that if Members do not attend the Branch and take part in developing its policies and activities, the Union cannot possibly flourish and truly represent all FBU Members.

An FBU Branch

The Branch comprises of Members based at their place of work. The Branch is linked to the rest of the Union structure via the Brigade and Region.

The duties and organisation of a Branch are detailed in **Rule 23** of the FBU Rule Book.

Every Branch should:

- Elect a Secretary and Chair and appoint a Health, Safety & Welfare Representative and Union Learning Representative (ULR) and ensure that the Branch is represented at the Brigade Committee;
- Meet regularly (at least once a quarter) to discuss issues affecting the Members and the Union;
- Request that Brigade Officials attend meetings to address the Branch on Union matters and current issues;
- Submit items to the Brigade Committee for possible inclusion on the agenda for Annual Conference;
- Consider and submit amendments on motions on the preliminary agenda for Annual Conference.

A Branch should also consider

- Membership applications from former members wishing to rejoin the Union;
- Sending a local delegate and affiliating to the local Trades Council (contact Brigade Secretary for information).

Branch level activity

Branch level activity is the **most important** aspect of the Fire Brigades Union. An effectively run Branch combines several factors such as:

- All Members participation in FBU work;
- Everyone is made aware of local FBU issues;
- Effective representation/communication from the Branch to the Brigade Committee occurs;
- Effective representation/communication from the Brigade Committee reaches all Members;
- Regular branch meetings are held for decisions to be made;
- Monthly meetings are held between Branch Officials and representatives from each watch, (this is called a "Branch Committee" Rule 23 (3)).

For a Branch to operate effectively it requires three key features:

1. Effective and active Branch Officials.
2. An interested and participatory Membership that does not rely solely on FBU Officials.
3. Support from FBU Brigade Officials.

Branch Meetings

Monthly "Branch Committee" Meetings

Branch Officials should hold monthly meetings with representatives from each watch on a wholetime station or Emergency Fire Control Room. These meetings can help to:

- find out about problems;
- keep Members in touch with what the Union is doing;
- build trust between people;
- get Members thinking on FBU issues.

These meetings are called "Branch Committee Meetings", (Rule 23 (3)), and although important, they are only intended to maintain the direction and communication of the Branch in between formal Branch meetings. At Branch Committee meetings it is important that:

- everyone is clear on what the meeting is about;
- the meeting allows everyone to participate;
- enough time is allowed for discussion and questions;
- one item is dealt with at a time;
- notes are made of important ideas which should be raised at formal Branch Meetings.

Formal Branch Meetings

Some decisions from Branch level can only be made at formal Branch meetings. These meetings are inclusive of all FBU Members at the Branch and the decisions made there include:

- resolutions to be brought to Brigade Committee;
- items for Conference;
- nominations for FBU elections;
- local Branch actions in which all FBU Members at the Branch will be expected to participate (in agreement with Brigades Committee).

Branch Meetings

Branch meetings must be run in an organised way. They should follow a set series of procedures which are outlined further in the handbook. This is important as Branch Meetings will take formal democratic decisions which may impact on members at a Brigade level.

When to hold a Branch Meeting

Branch Meetings should be held **at least** four times a year. To allow Branch resolutions to be taken forward, Branch meetings should be coordinated with Brigade Committee Meetings. When the dates for Brigade Committee meetings are published Branch Officials should organise their Branch meetings to be held in between in order to take information to the Brigade Committee and also report back information from the Brigade Committee.

For Branch Officials guidance, notable dates to assist in the planning of Branch Meetings are given below:

Deadline	Best time for Branch Meetings
Motions for Annual Conference	Beginning October to mid November
Preliminary Agenda for Conference	End February, beginning of March
Final Agenda for Conference	Last two weeks of April

Notification for Branch Meetings

It is ideal for a Branch Meeting to set the date of the next meeting as the final item of the agenda. If this is not possible then as much notice should be given as is reasonably possible. Sometimes, urgent items will dictate the amount of notice that may be given. Usually two weeks notice is sufficient for all Members to be aware of any forthcoming meeting.

A few questions to ask when planning the dates/times of meetings are:

- Are as many people as possible aware that the meeting is taking place?
- Are notices put up in a place where people will read them?
- On wholetime shift Branches – are meetings rotated so each watch is on duty in turn?
- Do any Members need to be asked verbally to attend? i.e. Annual Leave
- Is the issue so important and urgent that a reduced period of notice is justified?

Agenda for Branch Meetings

Below are some important points on the agenda for a Branch Meeting:

- Branch meetings should have an agenda listing all the topics to be discussed;
- The Chair and Secretary should draw up the agenda prior to the meeting and have a rough idea of how much time to spend on each item;
- Meetings always have some **standing items**. These are items that are always discussed such as 'Minutes of the Previous Meeting', 'Matters Arising', and 'Any Other Business';
- Any Member of the Branch may ask the Secretary for an item to be put on the agenda. Branch Standing Orders (see section on Model Branch Standing Orders) will dictate the notice required for items to be put on the agenda;
- Important business should not be left to the end of the meeting when time may be limited.

Specimen Branch Agenda

A fairly typical agenda for a Branch Meeting will look like the following:

Agenda

1. Apologies for absence
2. Minutes of previous meeting
3. Matters arising from minutes
4. Correspondence
5. Branch Secretary's report (to include report from Brigade Committee).
6. H&S report
7. ULR report
8. Report from Brigade Official
9. To consider any motions
10. Any other business
11. Date of next meeting

Minutes of Meetings

Minutes are a brief but accurate record of the discussion and decisions reached. They link one meeting to the next and are usually taken by the Branch Secretary. Often the minutes will be printed and circulated so everyone has a copy. It is usually the case that the minutes of the previous meeting are read out and the Chair asks for these minutes to be accepted as a true record. In order to be accepted as a true record, attendees who were present at the original meeting must agree that the minutes reflect the discussion and decisions that took place.

Matters Arising From the Minutes

Once the minutes are agreed the Chair will ask if there are any "matters arising" from them. This is an opportunity for any Member to ask a question or ask for an update on any item in the minutes. If there has been

developments on an issue contained within the minutes the Branch Secretary may cover it later in the meeting within his/her report.

Correspondence/Branch Secretary's Report

This item is to be used by the Branch Secretary to ensure that Members are kept up to date with any correspondence from the FBU or between the FBU and management. The Secretary should also use this section to give a report on the Brigade Committee meeting and any other areas of development.

Brigade Officials Report

If possible a Brigade Official should be in attendance at the Branch meeting and should give a report. This section of the agenda can also be used to give any visitors or other FBU Officials an opportunity to give a report to the Branch.

Branch Standing Orders

Effective running of a Branch should involve the production of Standing Orders. Standing Orders are really the

rules by which Branch activity and Meetings take place. All Branches should have a set of Standing Orders. A model is attached below:

Model Branch Standing Orders

1. Meetings

The Branch shall meet as and when required with a minimum of once a quarter. Meetings will usually start at 1830 and finish no later than 2000 hours.

2. Annual General Meeting

The AGM must be held in November.

3. Branch Officials

It shall be the duty of the Branch members to elect from their number a Chair, Secretary and a Delegate to the Brigade Committee.

4. Quorum

50% plus 1 of all members employed at the branch shall constitute a quorum.

5. Notice of Meetings

Notice of meetings will be two weeks, unless of an emergency nature.

6. Order of Business

An agenda will be posted seven days prior to the meeting. Items not covered by the agenda may, with the approval of the Chair, be raised under Any Other Business.

7. Minutes

No motion or discussion shall be allowed on the minutes except in regard to their accuracy. After the confirmation of the minutes the Secretary and the Chair shall sign them and the Branch may then ask questions on matters arising from them.

Continued...

8. Motions and Amendments

Motions must be submitted to the Branch Secretary seven days prior to a meeting, unless it is of an emergency nature, with the Chair having the final decision. Motions arising out of the business of the meeting shall be put in writing and handed to the Chair who will place them before the meeting.

When an Amendment to an Original Motion is before the Branch it must be moved and seconded. Any subsequent Amendment can then be considered, moved and seconded and discussion can take place. If an Amendment is carried the motion as amended becomes the Substantive Motion. Any further Amendment to the Substantive Motion may then be moved providing it has not been covered by a previously rejected Amendment.

After all Amendments have been dealt with the surviving motion is put to the vote and if carried becomes the Resolution of the Branch. A simple majority of the members present is sufficient in all matters pertaining to Standing Order No. 8.

No Motion or Amendment, once the Chair has accepted it, may be withdrawn unless two thirds of the members present concur.

9. Suspension of Standing Orders

In the event of any matter of urgency the Chair may accept a motion for the suspension of Standing Orders. Any member moving such suspension must clearly state the nature and urgency of his/her business and the numbers of the Standing Orders concerned. No suspension shall take place except by a two-thirds majority vote of the members present.

10. Chairs Ruling

The ruling of the Chair on any question under the Standing Orders or on points of order or explanation shall be final unless challenged by two or more members. The Chair shall then explain his/her ruling and the matter put to the meeting by the Secretary and shall be held to be endorsed unless two thirds of the members present vote to the contrary.

Continued...

11. Interruption and Standards of Behaviour

If any member interrupts another while addressing the meeting, uses foul or abusive language or refuses to obey the Chair, he/she shall be named by the Chair and expelled from the meeting. He/she shall not be re-admitted until an apology satisfactory to two thirds of the members present is given.

12. Debates

No Member shall speak more than once in a debate except when moving a motion, when the right of reply will be given, or making a point of order or explanation, or challenging a ruling by the Chair.

13. Chairs Casting Vote

If on matters where a simple majority vote prevails and the votes are equal, the Chair shall have an additional and casting vote.

14. Amendments to Standing Orders

Standing Orders can only be amended at the AGM by a two-thirds majority of the members present.

15. Visitors

Visitors shall be allowed to attend meetings on the invitation of a Branch Official. Visitors may be allowed, at the discretion of the Chair, to speak but not vote.

Motions

Motions are formal proposals which are voted on at meetings. Once accepted by the meeting they are called **'resolutions'** and are forwarded for action to the Brigade Committee. If necessary, any accepted Branch resolutions will be taken to a Regional and/or National level if they cannot be dealt with by the Brigade Committee.

As Branch motions can ultimately become Brigade or National FBU policy, they need to be written down and worded clearly. If you plan to put forward a motion, write it down and submit it beforehand if possible. If a motion is verbally proposed at a meeting, the Chair should write it down word for word before continuing the discussion.

Here is an example of a Branch motion:

Who from? —————>	This Branch
What reason? —————>	In order to protect its members against the impact of new technology
Action by whom? —————>	Calls on the Brigade Committee to negotiate a new technology agreement.
What action? —————>	This agreement should cover: ● No job losses; ● All change by agreement; ● Retraining; ● Health and Safety.
When? —————>	Progress on this issues is to be reported at the next scheduled Branch Meeting

Members should note that a motion:

- **Must** deal only with one general topic;
- **Must** be clear in its intent;
- **Must** be factually correct;
- **Must** not change any FBU rules.

When a motion is written it is helpful to put it together in these sections:

- Say who the motion is from;
- Outline the reasons for the motion (in brief);
- Say who should take the action;
- Outline what that action should be and by when it should be carried out.

Guidelines for dealing with Motions at Branch Meetings:

Each motion should have a **proposer** who moves the motion and a **second** who supports the motion. If nobody seconds the motion then it **falls**, in other words it will not be dealt with.

- Once a motion has been moved and seconded it should be minuted by the Secretary;
- The Chair will then ask the proposer, followed by the second, to speak in support of the motion. They will say why they support it, and why they want other people to support it;
- If there are no amendments, the Chair will then ask other people to join in the discussion;
- The Chair should try to ensure that discussion is balanced and represents the views of the Branch;
- At the end of the discussion, only the proposer has the right of reply before a vote is taken. Note: once the proposer has spoken under the right of reply then no further discussion can take place and the vote must be taken straight away;
- Usually only one motion at a time is debated;
- If there are two motions on the same subject, possibly on opposite sides of the debate then one debate should take place and only one motion can **carry** (be accepted);

- When a vote is finally taken, if there is a majority of votes in favour then the motion is carried and becomes a **resolution** of the meeting.

Amendments

An amendment is an alteration to the motion which seeks to alter and improve the original motion. If amendments were not permitted members would have to accept or reject the whole motion. Amendments give them the chance of improving the motion in the manner they desire. The Chair cannot reject a legitimate amendment to a motion however an amendment must only be accepted if it is relevant and does not distort or completely alter the original motion. If the mover of the original motion accepts the amendment then it will become part of the main motion. Otherwise the amendment should be discussed and voted on separately. Once it has been agreed it becomes part of the **substantive motion**.

Members should note that an Amendment:

- **Must** be directly relevant to the original motion;
- **Must** not be frivolous, make absurd or distort the original motion;
- **Must** be the same subject matter;
- **Must** not negate the intention of the original motion;
- **Must** be clear in its intent and grammatically correct.

Discussion/Debate

At all meetings the discussion/debate must be directed via the Chair. Only one person should be speaking at a time. To save time Members should only speak once on any item and the Chair may limit the time for discussion. The Chair must allow the person proposing a motion the right of reply at the end of the debate. Discussion needs to be limited to the point under discussion and should not repeat points already made by other speakers.

The order in which Members should be called by the Chair to speak if a motion is under discussion will depend on whether an amendment is also proposed.

A guide for a typical order of debate is as follows:

Order of Debate (based on one motion with one amendment)

- 1st Speaker: Mover of Motion
- 2nd Speaker: Secunder of Motion
- 3rd Speaker: Mover of Amendment
- 4th Speaker: Secunder of Amendment

The Debate is then open to **all other Members** to speak in turn as chosen by the Chair.

Last Speaker: Mover of Motion under "Right of Reply".

The vote must then be taken immediately with no further discussion.

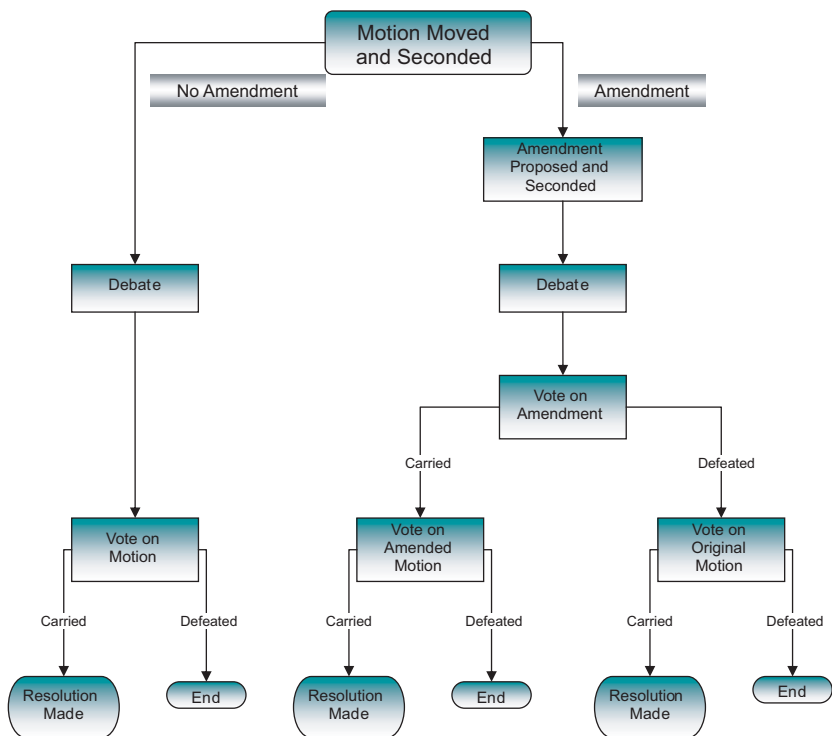
Voting on Motions

Voting can be complex if an amendment to a motion has been proposed. Following the debate, as detailed above, the Chair should ensure that the exact wording of the amendment/motion is read out before being voted on.

The Chair will then first take the vote on the amendment. If the amendment is voted out then the Chair will then read out the wording of the original motion before taking taking a vote on the original motion, **OR:** If the amendment is carried the Chair will then read out the motion as amended before taking a vote on the amended motion. If the motion is carried it then becomes a **resolution** from the Branch.

The Chair's Casting Vote

If the vote is tied then the Chair will have the casting vote. The Chair should normally vote to maintain existing FBU rules, policies and procedures. If this does not apply then the Chair is to use his/her judgement on the points made in the debate.



Above is a Guide on Voting Procedures for Motions

Where to send the Resolution?

A resolution passed at a Branch Meeting should be included at the next Brigade Committee Meeting and should be sent by the Branch to the Brigade Secretary at the earliest opportunity. The Brigade Committee will then decide how to action the resolution.

Chairing a Meeting

It is the Chair's job to:

- encourage participation;
- ensure relevant and important information is conveyed in a meeting;
- ensure clear decisions are made;
- complete the business.

The effectiveness of the Chair may be judged by asking:

- Is everyone participating, or are just a few Members dominating the meeting?
- Does only one person speak at a time?
- Does the Chair help to find common ground between opposing views?
- Does the Chair highlight any proposal made from the meeting?
- Does the Chair make sure that clear decisions are made?

A badly Chaired meeting is where:

- discussion is lively but business is not completed;
- decisions are not clear;
- discussion is too tightly controlled;
- few people get the opportunity to contribute.

Points of Order

A Point of Order can be raised by any person at the meeting but must deal with the conduct or procedure of the debate. A Point of Order should not be raised in order to debate an item but should only be raised if:

- there is a departure from the subject under discussion;
- an objectionable form of speech is being used;
- there is a breach of the rules of debate or Branch procedure.

The Chair is to deal with the Point of Order immediately. Any decision made can be challenged subject to two thirds majority vote of the members present.

Workplace Health, Safety & Welfare Representatives

It is important that every FBU Branch seeks to appoint a Health, Safety & Welfare Representative. The FBU has a long and proud track record of improving and protecting the health, safety and welfare of FBU members. Branch Health, Safety & Welfare Representatives play a vital role as it is they who are working alongside members at the front line whether it is in the workplace or at emergency incidents. Branch Health, Safety & Welfare Representatives have had a dramatic and positive impact on safety at work – the more training they receive, the safer the workplace. Evidence shows that workplaces with union safety representatives experience less than half the rates of major injuries as those workplaces without safety representatives. Every FBU Branch benefits from appointing an FBU safety representative.

Safety representatives rights and functions include a legal right to:

- ***carry out inspections of the workplace and inspect relevant documents;***
- ***investigate potential hazards and dangerous occurrences;***
- ***investigate accidents and the cause of accidents;***
- ***represent employees in discussions with local management on health, safety or welfare matters;***
- ***meet with the HSC or other enforcing authorities on visits to the workplace;***
- ***investigate complaints;***

- ***attend meetings of safety committees;***
- ***be involved with risk assessment procedures;***
- ***have access to suitable facilities and assistance to carry out their functions;***
- ***be paid for time spent on carrying out their functions and to undergo training.***

FBU Health, Safety & Welfare Representatives have the legal right to paid time off for union approved safety training.

The legal rights of safety representatives can be found in the "Brown Book" which is the regulations, code of practice and guidance for safety representatives.

All Health and Safety Representatives Stage 1 should make every effort to attend FBU approved health, safety and welfare training which will help them to progress and develop their skills. An evaluation of the impact of safety representatives training found that the more training a safety representative underwent, the greater the positive impact at work. The TUC course is called a health and safety representatives stage 1 course which is based locally and runs for one day a week for ten weeks. Applications should be made via your Brigade Officials.

FBU Brigade Committee

The Brigade Committee comprises of a delegate from each of the Branches/Sections/Divisions within the Brigade plus the elected Brigade Officials. The duties of the Brigade Committee are set out in **Rule 21 (2)**. The Brigade Committee should:

- Elect a Vice-Chair, Membership Secretary, Health & Safety Representative, Fairness at Work Officer, Education Officer, Brigade Lifelong Learning Co-ordinator and a delegate for Regional Committee. (Note: the Brigade Secretary and Brigade Chair are elected by a ballot process every two years);
- meet regularly (**at least once a quarter**) to discuss issues affecting the Members and the Union;
- invite Regional and National Officials to address the meetings on Union matters and current issues;
- submit motions, reports and recommendations to Regional Committee for consideration and necessary action;
- report to the Regional Committee on all matters dealt with by local negotiating;
- ensure adequate representation for Officer Members, Retained Members, Control Members, Lesbian, Gay, Bi-Sexual and Trans Members, Black & Ethnic Minority Members and Women Members;
- submit motions and consider amendments on motions for Annual Conference;

- appoint delegates to Annual Conference.

The day to day running of the Brigade FBU is carried out by the Brigade Chair and Brigade Secretary.

Brigade Chair

The Brigade Chair shall Chair all Brigade Committee Meetings. With the Brigade Secretary, the Chair shares the burden of committee work and liaison with the Brigade management.

Brigade Secretary

The Brigade Secretary is the focal point for most communication. Information and correspondence comes to the Brigade Secretary who will then distribute the information as appropriate.

Membership Secretary

The Membership Secretary's main function is to oversee the membership levels and membership concerns such as address changes, variations in AIF nominations, 25 year badges, membership applications, contribution rates etc. N.B. Northern Ireland (Region 2) and London (Region 10) are stand alone Brigades/Regions.

Expenses for Officials

As an FBU Official you are entitled to claim expenses from the Union for carrying out Union duties. Details of any expenses that can be claimed together with the appropriate forms can be obtained by contacting a Brigade Official.

FBU Regional Committee

This comprises of one delegate from each Brigade and Section within the boundaries of the Region plus the Regional Officials.

The Regional Officials and their election processes are listed below:

Regional Official:	Elected by:
Executive Council Member	Ballot of Regional Membership
Regional Secretary	Ballot of Regional Membership
Regional Chair	Ballot of Regional Membership
Regional Treasurer	Ballot of Regional Membership
Regional Official	Ballot of Regional Membership

Regional Representative:	Elected by:
Regional Women's Representative	Regional Women's AGM
Regional B&EMM Representative	Regional B&EMM AGM
Regional LGBT Representative	Regional LGBT AGM
Regional CSNC Representative	Regional CSNC AGM
Regional Officers Representative	Regional Officers AGM
Regional Retained Representative	Regional Retained AGM

Regional Officer:	Appointed by:
Regional Fairness at Work Officer	Regional Committee
Regional Health & Safety Co-ordinator	Regional Committee
Regional Education & Learning Organiser	Regional Committee

Brigade Official:	Elected by:
Brigade Chair and Secretary	Ballot of Brigade Membership

The duties of the Regional Committee are explained in **Rule 20**. Every Regional Committee should:

- ensure that all negotiations are within the policy of the Union;
- where policy is not determined, refer matters to the Executive Council;
- refer to the Executive Council Member or the Executive Council any Brigade Committee or Official who fails to comply with Union policy or refuses to accept the

guidance, advice or direction of the Regional Committee;

- be responsible for the development of membership in the region;
- ensure that reports from the Executive Council and Regional Committee are provided for the Brigade Committees;
- receive, consider and action motions, reports and recommendations from Brigade Committees and if necessary forward to EC.

National FBU Organisation

The FBU is divided into 13 Regions:

Region 1 – Scotland

Central, Dumfries & Galloway, Fife, Grampian, Highland & Islands, Lothian & Borders, Strathclyde and Tayside.

Region 2 – Northern Ireland

Region 3 – North Eastern Region

Cleveland, Durham, Northumberland and Tyne & Wear.

Region 4 – Yorkshire and Humberside Region

Humberside, North Yorkshire, South Yorkshire and West Yorkshire.

Region 5 – North Western Region

Cheshire, Cumbria, Greater Manchester, Isle of Man, Lancashire and Merseyside.

Region 6 – East Midlands Region

Derbyshire, Leicestershire, Lincolnshire, Northamptonshire and Nottinghamshire.

Region 7 – West Midlands Region

Hereford & Worcester, Shropshire, Staffordshire, Warwickshire and West Midlands.

Region 8 – Wales

North Wales, Mid & West Wales and South Wales.

Region 9 – Eastern/East Anglia Region

Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk.

Region 10 – London Region

Region 11 – South Eastern Region

East Sussex, Kent, Surrey and West Sussex.

Region 12 – Southern Region

Berkshire, Buckinghamshire, Hampshire, Isle of Wight and Oxfordshire.

Region 13 – South Western Region

Avon, Cornwall, Devon & Somerset, Dorset, Gloucestershire and Wiltshire.

The Executive Council

It is the responsibility of the Executive Council to administer the Union and implement the policies made by Conference. The constitution and powers of the EC are detailed in **Rule 8**.

The Executive Council comprises of one elected Official from each Region and Section. The Executive Council is presided over by the President who is elected by the membership of the Union. The Vice-President and Treasurer are elected from the Executive Council by the membership and remain responsible for their Regions. All Executive Council Members, the President and the National Treasurer are **lay officials** which means that they remain employed by the Brigade/Fire & Rescue Service that they come from.

The **full-time Officials** who are **employed** by the FBU are:

- General Secretary;
- Assistant General Secretary;
- National Officer;
- National Officer;
- National Officer;
- National Officer.

Each National Officer is given specific remits such as Legal, Health & Safety, Pensions, Annual Conference, Equality, Education, etc.

All the above full-time Officials are former uniformed members of the Brigade/Fire & Rescue Service and are paid at rates linked to the Fire Service pay structure.

The General Secretary, Assistant General Secretary and four National Officers attend the Executive Council in an advisory, **non-voting**, capacity.

Annual Conference

Annual Conference is the supreme policy making body of the Fire Brigades Union.

- It comprises of delegates from all Brigades within the UK in proportion to the size of the membership within the Brigade;
- The Executive Council submit an annual report to the conference. The annual report summarises the activity of the Union since the last Annual Conference;
- Brigade Committees may submit three resolutions for debate at the conference and amend resolutions contained within the **preliminary agenda**;
- Sectional Committees are entitled to 4 delegates and to submit 3 resolutions, (which must relate primarily to the membership base of their particular section);
- Every three years the Rules of the Union are revised at Annual Conference;
- From the decisions made at Annual Conference, the Executive Council are given direction on how to proceed with the aims and objectives of the FBU.

Industrial and Equality Sections within the FBU

Control Staff National Committee, (CSNC)

The CSNC comprises of a representative from each Region, a Secretary and Chair to the Committee and an Executive Council Member.

- The Secretary, Chair and Executive Council Member are elected by Control members;
- The CSNC has representation with full voting rights at Brigade, Region and EC level;
- Contact numbers for CSNC reps can be obtained via Regional Office.

Officers' National Committee, (ONC)

The ONC comprises of a representative from each Region, a Secretary and Chair to the Committee and an Executive Council Member.

- The Secretary, Chair and Executive Council Member are elected by Officer members;
- The ONC has representation with full voting rights at Brigade, Region and EC level;
- Contact numbers for ONC reps can be obtained via Regional Office.

National Retained Committee (NRC)

The National Retained Committee comprises of a representative from each Region, a Secretary and Chair to the Committee and an Executive Council Member

- The Secretary, Chair and Executive Council Member are elected by Retained members;
- The NRC has representation with full voting rights at Brigade, Region and EC level;
- Contact numbers for NRC reps can be obtained via Regional Office;
- The Retained National Committee has its own newsletter entitled **'Alerter'** which is distributed to all Retained Branches.

Black & Ethnic Minority Members (B&EMM)

B&EMM comprises of a representative from each Region, a Secretary and Chair to the Committee and an Executive Council Member;

- The Secretary, Chair and Executive Council Member are elected by B&EMM members;
- B&EMM has representation with full voting rights at Brigade, Region and EC level;
- B&EMM has its own newsletter entitled **'Advisor'**;
- Contact numbers for B&EMM reps can be obtained via Regional Office.

National Women's Committee (NWC)

The National Women's Committee comprises of a representative from each Region, a Secretary and Chair to the Committee and an Executive Council member;

- The Secretary, Chair and Executive Council Member are elected by women members;
- The NWC has representation with full voting rights at Brigade, Region and EC level;
- The NWC has its own newsletter entitled **"Siren"**;
- Contact numbers for the NWC can be obtained via Regional Office.

Lesbian, Gay, Bi-Sexual and Trans Committee (LGBT)

The Lesbian, Gay, Bi-Sexual and Trans Support Group comprises of a representative from each Region, a Secretary and Chair to the Committee and an Executive Council member;

- The Secretary, Chair and Executive Council Member are elected by LGBT members;
- The LGBT has representation with full voting rights at Brigade, Region and EC level;
- The LGBT has its own newsletter entitled **"Flagship"**;
- Contact numbers for the LGBT reps can be obtained via Regional Office.

Dealing with Members Problems

A key role of a Branch Official is to make sure that Members' problems are dealt with in a thoughtful and systematic way. All Members must have confidence that they can come to the Fire Brigades Union on any issue, no matter how sensitive, and Officials must be able to instil trust and confidence in the Members that they represent in order to be effective in their role. It is not expected that FBU Officials will have all the necessary answers immediately to hand but it is important that Officials take all problems seriously and help to deal with them appropriately.

Reluctance

Some Members may be reluctant to come forward even though they have genuine complaints. You should encourage them to know their rights and to speak out about the problems they have. You must ensure that Members know that they can speak to you in confidence and that you will endeavour to help them find the best resolution and way forward.

What To Do When A Member Brings You A Problem

Some problems may be personal rather than trade union issues. An example might be a Member having to cope with a sick child. In this situation the FBU Official may be able to approach management on the Member's behalf and gain concessions.

Grievance Procedure

Other problems may require you to instigate the Brigade Grievance procedure in order to raise and resolve the problem. Problems affecting a group must be handled with care or precedents might be set which could be damaging in the future.

You must contact a Brigade Official prior to instigating a grievance procedure.

Guidance to Branch Officials on Taking up Members' Problems

- be methodical;
- ask questions and take notes;
- ask advice from other Officials and experts if necessary;
- maintain confidentiality;
- ask what outcome the Member wants from the situation.

A three point plan can then be followed:

1. THE PROBLEM

- what is the problem?
- get the facts if possible in writing
- check the facts

2. INFORMATION

- what agreements may help?
- what rights does the Member have?
- what is Union policy?
- what is the law?
- what is custom and practice?

3. PLAN

- work out ultimate aim
- work out your approach
- work out the correct arguments to use

Interviewing Members

Your key responsibility in handling Members' problems is to make sure they are dealt with in a methodical, systematic and thoughtful way. Your first task is to be absolutely certain that you have a clear view of the facts of the case **before** you take up the problem.

The main points to consider when interviewing a Member are:

- put the Member at ease;
- get the facts & ask the Member what he/she wants as an outcome;
- tell the Member what you plan to do;
- arrange a report back.

Put the Member at Ease

The Member may be upset or angry because of what has happened, and may need calming down in order for the Branch Official to attempt to sort out the facts and deal with the problem:

- find a quiet place for the interview;
- be sympathetic;
- get the facts but do not "cross examine" the Member;
- establish a relaxed tone.

Get the Facts

Make sure that you take notes of the main points when interviewing a Member. These notes should be kept in a file with other relevant information on the case and be kept in a secure location. When interviewing, ask five key questions:

- When? (date and time);
- Who? (names of persons involved);
- Where?;
- What? (nature of problem);
- Why? (reason why the problem occurred).

The 'why?' question is the most difficult. Members will want to give a favourable view of their case, but if you are to take up the case, you will need to know the weak points as well. In some cases you may need to know background information, for example about domestic matters, to help you put the case together. You may have to probe/clarify the answers that are given, asking for more information and confirmation of what you have been told. Never give the Member the idea that you do not believe his/her description of events.

Proposed Action and Reporting Back

When speaking with the Member, be honest without giving the impression of being unsympathetic:

- Make it clear that you will do your best but do not raise false hopes;
- If you are not able to take up a case **or** you do not believe it to be genuine **or** it is against FBU policy, then explain this carefully to the Member. If you have any doubts then look into the matter carefully and **take advice** before you tell a Member that you are not able take up the case;
- The Member should be clear about what you are going to do, who you will approach and how long it may take;
- Arrange to report back to the Member. If possible make a definite appointment;
- Be sure that you also make a note of what you told the Member you were planning to do.

At the end of a case you may have quite a large file of information that may be needed in future years. If there is information that could be of greater significance at a Brigade level then ask the Member if some information can be given to the Brigade Secretary to file in case it is needed for future reference.

Handling Members' Problems – A Systematic Approach

Use this approach to help you organise and develop a more systematic way of dealing with Members' problems.

"PIP"

A systematic approach to handling members' problems:

1) Problem

2) Information/ Investigation

3) Plan

1) Problem:

- What are the actual facts?
- What is the nature of the issue for example – is it grievance?
- What are the causes?
- Who is affected?
- Is it an individual case or a broader problem?
- Can I settle it locally?

2) Information/ Investigation:

- Have we any agreements – what do they say?
- What does union policy say?
- What do my members want?
- Are there any equality implications?
- What does the law say – do any legal rights apply?
- What questions should I put to management?
- Can I ask for advice from anywhere?

3) Plan:

- What are the union's aims?
- How should I take up the issue – formally or informally; in writing; in a meeting; with whom?
- How can I bring about union pressure?
- What arguments should I use?
- How should I involve my members?
- What reaction can I anticipate and how should we respond to this?

Branch Level Negotiation

From time to time Branch Officials will find it necessary to speak to the Officer in Charge of a workplace in order to progress issues. To deal with these situations confidently, Branch Officials must understand some of the ground rules of negotiations.

There are a number of points to remember at such meetings:

- remember that when a Branch Official meets the Officer in Charge there is no rank structure. You are there to represent the FBU and the OIC is there to represent the Brigade;
- Branch Officials should never go into meetings alone. Always take another FBU Official or, if necessary, an FBU Member with you into the meeting. This will ensure that management recollections remain accurate.

For successful negotiations stick to the four golden protocols:

- Preparation;
- Teamwork;
- Technique;
- Reporting Back.

Preparing the case

- obtain the facts and check them;
- look at agreements, policies and rights;
- work out aims;
- decide on key arguments and counter arguments;
- be sure that the manager has authority to deal with the issue.

Teamwork

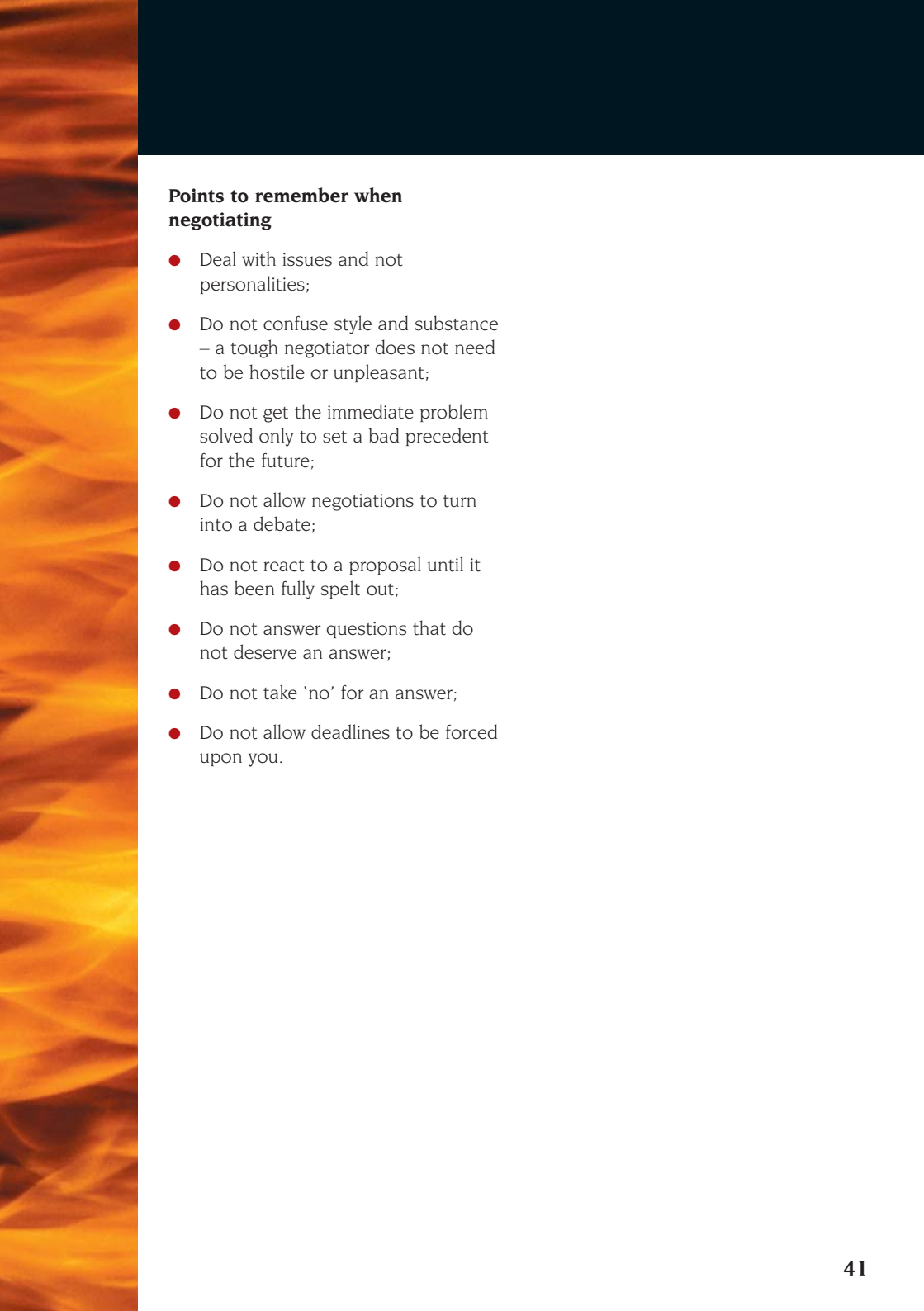
- arrange an FBU pre-meeting;
- choose a speaker;
- choose a person who will take notes;
- agree arguments and tactics.

Meeting Technique

- never disagree in front of management;
- use adjournments as necessary;
- steer discussions to your strongest points;
- look for management offers;
- ensure there is an agreed written record of the meeting.

Reporting Back

- keep in touch with Members, and consult with them before accepting final offers



Points to remember when negotiating

- Deal with issues and not personalities;
- Do not confuse style and substance – a tough negotiator does not need to be hostile or unpleasant;
- Do not get the immediate problem solved only to set a bad precedent for the future;
- Do not allow negotiations to turn into a debate;
- Do not react to a proposal until it has been fully spelt out;
- Do not answer questions that do not deserve an answer;
- Do not take 'no' for an answer;
- Do not allow deadlines to be forced upon you.

Handling FBU Elections and Nominations

Elections occur at all levels of the FBU. The elections for the most senior positions are carried out by independent scrutineers to ensure there is no malpractice occurring.

The following table outlines the various methods of election and terms of office.

Official	Term	Election method
Branch Officials	1 year	Either at Branch AGM or by a workplace ballot of all Branch Members
Brigade Chair and Secretary	2 years	Ballot of Brigade Membership
Brigade Membership Secretary	2 years	Elected or appointed at AGM acting in consultation with the Regional Committee
Other Brigade Officials	1 year	Appointed by election at AGM
Regional Chair, Secretary, Treasurer and Official	4 years	Ballot of Regional Membership
Executive Council Member	4 years	Ballot of Regional Membership
National Sectional Chairs and Secretaries	4 years	Ballot of National Membership of Section
President	4 years	Ballot of National Membership
Vice-President	4 years	Ballot of National Membership
National Treasurer	4 years	Ballot of National Membership
General Secretary	5 years	Ballot of National Membership
Assistant General Secretary	5 years	Ballot of National Membership
National Officers	5 years	Ballot of National Membership

Nomination Procedures

- An announcement that an election is to take place will be made via an FBU circular to the Branch. A deadline will be given for receipt of nominations;
- A Branch may only nominate one person for an election. This must happen at a properly convened meeting;
- The nomination form must be signed by two Branch Officials;
- The Branch postal address must be given in full;
- Completed nomination forms are to be returned to the address shown on the nomination form. This may be different for different elections. Note the closing date and allow plenty of time for the postage;
- All nomination forms received will be acknowledged;
- If there is any doubt about the procedures then Branch Officials should contact a Brigade Official for advice.

Members should note that the FBU has rules regarding canvassing for nominations or votes. These are contained within Rule 19(A).

Dealing with the Media

As an FBU official you are entitled to talk to the media on issues concerning your workplace. Brigade, Regional or National Officials should give information to the media on matters with brigade, regional or national implications.

When talking to the media please bear in mind the following guidelines:

- Be clear that you are speaking as an FBU Official or FBU member and not speaking on behalf of the Brigade/Fire and Rescue Service as disciplinary action could follow;
- You do not have to give a comment to a reporter; you can always say you do not wish to comment;
- Assume everything you say is 'on the record';
- Avoid giving an instant comment to a reporter. Instead, ask them for details of the story they are doing (to avoid a comment being used out of context) take their contact details and deadline, consider the key things you want to say and then get back to them;
- Stick to the facts as you know them and avoid "spin", a reporter will be reluctant to go back to an official who has given them wrong information;
- If you are doing an interview for radio, establish whether the interview is 'live' or recorded for future use;

- Be aware that what you say is for broadcast, even if it seems you are simply having a discussion on the phone from home.

If you think you may need assistance or advice then please contact a Brigade/Regional Official or the union's media officer Duncan Milligan on 07736 818100.

FBU Notice Boards, Use of E-Mail and Communication with Members

All FBU Officials have a duty to communicate their activity and wider Fire Service and Trade Union issues with the Membership. Your FBU Notice Board is an effective method of communicating these matters to the Members of the Branch.

- Ensure the notice board is logically arranged, do not expect Members to search around for information. An effective way of arranging your notice board is to divide it into sections, each section having a bulldog clip screwed to the notice board;
- Always leave one section of the notice board free for oversize posters etc;
- Ensure that offensive material is not placed on a notice board. The notice board is there to display information on behalf of the Fire Brigades Union. Only display information that is of a professional nature. If in doubt, do not put it up and contact a Brigade Official for advice.

Once a month:

- Check the notice board for out of date material;
- Check the notice board to ensure that only FBU approved material is being displayed.

E-Mail is a useful means for communicating with the Membership. FBU Representatives should bear in mind the following guidance when using the Brigade e-mail system:

- If the information is for FBU Members' attention then put this in the title of the message;
- Send the message to locations where there are FBU Members. Using the 'All Users' shortcut will send the message to several individuals who are not FBU Members (including the Chief and Deputy Chief Fire Officers.);
- Ensure the message is of a professional nature and will not tarnish the image of the Fire Brigades Union.

If in doubt, contact a Brigade Official for advice.

Time Off for Trade Union Duties

For Union representatives to properly represent their Members at work they need time off to carry out their duties and activities. Your Brigade should have a negotiated agreement which states the amount of time off that you are entitled to and the circumstances of when you are able to use it. Recently rights to time off have been expanded, mainly as a result of European laws, and it is important that all FBU Officials are aware of their rights to have paid time off in order to carry out their duties.

The Law and Rights to Time Off

Below are extracts from the relevant laws regarding rights to time off.

Section 168 of the Trade Union and Labour Relations (Consolidation) Act 1992, (TULR(C)A 92) says that an employer must permit a reasonable amount of paid time off during working hours to an employee who is an Official of a recognised union.

The time off has to be "for the purposes of carrying out any duties" concerned with:

- ***negotiations with your employer; or for***
- ***the performance of any functions agreed with your employer.***

Section 170 of the Trade Union and Labour Relations (Consolidation) Act 1992 TULR (C) A 92 says that an employer should give employees who are Members of a recognised,

independent Union reasonable time off (which does not have to be paid) during working hours to take part in:

- ***activities of the Union; and***
- ***activities which the employee is taking part in as a representative of the Union***

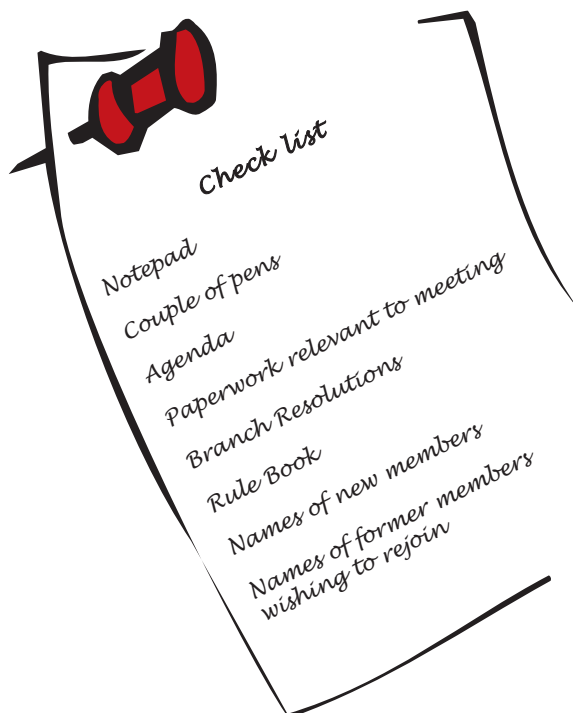
(Section 170(2) specifically excludes from the definition of Union activities any that consist of industrial action, though it may be possible to claim time off in cases where industrial action is being discussed.)

The definition of "duties", "activities" and "reasonable" are important and require legal advice based on every circumstance.

If you meet any of the above conditions and are unreasonably refused time off, you may be able to take your employer to an employment tribunal. However, as with any law, the application of it is complex and you should seek guidance and advice from a Brigade Official before you enter into grievance or dispute regarding the above. Further information and guidance can be obtained from ACAS code of practice 3 **"Time Off for Trade Union Duties and Activities"** April 2003.

The ACAS code of practice 3 also lists the legal rights of Union Learning Representatives.

Brigade/Divisional Committee Check list



Skills Training and Education for FBU Officials

The FBU, in partnership with the TUC, offers a range of education and courses which are aimed at Branch level Officials. These courses are designed to encourage Officials to learn in a friendly, supportive environment, usually in surroundings designated for trade union courses. Courses are offered flexibly to suit the needs of Union representatives and through a traditional day release model. All Branch Officials should make every effort to attend this learning opportunity which will help them to progress and develop their skills.

The TUC course is called a Union Reps Stage 1 course which is based locally and runs for one day a week for ten weeks. This course is available on a regular basis.

The FBU develop upon the TUC course through a regionally based Branch Officials school which is usually run in a two day block.

These courses offer educational credits and will be available through a Brigade Official or Regional Education Officer.

As a Union Official you are entitled to paid time off in order to attend these courses. Details are available through Brigade Officials or Brigade Union Learning Representatives.

The FBU at both Regional and National level runs schools specifically designed for Officials. These schools are the most effective way to ensure that you have the most up to date information and skills necessary to represent your Members. You should ensure that these schools are advertised widely and try to attend.

Union Learning Representatives (ULR)

The Branch ULR is an integral part of the branch structure.

The Branch ULR exists to promote education and lifelong learning opportunities in the FBU and throughout the Fire & Rescue Service, seeks to remove barriers and constraints to learning and encourage our employers to meet the learning needs of their employees. There are also statutory rights for ULRs (**"Time Off for Trade Union Duties and Activities"** April 2003) which include:

- Paid time off to attend ULR training;
- Paid time off to attend joint training with managers in connection with developing and implementing the agreement;
- Paid time off and facilities to carry out ULR duties;
- Paid time off when arranging for employees to consult ULRs;
- Access to user service training and development group meetings in line with the constitution of those meetings.

The ULRs role includes conducting Learning Needs Surveys, liaising with members, managers and local learning providers in order to meet the needs of the results of the surveys, attending initial ULR Open College Network accredited training and the follow on courses for ULR development. ULRs can also assist Branch Officials with their personal/professional development.

National Joint Council (NJC) & Middle Managers' Negotiating Body (MMNB)

The **National Joint Council for Local Authority Fire and Rescue Services** (generally referred to as "the NJC") is the body responsible for the supervision, from a national point of view, of all questions affecting the conditions of service of uniformed employees of Fire and Rescue Services in the United Kingdom in the roles of Firefighter to Area Manager. The NJC's principal role is to reach agreement on a national framework of pay and conditions for local application throughout the fire and rescue service in the United Kingdom. These agreements are contained within the **National Joint Council for Local Authority Fire and Rescue Services Scheme of Conditions of Service** (generally known as "the Grey Book").

The FBU is the only organisation which represents and negotiates for employees on the NJC. In addition, there exists a **Middle Managers Negotiating Body** (known as "the MMNB"). The MMNB has plenary powers to deal with the pay and conditions of middle managers (who are defined as employees in the roles of Station Manager, Group Manager and Area Manager) within the framework of the NJC. The FBU is the major representative body for employees which negotiates on the MMNB.

Neither the NJC nor MMNB may reach agreement on any matter that also affects employees within the scope of the other body without first having referred that matter to the other body for consideration and received its conclusions.

The function of the NJC and MMNB is described as making *"arrangements to secure the largest measure of joint co-operation and agreement on conditions of service of those persons within its scope, and the settlement of differences between fire and rescue services and employees within their scope."* Both the NJC and the MMNB comprises the employees' side, the employers' side and an independent chair.

The conditions of service which are negotiated by the NJC and MMNB include:

- (i) roles, pay and allowances;
- (ii) hours of duty and leave;
- (iii) discipline arrangements;
- (iv) procedure for appeals against dismissal or disciplinary action (including dismissal on disciplinary grounds) other than questions of discipline affecting individuals;
- (v) welfare arrangements.

Internal Union Discipline

The FBU has an internal disciplinary procedure for dealing with offences under the Rule Book, contained under **Rule 26.**

It is an offence if a Member:

- Knowingly proposes or seconds an application for Membership containing false statements;
- Wrongly or fraudulently receives or misapplies funds of the Union;
- Acts contrary to or fails to carry out instructions of the Executive Council;
- Discriminates against, harasses or bullies another on the grounds of race, creed, sex or sexual orientation or otherwise;
- Fails to pay any fine imposed under this Rule within two months of the conclusion of proceedings, without good and sufficient reason;
- Acts contrary to or fails to carry out or comply with the policies and/or Rules of the Union;
- Acts in any way prejudicial to the interests of the Union.

If you believe that another Member has breached Union Rules then you should write to the Regional Secretary setting out the details of why you believe an offence has been committed.

An investigation and a hearing may follow and, if proven, the Member may be reprimanded, fined or expelled from the Union.

Pension and Compensation Schemes

Three Pension Schemes now operate within the Fire and Rescue Service.

The Firefighters Pension Scheme

The **Firefighters Pension Scheme, (FPS)**, was available to all wholetime uniformed employees who joined prior to April 2006. Although not paying into the scheme, Retained personnel are covered by the injury provisions. Benefits for next of kin do not cover common law partners but do cover dependant children. The FBU has a long-standing policy to work toward gaining benefits for common law partners.

Local Government Pension Scheme

The **Local Government Pension Scheme, (LGPS)** is available to Control Staff. Members should be aware that like the Firefighter's Pension Scheme, the LGPS' benefits for next of kin do not cover common law partners but do cover dependant children. Further information covering all areas of the LGPS is available from the Personnel/Human Resources Department of your Brigade or your CSNC Representative.

New Firefighters Pension Scheme

All personnel regardless of their duty system are now eligible to join the **New Firefighters Pension Scheme (NFPS)**, and are, regardless of membership of any pension scheme, covered by the **Firefighters Compensation Scheme**.

Firefighters Compensation Scheme

The **Firefighters Compensation Scheme (FCS)** was introduced in 2006 as a direct replacement for provisions previously contained in the "Grey Book" and the FPS.

Civil Partnerships are covered under all three schemes.

Your Fire and Rescue Service should give you a booklet outlining the scheme that you pay into. If you are not in receipt of a copy ask the Personnel/Human Resources Department for one in writing. Other general information about pensions can be obtained by contacting the Personnel/Human Resources Department. Your Brigade Officials can also give you personal information about the scheme.

Neither the FPS or NFPS are invested in a General Fund. Current contributions are used to pay the pensions of existing retired firefighters. In the 1960's and 1970's the FPS collected more in contributions than it paid out in benefits. The surplus was used to fund county council revenue budgets including education, social services and transport. Now into the 2000's the scheme is paying out more than it is collecting and is going deeply into the red. This is the main reason that our pensions are under constant attack by the Government and employers. The FBU has always vigorously opposed any attacks on pensions and is clear that the responsibility for any funding crisis lies with those who spent the funds in the first place. FBU members must not be made to suffer due to irresponsible politicians.

Medical Appeals

If a Member feels aggrieved in relation to a decision affecting their pension entitlement under the applicable pension scheme then they may seek redress by entering into the appeals procedure.

The relevant pension scheme lays down the procedures to be adopted.

Strict timelines apply.

IMPORTANT: You should inform a Brigade Official as soon as it becomes apparent that a Member wishes to appeal anything to do with pensions.

You can get further information on Medical Appeals and Procedures from your Regional Office.

Fairness at Work

The FBU commitment to Fairness at Work is firm and unequivocal. The FBU exists to try and make sure that all Members are protected and treated fairly in the Fire Service. This includes not only Members wages and conditions of service but also recruitment, training, promotion and the way that we are all treated on a daily basis – by both managers and colleagues at work. Everyone is entitled to fair access to employment and fair treatment once in employment. The FBU will work with the Brigade to ensure that Fairness at Work becomes a reality.

Rule 24 (3) It shall be the duty of every member to treat others with dignity and respect and challenge offensive behaviour of any kind.

Discrimination, Bullying and Harassment

Discrimination, bullying and harassment must not be tolerated within the Fire Service. It is not difficult to identify discrimination, bullying and harassment. It is behaviour which is unwanted and which offends and undermines the dignity of men and women at work.

The FBU policy document "All Different All Equal" clearly sets out the FBU's commitment and strategy when dealing with this behaviour and you should ensure that you are familiar with its contents.

NOTE: FBU Members will not automatically qualify for Union or Legal assistance if they are accused of committing an act of discrimination, bullying and harassment.

If a Member Comes to You for Help

- Ensure that you treat any cases of bullying seriously and be supportive to the person being bullied;
- Listen carefully to what the Member says and make it clear that you don't consider them to be over-sensitive, that the incident isn't silly or trivial, and that the Union is prepared to help;
- Encourage the Member to write down details of each occurrence of bullying, including what was said and the date and time;
- Discuss with the Member how she/he wishes the case to be pursued;
- If the Member agrees, seek the support of other workers;
- Offer to represent and/or support the Member at any stage of the enquiry into the allegations;
- Consider assistance from Brigade or Sectional Representative.

Discipline

Discipline

When Members are subjected to the Discipline process within the workplace they want the very best advice available. The FBU has a long standing commitment to the proper training of Officials in order to give the best advice and serve Members in this situation. The standard advice that the FBU gives to Members and Officials is that Members should say nothing and make no admissions until a trained Official is contacted and advises otherwise. Over the years too many of our Members have been found guilty on the strength of statements they themselves have offered to the Management. Brigade Officials will be able to offer firm advice and will ensure that a trained Official is made available to assist and, if necessary, represent the Member.

First steps for Branch Officials when dealing with Discipline

When you are first contacted by a Member who tells you that they are the subject of workplace discipline, you should carry out the following first steps:

- tell the Member not to enter into any interview until accompanied by an FBU Official
- if you accompany a Member into an interview advise the Member to say nothing and make no admissions until a trained Official has been contacted and advises otherwise
- contact a Brigade Official at the earliest opportunity and request advice

Remember: if the Member has been accused of Discrimination, Bullying or Harassment he/she can be represented but you must refer to the FBU policy document **"All Different All Equal"** immediately as there will need to be an FBU investigation which may lead to representation being withdrawn once that investigation is complete.

Legal Representation

The FBU provides a legal service to Members through Thompsons Solicitors who deal with Employment Tribunals, Industrial Injury Claims and many other matters on the Union's behalf.

The service is in the discretion of the Union. Full details of the circumstances when it is normally available are set out in detail below but briefly it can be summarised as including three levels of legal service:

- free legal protection for matters arising out of Fire Service employment such as personal injury and Employment Tribunal cases (non work and family member personal injury cases are also covered subject to some exceptions);
- initial free telephone legal advice to FBU Members on any non-work issue such as consumer disputes, Family law matters etc;
- free standard Wills for FBU Members (and dependents on a Joint Will) and discount conveyancing.

If a Member approaches you for legal advice you should contact a Brigade Official immediately who will initiate the correct process.

Arrangements for Personal Injury Cases

Members should be made aware of the full extent of the Union's personal injury legal service.

The FBU Legal Service covers:

- Members injured on fire service duty

- Industrial diseases for members due to fire service duty
- Members injured in non-work related accidents
- Members' families injured in non-work related accidents

Non-work accidents for members and family include:

- Road traffic accidents whether injured as a driver, passenger, pedestrian, cyclist, on public transport etc. as long as he/she is not at work when travelling e.g. bus driver, HGV driver etc.;
- Other accidents such as injuries due to broken pavements, defective products, whilst shopping etc.;
- Holiday accidents in the UK.;
- Holiday accidents abroad which can be pursued through UK courts, such as package holiday cases.

The service is easily accessed and details can be found in the "Who to contact" section.

Or access the service via the website:

www.fbu.org.uk 'Member Services', 'FBU Official Forms', where the 'Application For Legal Assistance Personal Injury Claim' form can be downloaded.

Employment law: Formal Legal Advice and Representation

Procedures

This service is accessed by the legal assistance application, sent to the legal

department for authorisation. The Union has long established principles as to the circumstances in which employment disputes will be referred to solicitors for legal advice and representation.

In employment disputes, it is particularly important that members do not simply refer matters directly to lawyers. In many cases, matters can be resolved industrially or by negotiation. In some circumstances, wider issues arise. Legal cases are necessarily centred on particular legal principles and the circumstances of individual members. In many cases, the appropriate solution to a particular dispute is not recourse to lawyers and legal proceedings.

Discipline Cases and Unfair Dismissal

Applications for legal assistance should only arise once the appeals procedure has concluded.

In the case of an unfair dismissal, the application for legal assistance should **not** be made as soon as the member has been dismissed at the first stage of the process. The first step is to lodge an appeal and represent the member at the appeal. 28 days should be allowed for the appeal to conclude. If the appeal concludes unsuccessfully within the 28 days, the application for legal assistance should be made then. If it takes longer, the application for assistance should be made when six weeks have passed from the initial dismissal.

If six weeks have elapsed, do not delay any further with the application as

there are strict time limits. If the appeal has not been lodged immediately, but six weeks have elapsed, then even if it is less than 28 days since lodging the appeal, ensure that the legal assistance application is made immediately.

Thompsons can then advise on any potential Employment Tribunal claim. The internal appeal process will still be a matter for local Officials, who may seek guidance from Thompsons, via Regional Officials, on matters relevant to the appeal.

It should be noted that where a member is dismissed, the three month period for filing Employment Tribunal (ET) proceedings will run from the date of notification of dismissal in cases of instant dismissal or from the end of the notice period where notice is given. If advice is required to assist when the ET Application is being drafted, this can be obtained by means of the established informal procedure through the Regional Secretary/EC member.

Pension Appeals

Pension appeals are conducted internally and full legal assistance is rarely required, save in exceptional cases where legal issues of wider application may arise.

Discrimination Cases

Legal assistance will typically be appropriate in cases of sex, race or disability discrimination where Employment Tribunal (ET) proceedings are required. Legal assistance would

not normally cover any internal procedures such as grievance hearings, appeals etc. ***It should be remembered that the three month time limit for ET proceedings applies from the act of discrimination in question or the last act of discrimination in cases of ongoing conduct.*** This period may be extended where grievances are filed but these provisions are complex and the safest course is to work initially from the date of the conduct complained of.

Other Employment Disputes

The same principles apply in other cases. Internal procedures are not matters for legal assistance. ***Where ET proceedings may be required, the time limit is generally three months from the dispute arising.*** Advice to assist in the drafting of an ET Application may be obtained through Regional Secretary/EC members contacting solicitors through the established informal procedure.

Exceptional Cases

These procedures are not written in stone. There may be exceptional cases and any application for legal assistance should set out why the case is considered exceptional. Such applications will be considered on their merits.

Notes for Members:

- It is the Member's responsibility to fill in any FBU forms that may be required;
- There is a considerable time period from the commencement of legal

proceedings to settlement (in or out of court). Members should recognise and remember the legal three year ruling applied to registering a claim for compensation;

- Members must be extremely patient. Legal cases require intense examination of the facts before the commencement of legal proceedings is considered;
- It is important that Members realise that there are no quick fire measures to a conclusion of their case. They must not expect an early settlement even if the facts may seem to be heavily weighted in their favour. All information in relation to an accident or injury must be given to the solicitors;
- Communicating with your solicitor by letter or phone should be polite and good natured. Members frustration should not be taken out on the solicitor;
- If a Member has a grievance with the Solicitor, they should contact the Regional Secretary who can instigate an agreed grievance procedure;
- Members should not give up their case due to their assessment of a lack of progress;
- Letters from your solicitor should be responded to and requests to visit medical specialists complied with.

Trust should be placed in our solicitors as they are the experts in the complexities of the legal system.

Political Fund

FBU Members need a political voice. Politicians make decisions which affect the lives of our Members at work and at home. The FBU needs to be able to influence those decisions. For that they need a Political Fund.

What is the Political Fund?

The law says that all Unions must have a separate Political Fund to spend on "political campaigning". This could include a newspaper advertising campaign in support of the service, lobbying for better legal rights for our Members, calling for support for another group of workers, holding a rally to improve health and safety protection or support for a political party.

But doesn't all the money go to a Political Party?

No! Since 2004 the FBU is no longer nationally affiliated to the Labour, or any other, political party. But because the law, (introduced by a Conservative Government), defines many ordinary campaigns (such as campaigns for better laws, better pensions, better public services and better health & safety laws) as having "a political purpose" the FBU is unable to campaign on these and other issues without a political fund. The money gathered through the fund is spent on these types of activities. In any case any Member can pay into the fund and ensure that no part of their contribution goes to any political party simply by filling in a form, (see below).

How Much is the Fund and Can Members Opt Out?

The fund payment per Member is 3% of the full-time contribution specified in **Rule 5 (1) (f)**. If Members do not want the FBU to have a say in any of the issues above, (Health & Safety, pensions etc), they can opt out of the fund by filling in the appropriate FBU form which should be available at the Branch, (if not contact a Brigade Official). **Alternatively** Members can ensure that no part of the contribution into the fund that they pay is given to any political party by filling in the appropriate FBU form which should be available at the Branch, (if in doubt contact a Brigade Official).

Ballot

Under a piece of legislation introduced by the Conservative Government in 1984 the FBU has to have a very costly all Members postal ballot, (to members' home addresses). The ballot takes place every 10 years and decides on whether or not to keep the political fund. The ballot was last held in 2004 (which resulted in an overwhelming YES vote) and will be held every ten years after that.

Northern Ireland

For Political Fund (Northern Ireland) please refer to **Rule 32**.

Membership Applications etc.

Rule 3 Objects of the Union:

"To organise all those employed under the National Joint Council Scheme of Conditions of Service for Local Authorities Fire and Rescue Services."

As a Branch Official you will have to ensure that every person wishing to join the FBU at your Branch is proposed and seconded by another Member of the FBU. Any former FBU Member wishing to rejoin the Union shall have his/her application considered at a Branch meeting who should then forward the application to the Brigade Committee with a recommendation as to whether or not the Branch believes the person should be granted Membership. The Brigade Committee has the final decision and may set a re-entry fee for the person.

If an ex Member who has been expelled from the FBU under Rule 26 subsequently reapplies for membership the Branch should again forward the application to the Brigade Committee with a recommendation. The Brigade Committee will then forward the application to the Executive Council for consideration.

You should ensure that all Members at your Branch have an up to date Union card. They will be required to show the card when asking for assistance. Members should also ensure that they continue to fill in FBU "change of address forms" whenever necessary. Contact your Brigade Membership Secretary if you are in any doubt.

Any person who ceases to be employed by the service may become an "out of trade" Member. Although this category of Membership has no voting rights, any Member who has an ongoing legal case and leaves the service will have to join as "out of trade" in order to continue to receive legal aid.

When new personnel join the Branch you should ensure that they have had the opportunity to join the FBU, and if they have not you should encourage them to do so. "Membership Packs" which show the considerable benefits of FBU membership are available and can be obtained from your Brigade Officials.

Accident, Injury and Death Benefit Fund

The Accident, Injury and Death Benefit Fund is a mutual fund (not insurance policy) for Members which provides benefits when most needed.

There are entitlements to benefits for temporary disablement, permanent disablement, death of certain family members, death of Members partners and the Member can nominate a person who will receive a substantial cash lump sum should the Member die while in service, (or within 28 days of retiring). The cost of being a Member of the fund is 0.14% of a Firefighter's (competent) rate of pay.

You should familiarise yourself with Rule 30 and ensure that Members remember to alter any nominations regarding the fund should their circumstances change.

Branch Officials should regularly check the workplace accident book and ensure that they make contact with members who may be eligible to apply for benefits under the fund.

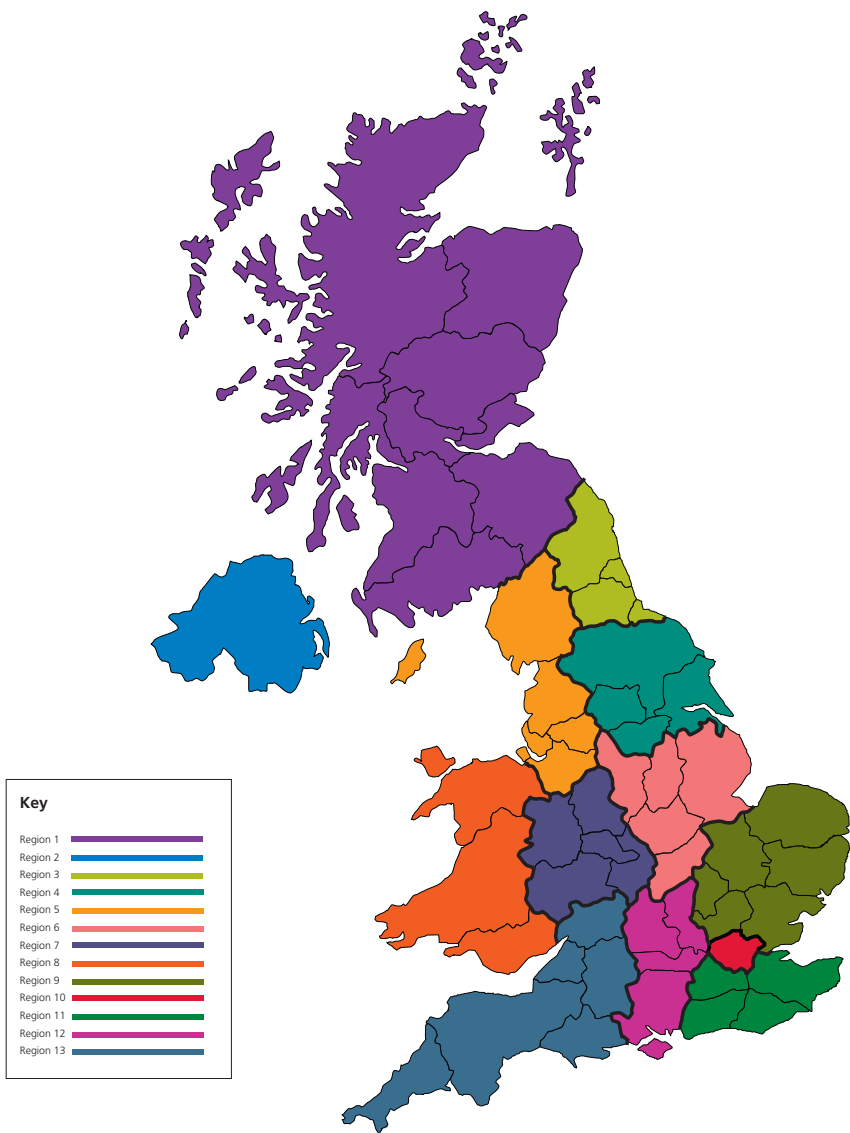
Note: Strict Time Limits Apply For Application To The Fund.

We Need You: You Need You

The success of the FBU relies on our Branch Officials. Over the years, our Pay and Conditions of Service have been hard fought over and any gains have only been brought about by the unity and strength of our members. All FBU members have a vested interest in the future of the Service and it is only through their participation within the FBU structure that we can successfully shape that future. All workplaces need regular Branch Meetings, active FBU Officials and an informed membership. Active FBU branches often force management to address issues that they would otherwise choose to ignore. The FBU has always worked and moved forward as a collective which has protected individuals, protected conditions of service, protected pay and jobs and ultimately protected the public. It is through the organisation and strength of our members that we have been able to move forward effectively. As a Branch Official you are the most important element in keeping members informed, ensuring their views are represented and making our arguments stronger.

By working together the FBU has proved that UNITY IS STRENGTH.

Regional Map



Who to contact: Regional Offices

(a) FBU Head Office

Fire Brigades Union

Bradley House
68 Coombe Road
Kingston upon Thames
Surrey KT2 7AE

Tel: 020 8541 1765

Fax: 020 8546 5187

Website: www.fbu.org.uk

Email: You can email Head Office by going to the web page

www.fbu.org.uk/aboutus/contactus/index.php where you can also find contact details of the FBU in your Region.

(b) FBU Regional offices

Region 1 – Scotland

Central, Dumfries & Galloway, Fife, Grampian, Highland & Islands, Lothian & Borders, Strathclyde and Tayside.

4th Floor, 52 St Enoch Square,
Glasgow G1 4AA, Scotland
Tel: 0141 2212309
Fax: 0141 2044575

Region 2 – Northern Ireland

14 Bachelors Walk, Lisburn,
Co Antrim BT27 1XJ, Northern Ireland
Tel: 02892 664662
Fax: 02892 667844

Region 3 – North Eastern Region

Cleveland, Durham, Northumberland and Tyne & Wear.

1 Carlton Court, 5th Avenue,
Team Valley, Gateshead NE11 0AZ
Tel: 0191 487 4142
Fax: 0191 487 4161

Region 4 – Yorkshire and Humberside Region

Humberside, North Yorkshire, South Yorkshire and West Yorkshire.

9 Marsh Street, Rothwell,
Leeds LS26 0AG
Tel: 0113 2887000
Fax: 0113 2887888

Region 5 – North Western Region

Cheshire, Cumbria, Greater Manchester, Isle of Man, Lancashire and Merseyside.

The Lighthouse, Lower Mersey Street,
Ellesmere Port, Cheshire CH65 2AL
Tel: 0151 357 4400
Fax: 0151 357 4409

Region 6 – East Midlands Region

Derbyshire, Leicestershire, Lincolnshire,
Northamptonshire and Nottinghamshire.

Above Dawsons,
Little Tennis Street South,
Nottingham NG2 4EU
Tel: 0115 947 2042
Fax: 0115 947 2721

Region 7 – West Midlands Region

Hereford & Worcester, Shropshire,
Staffordshire, Warwickshire and West
Midlands.

195-197 Halesowen Road, Old Hill,
West Midlands B64 6HE
Tel: 01384 413633
Fax: 01384 561243

Region 8 – Wales

North Wales, Mid & West Wales and
South Wales

4 Ffordd yr Hen, Pencoed,
Bridgend CF35 5LJ
Tel: 01656 867910
Fax: 01656 864087

Region 9 – Eastern/East Anglia Region

Bedfordshire, Cambridgeshire,
Essex, Hertfordshire, Norfolk
and Suffolk

28 Atlantic Square, Station Road,
Witham, Essex CM8 2TL
Tel: 01376 521521
Fax: 01376 503758

Region 10 – London Region

John Horner Mews, Off Frome Street,
Islington, London N1 8PB
Tel: 020 7359 3638
Fax: 020 7359 3686

Region 11 – South Eastern Region

East Sussex, Kent, Surrey and West
Sussex.

Unit 11, Hunns Mere Way,
Woodingdean, Brighton BN2 6AH
Tel: 01273 309762

Region 12 – Southern Region

Bedfordshire, Buckinghamshire,
Hampshire, Isle of Wight
and Oxfordshire.

The Merlin Centre, Unit L,
Gatehouse Close,
Aylesbury HP19 8DP
Tel: 01296 482297

Region 13 – South Western Region

Avon, Cornwall, Devon & Somerset,
Dorset, Gloucestershire and Wiltshire.

158 Muller Road, Horfield,
Bristol BS7 9RE
Tel: 0117 9355132
Fax: 0117 9355916

Who to contact: Legal

(c) FBU legal services

England, Wales and Northern Ireland

Personal injury:

- Ring the freephone number **0808 100 6061** or
- Go to the FBU website **www.fbu.org.uk** or
- Fill in a form which is available from local FBU offices.

Scotland

Personal injury:

- Ring the freephone number **0800 032 8529**
- Go to the FBU website **www.fbu4u.org.uk**
- Fill in a form which is available from local FBU offices.

Free legal advice on fire and rescue service work matters:

Contact your local FBU official.

Free legal advice on non-work issues, wills and conveyancing:

- Ring the freephone number **0808 100 6061** or
- Go to the FBU website **www.fbu.org.uk**

FBU Confidential Stress and Support Hotline

Lines are open 24 hours a day seven days a week. Ring **0800 783 4778**.

Who to contact: Lifelong Learning

(d) Lifelong Learning

FBU Lifelong Learning Centre:
01670 534 685

For contact details of your Regional FBU Lifelong Co-ordinator please contact the applicable regional office or you can go to the FBU Lifelong Learning website **www.ulf.fbu.org.uk** or go to **www.fbu.org.uk** and click on the FBU Learn logo

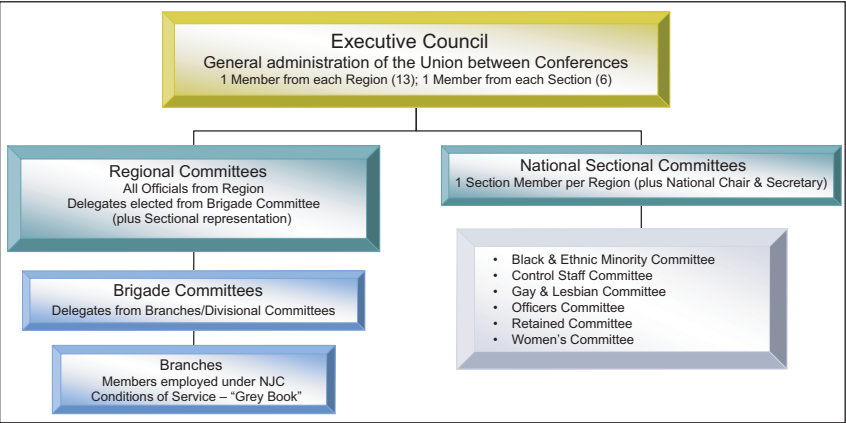
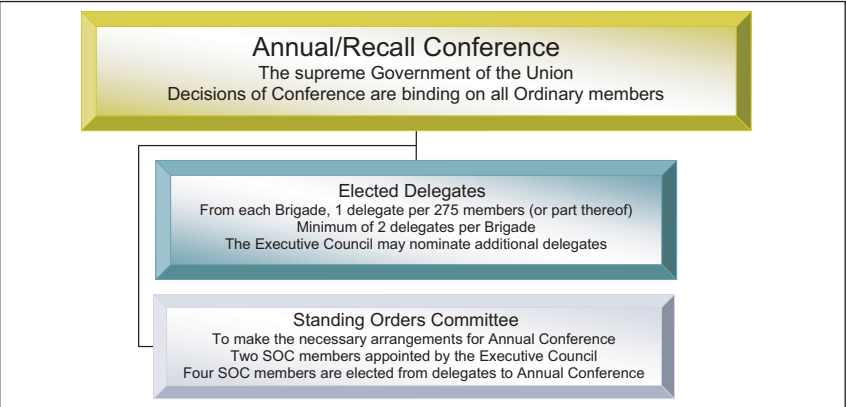
Who to contact: FBU sections

(e) FBU sections

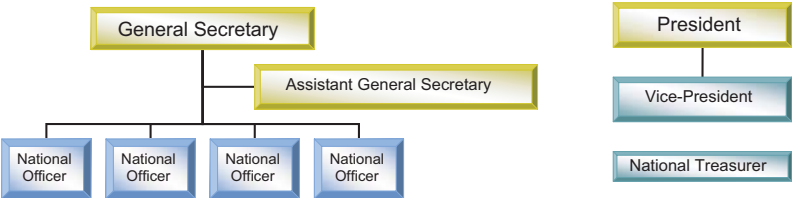
- **Retained Duty System members**
- **Control Staff members**
- **Officer members**
- **Lesbian, Gay, Bi-Sexual and Trans members**
- **Women members**
- **Black & Ethnic Minority members**

For contact details of your FBU section representative please contact the applicable regional office or visit the FBU website **www.fbu.org.uk**

The Administrative Structure of the Union



Full-Time and National Lay Officials



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