

Action plan

UNISON Manchester University Healthcare (22534)

Organising

Find out more. Health branches (www.unison.org.uk/at-work/health-care/big-issues/race-for-equality/). Other service groups at www.unison.org.uk/get-help/knowledge/discrimination/race-discrimination/

Targets, objectives and other information

Add to branch committee agenda

Assigned to

Chair, Sec & Black members officer

To be completed by

29 Feb 2024

Status

Open

Recruit 15 new UNISON reps

Targets, objectives and other information

Produce booklet that 'what being a rep is'

Assigned to

Branch com and Branch Organiser

To be completed by

31 Dec 2024

Status

Open

15 new H&S reps

Targets, objectives and other information

Across all areas, maybe encourage all reps to do H&S course

Assigned to

Branch Com

To be completed by

31 Dec 2024

Status

Open

Set a budget in OLBA

Targets, objectives and other information

Set a required Budget for 2024

Assigned to

Treasurer, Branch Sec and Chair

To be completed by

31 Jan 2024

Status

Completed

Fully migrate case files to CaseWeb System

Targets, objectives and other information

Branch to start fully utilising CaseWeb

Assigned to

Branch Sec & Branch Chair

To be completed by

1 Apr 2024

Status

Open

Hold Quarterly Branch Officer meetings with Branch Officers providing role-specific plans

Targets, objectives and other information

Four meeting per year for Branch Officers to feed back on action plans developed for their respective roles. These can be reported to Branch Committee

Assigned to

Branch Officers

To be completed by

31 Dec 2024

Status

Open

Local Campaign - Car Parking**Targets, objectives and other information**

Organiser a local campaign on staff parking charges across the various sites - UPDATE surveys being drafted and will go out in April

Assigned to

Branch Sec and Branch Organisers

To be completed by

30 Sep 2024

Status

Open

Regularly Update Website**Targets, objectives and other information**

Support communication officer in update website - open ended

Assigned to

Communications Officer - Branch Organiser

To be completed by

31 Dec 2024

Status

Open

Establish and maintain social media profiles**Targets, objectives and other information**

Create a branch presence on Facebook, twitter and other social media platforms.

Assigned to

Communications Officer - Branch Organiser

To be completed by

31 Dec 2024

Status

Open

Map branch membership including communication preferences

Targets, objectives and other information

Map membership and density in core employer, and note/collect communication preferences. Improve our email address density so communications can be sent out electronically where people wish to be updated on the activity of thier branch by email

Assigned to

Branch Committee, Branch Organsier

To be completed by

31 Dec 2023

Status

No longer can commit to this action

Employ Data Officer so branch can be 'Ballot Ready'

Targets, objectives and other information

As previous target could not be met, employee specific officer to improve mapping, data, communication preferences and ensure branch is ballot ready

Assigned to

Branch Committee, Data Officer

To be completed by

30 Sep 2024

Status

Open

Recruit 1200 new members to UNISON

Targets, objectives and other information

Recruit at least 1200 new members to union, with a focus on building our membership and density at Manchester University NHS Foundation Trust including staff employed by organisations in the private sector contracted by MFT.

Assigned to

Branch Committee, Branch Organiser

To be completed by

31 Dec 2023

Status

Completed

Continue to implement branch retention strategy

Targets, objectives and other information

Continue to implement our retention strategy building on the improvement in membership retention. Send new member welcome packs, follow up DOCAS and direct debit lapsed and continue to improve communication and engagement

Assigned to

Branch Committee, Branch Staff

To be completed by

31 Dec 2023

Status

Completed

Continue participation in Regional Recruitment & Retention Pilot

Targets, objectives and other information

Sharing best practice on own recruitment & retention strategy as an integral part of regional pilot to grow membership and improve retention.

Assigned to

Branch Sec, Office manager

To be completed by

31 Dec 2024

Status

Open

Develop induction process for new representatives

Targets, objectives and other information

Develop an induction process for new representatives to introduce them to UNISON and the branch prior to formal training, and create an induction pack containing useful information they may need including contact details. Hold 1-1s with representative after 6 month induction period to identify development goals. To keep induction pack up to date.

Assigned to

Branch Sec, Branch Organiser

To be completed by

31 Dec 2023

Status

Completed

Build representative base in associated employers

Targets, objectives and other information

Branch has numerous associated employers with multiple members but no current representatives. Develop a rep base in these employers

Assigned to

Branch Organisers

To be completed by

31 Dec 2024

Status

Open

Develop clear process and step by step protocol for dealing with new cases using CaseWeb system

Targets, objectives and other information

Develop a clear process for establishing contact and handling member enquires regarding individual casework, incorporating case management system CaseWeb. All reps to be trained using case system

Assigned to

Branch Committee

To be completed by

30 Jun 2024

Status

Open

Re-engage in 'Harmonisation without Harm'

Targets, objectives and other information

Restart negotiations with employer to create policies and procedures for Manchester University NHS Foundation Trust which incorporate the best employment practice from legacy trusts, at no detriment to any staff.

Assigned to

Branch Committee

To be completed by

31 Dec 2024

Status

Open

Fight for fair pay for our security staff**Targets, objectives and other information**

Campaign for staff working at MFT for private sector security firms, such as Sodexo and GSTS, to receive Agenda for Change terms and conditions

Assigned to

Branch Committee, Branch Organising Staff

To be completed by

31 Dec 2023

Status

Completed

Fight for fair pay for our security staff**Targets, objectives and other information**

Campaign for staff working at MFT for private sector security firms, such as Sodexo and GSTS, to receive Agenda for Change terms and conditions

Assigned to

Branch Committee, Branch Organising Staff

To be completed by

31 Dec 2023

Status

Completed

Care Home Campaign**Targets, objectives and other information**

Campaign for union recognition and the application of the GM Employment Charter in care homes where our branch members work.

Assigned to

Branch Organisers

To be completed by

31 Dec 2024

Status

Open

Hold 2023 Development Day

Targets, objectives and other information

Hold a branch development day for representatives in order to develop a strategy for future campaigns, branch priorities and provide training on issues of relevance to representatives.

Assigned to

Branch Committee

To be completed by

31 Dec 2023

Status

Completed

Hold regular bitesize training for UNISON representatives

Targets, objectives and other information

Hold regular bitesize training for UNISON representatives on issues regarding representation, campaigning and organising.

Assigned to

Branch Sec, Branch Education Officer, Regional Organiser and Branch Organisers

To be completed by

31 Dec 2024

Status

Open

Bargaining and Equalities

No Action Plans have been created for this section.

Campaigning and Influencing

NHS Pay & Re-banding

Targets, objectives and other information

Employee data officer to aid in being ballot ready

Locally look at re-banding issues

Assigned to

ALL

To be completed by

30 Jun 2024

Status

Open

safe staffing levels across all areas

Targets, objectives and other information

Ensure all staffing levels are safe

Assigned to

Branch Sec & Branch Chair

To be completed by

31 Dec 2024

Status

Open

New Government

Targets, objectives and other information

Ensure change of government to labour

Assigned to

labour link officers

To be completed by

31 Dec 2024

Status

Open

Building an Efficient and Effective Union

Contact the CaseWeb team at caseweb@unison.co.uk to get signed up to the CaseWeb branch case management system

Targets, objectives and other information

to be started on 01/04/2024

Assigned to

Branch Sec, Chair and office manager

To be completed by

1 May 2024

Status

Open

Future of the Organising Framework

No Action Plans have been created for this section.