

## **Interview your Branch Secretary for useful website content**

To quickly obtain updates on current issues for the site, try contacting the Branch Secretary, in person or by phone. Ensure that this is a very quick meeting by conducting a 5 minute interview with them.

The following interview questions might prove useful as standard format. The Branch Secretary will know you are to be using the information for the site and so will let you know if anything is too sensitive to use.

Take notes – or even better, record the conversation, if possible

1. Ask how things are with the branch at the moment
  - a. Note down this as a general statement and use it for the branch blog or as a front page update
2. Ask what the Branch Secretary is currently involved in and ask them to comment on how these are going.
  - a. Use this information to update the branch blog or to start / update a topic, and a forum discussion.
3. Ask what Branch Secretary and branch have achieved for members recently
4. Ask if any meetings are coming up this week
5. Ask what the Branch Secretary feels the most important issues for members currently are
  - a. Ask where we are with these items
6. What does the Branch Secretary hope will be achieved this week for the union
7. What message does the Branch Secretary have for members, or what they would like members to let the branch know.

Finish with checking that the Branch Secretary is happy for anything they have said to be used on the site.

### **Sample interview:**

The following are the notes taken from a genuine interview using the above format. The interview took place within 5 minutes on the phone:

**Q1.** How are things with the branch at the moment

A1 There is very heavy workload coming out of proposed cuts and changes to service conditions.

**Q2.** What are you currently involved in

A2 Dealing with proposed changes to terms and conditions, preparing a report to the management on this.

I have been in contact with London and the Regional Officer and other branches for their support on these issues.

The are proposed changes to the organisation in one part of the employer one division changing custody areas

I am also involved in grievances and issues around voluntary retirement.

**Q3.** What have you and the branch achieved for members recently

A3 Note : The branch secretary initially said that nothing was achieved yet but it was agreed that the consultation done, the meeting due and the report in preparation were achievements on behalf of members

**Q4** Are there any meetings are coming up this week

A4. There is a branch meeting of reps and a few members on Monday.  
branch meeting on Monday

We aim to call for an emergency meeting in early November when it is clear how this will affect us.

**Q5.** What do you feel are the most important issues for members at the moment.

A5. Jobs! Possible job cuts and changes to terms and jobs conditions. We are at the early stages for this but our priority is to save as many jobs as possible. We won't know the position or be able to answer many members queries until we see what the government are up to on 20th of this month.

**Q6.** What do you hope will be achieved this coming week for the union

A6 The meeting will allow us to gauge how members feel about the changes but looking at the consultation. We aim to agree and issue a report to the management group on this issue. We have a lot of questions from members on this, about what services were selected and how it will be decided who is affected. We aim to publish the report on our website

**Q7.** What message do you have for members or what do you want from them?

A7 My message is that UNISON is out there fighting to save jobs in the coming months and to members through this process.

## **The outcome of this interview:**

This interview produced the following suggested updates to the website:

### 1. news item

#### **Proposed cuts and changes to conditions**

The UNISON branch has just finished a members consultation on proposed changes to terms and conditions for staff. The branch is holding a meeting on Monday 6.9.10 to discuss members views and to agree a report to the management group.

We won't know the position in full until we see what the government are up to on 20th October and we expect to call a full branch meeting after that.

UNISON Branch Secretary Joe Griffin says "UNISON is out there fighting to save jobs in the coming months and to help members through this process."

We ask members to keep telling us their concerns and questions on this issue. Please use our members forum to express you views.

Related web links:

UNISON

[Proposals to change to Police Staff Council Handbook Terms and Conditions](#)

BBC

[Police chief warns of 'Armageddon' if cuts go ahead](#)

[Police job cuts are 'inevitable'](#)

### 2. Branch Blog Update:

#### **Friday 3.10.10**

There is very heavy workload coming out of proposed cuts and changes to service conditions. There is a meeting on Monday to review our consultation and prepare a report to the management on this. The report will be published on this website

[Note item to link to branch update below]

### 3. News item

#### **Branch Update 3.10.10**

There is very heavy workload coming out of proposed cuts and changes to service conditions.

We have been consulting members on proposed changes to terms and conditions and members have submitted a lot of questions about how decisions will be made on who is affected.

The branch have been in touch with UNISON head office and Regional Officer on this issue and are liaising with other police branches for support

Members are invited to make their views known in our members forums

There is a meeting on Monday to review our consultation and prepare a report to the management on this. The report will be published on this website.

Other work that is current relates to grievances and to issues around voluntary retirement.

### 4. Forum Post

#### **Proposed cuts and changes to conditions**

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UNISON Branch Secretary Joe Griffin says "UNISON is out there fighting to save jobs in the coming months and to help members through this process."

Please let us know your views on this issue.

## 5. Newsletter

Members Bulletin 3.10.10 - Proposed changes to jobs and conditions

Dear @GIVEN

The following items have been loaded to your UNISON virtual branch website:

### **Proposed cuts and changes to conditions**

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### **Branch Update 3.10.10**

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### **Use your UNISON virtual branch forums**

Your UNISON virtual branch Members' Forums section of the site gives you the to raise issues and exchange views and ideas with other members, representatives and branch officers.

Please visit the forums and tell the branch your views.

### **Logging In**

You will be asked to log in to the site when you first try to access the forums or any other member only content. You can also log in or out at the bottom left of the website,

You can log in using the following information:

User name: @CUSTOM3

Password : @CUSTOM4

We look forward to seeing you online.

Best Wishes

UNISON