

# A GUIDE FOR LABOUR LINK OFFICERS



**UNISON LABOUR LINK**  
**A Guide to UNISON's Affiliated**  
**Political Fund for Branch Labour Link Officers**

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## **INTRODUCTION TO UNISON LABOUR LINK**

By law, trade unions have to set aside a part of their income in a separate fund if they wish to carry out any activity which can be considered 'political', unions also have to give members the facility to opt out. UNISON goes further, and gives members a choice of whether they want a small part of their subscription to be used for work with the Labour Party or for general political campaigning. To achieve this, UNISON's political fund is divided into two sections, the General Political Fund and the Affiliated Political Fund which provides the link to the Labour Party. To make this clearer to members, we call this the UNISON Labour Link.

UNISON Labour Link works for UNISON members through our relationship with the Labour Party. UNISON Labour Link is affiliated to the Labour Party, at national, regional and local level, and through this link we speak for the approximately 470,000 UNISON members who pay the affiliated fund contribution as part of their membership subscription. We promote UNISON policies and the interests of public service workers and users within the Party.

UNISON Labour Link members can take part in branch Labour Link activities and meetings to discuss matters relating to the Labour Party and to make their contribution in developing policy. Labour Link members are able to vote in Labour Party ballots such as those for the leadership team and on the manifesto.

UNISON Labour Link works closely with Labour representatives in the Westminster Parliament, Scottish Parliament and Welsh Assembly. There are regular meetings and briefings on issues that are important to UNISON members. We also liaise with a group of Labour Members of the European Parliament (MEPs) so that your views are heard in Europe as well as Westminster, Edinburgh and Cardiff.

Trade unions helped to form the Labour Party over 100 years ago. The Labour Party is the only party where trade unions can take part in policy making and are represented at all levels of the organisation as a valued stakeholder. This link with Labour keeps the party in touch with the views of working people and the needs of the public services.

## **THE BRANCH UNISON Labour Link Officer**

Every UNISON branch that has members who pay the affiliated levy should have a Labour Link Officer.

The Labour Link members in the branch should elect a Labour Link Officer, who must be an individual member of the Labour Party. This is because the post holder should work to take UNISON policy forward in the Party, often being a delegate to the General Committee of the party, and encouraging joint work and campaigning with the local Constituency Labour Party (CLP).

The Branch UNISON Labour Link Officer is the key contact point for information about regional and national UNISON Labour Link matters and is responsible for co-ordinating our activities in the branch. They also represent the interests of Labour Link levy payers on the UNISON branch committee.

The Labour Link Officer will receive support, training and advice on their role and responsibilities from their Regional Political Officer.

The work of the UNISON Labour Link Officer in the branch will include to:

- a) explain and develop the role of the UNISON Labour Link within the branch and ensure that correct procedures are followed regarding the rights of Labour Link levy payers;
- b) receive correspondence and information on Labour Link matters from national and regional levels and from the Labour Party;
- c) circulate information to Labour Link members in the branch and convene meetings of members as necessary;
- d) attend the UNISON Branch Committee and agree appropriate means of promoting UNISON policy in the party;
- e) organise elections for branch UNISON Labour Link representation as necessary and ensure reports are made by branch delegates on their activities on behalf of members;
- f) liaise with Labour Link regional political officer;
- g) promote political education and policy discussions;

- h) strengthen links with local Labour Parties by affiliating to constituencies and electing delegates to attend meetings;
- i) communicate with Labour Party members within the branch and encourage individual membership of the Labour Party;
- j) build campaigning work around key issues and co-ordinate campaigns with the Labour Party in Council, Westminster, Scotland, Wales and European elections.

Note: Please also see UNISON Code of Good Branch Practice. The code recommends that all branches with affiliated levy-payers should support them in electing a Branch Labour Link officer. This officer is part of the Branch Committee.

## **UNISON LABOUR LINK ACTIVITIES IN THE BRANCH**

Labour Link levy payers within a branch should be able to meet together to discuss UNISON Labour Link matters and to promote relations with the Labour Party. Where possible the meetings should be arranged around normal branch meetings so that costs are kept to a minimum, but only Labour Link levy payers can participate in these matters and vote. We are sometimes asked whether notification of Labour Link meetings has to be paid for out of the political fund – it does not. Labour Link work is a mainstream part of union activity – members who pay the affiliated levy are entitled to be informed about meetings, and should be informed in the same way as they are told about other branch activities.

The following issues are the legitimate business of the UNISON Labour Link levy payers within a branch:

- a) Electing a branch Labour Link Officer, who must be an individual member of the Labour Party, to co-ordinate activities and represent the levy payers on the UNISON branch committee;
- b) Agreeing to affiliate to appropriate Constituency Labour Parties or District Labour Parties where members of the branch live or work. Electing delegates to represent the branch on the CLP General Committee, sending resolutions and receiving regular reports from delegates. (Forms to confirm the affiliations and delegates are sent out to Branch Labour Link Officers each year from the Regional Political Officer). For most branches, with members living in many constituencies, this will mean that you are entitled to affiliate to many CLPs;
- c) Electing two branch representatives (at least one of whom must be a woman) to the Regional Forum, held annually, on the basis of fair representation, and sending resolutions, as appropriate. All candidates must be individual members of the Labour Party. Branches with over 1000 levy payers can have up to 4 delegates;
- d) Nominating branch representatives, who must be individual members of the Labour Party, for election to the Labour Link Regional Committee; for the regional delegation to the National Forum and for the UNISON Labour Link delegation to the Regional Labour Party Conference;

- e) Discussing and developing UNISON policies to pursue through the regional and national UNISON Labour Link structures and the Labour Party and receiving reports from delegates on activities;
- f) Supporting and participating in local Labour Party initiatives and campaigns for the Local, National, devolved, and Euro Elections;
- g) Organising recruitment campaigns to persuade levy payers to become individual members of the Labour Party;
- h) Participating in policy forums and political education events;
- i) Linking with other affiliated union branches and the local community to influence Labour Party policy and to support Labour Party activities and election campaigns.

Note the Code of Good Branch Practice, where Branch assessment guidance includes support for political engagement and involvement. Affiliated levy-payers can be identified through the UNISON membership system (RMS). Communicating to members about meetings, and reports of UNISON Labour Link activities should be an integral part of branch communications. This is distinct from campaigning for and promoting the Labour Party and Labour candidates, which must be paid for out of UNISON Labour Link funds held by the region.

## **The Rights of UNISON Labour Link members**

UNISON Labour Link is a member centred organisation which recognises that individual levy payers must be informed, consulted and involved. We place a strong emphasis on good communications and political education.

Members should not be expected to attend numerous meetings to find out what is happening or to participate in decision making. Labour Link activity is reported in UNISON's national publications, U magazine and InFocus. On important matters, members may express their views through ballots e.g. in choosing the Labour leadership team and electing regional representatives to the UNISON Labour Link National Committee.

Education courses are run nationally and regionally, which help to equip members to play a fuller part in our activities.

Those members who are also individual members of the Labour Party are eligible for election to our regional and national bodies and may represent the union in our links with the Labour Party. Local Policy Forums also represent an opportunity for UNISON members in the Labour Party to make their views heard.

### **Members' Rights**

- To attend and vote at branch Labour Link meetings;
- To receive information on UNISON Labour Link and Labour Party activities;
- To be consulted on policy and constitutional issues concerning UNISON Labour Link and the Labour Party and receive regular reports from their representatives;
- To elect delegates to the Constituency Labour Party and to the Regional Labour Link Forum;
- To vote by individual ballot for election of Leader/Deputy Leader of the Labour Party and other relevant Party ballots;
- To stand to represent the UNISON Labour Link elsewhere in the structure and within the Labour Party if an individual member of Labour Party.

### **Retired members**

Members who were APF levy-payers when they retired and wish to continue to be part of UNISON Labour Link can, upon payment of an annual levy of £5, continue to be Labour Link members. They

can help in maintaining links with the Labour Party locally and in the region but they should not hold elected office in UNISON Labour Link.

## **UNISON LABOUR LINK IN THE REGIONS**

Every UNISON region, except Northern Ireland, has its own Labour Link Regional Committee. The Committee consists of branch Labour Link representatives and members from the regional committee who pay the Labour Link levy and are members of the Labour Party. (Some regions have had variations to this rule agreed to take account of particular geographic and service group needs. Many also have representatives from the Self-Organised Groups). Full details are contained in the Labour Link Operational Rules. This Committee is responsible for overseeing UNISON Labour Link organisation and campaigning in their region.

Each region has a Labour Link Regional Political Officer who acts as Secretary to the Committee and is responsible for the day to day work of the Labour Link. This includes communicating regional UNISON Labour Link activities to branch Labour Link Officers and supporting them in their work. The Political Officer deals with branch correspondence and queries on Labour Link matters in the region.

All requests for finance for branch UNISON Labour Link meetings and activities should be addressed to the Regional Political officer.

The Regional Political Officer and the Regional Committee are responsible for developing good branch UNISON Labour Link organisation and:

- a) Ensuring that branch Labour Link members are informed of all nominations and voting rights at the branch and regional level and that elections are dealt with efficiently;
- b) Controlling and managing the regional UNISON Labour Link budget for affiliations to CLPs, election grants, donations to outside bodies, political education activities and regional and branch Labour Link publicity and campaign costs;
- c) Ensuring effective co-ordination with the Regional Committee, service groups and SOGs so as to take UNISON policy into the Party at all appropriate levels;
- d) Encouraging branches to affiliate to their local CLPs and that they elect delegates to represent members' interests and take forward UNISON policy;

- e) Working with CLPs to build the local party organisation;
- f) Liaising with UNISON linked MPs, MSPs, AMs and MEPs to discuss and promote policy issues;
- g) Establishing education courses for branch Labour Link Officers and the wider membership on policy issues;
- h) Ensuring that the Labour Link Regional Committee meetings and the annual Regional Forum are convened properly;
- i) Liaising with other affiliated unions and the Regional Labour Party.

*Materials available from the Regional Political Officer include:*

- *UNISON Labour Link Operational Rules*
- *UNISON Labour Link Annual Report*
- *Introduction to UNISON Labour Link leaflet*
- *Application forms to join the Labour Party*
- *CLP affiliation forms*
- *Claim forms for election grants for Labour Link levy payers*
- *Expense forms*
- *UNISON Political Fund transfer forms*

## **LINKING UP WITH THE LABOUR PARTY**

### **Affiliations to Constituency Labour Parties**

Any UNISON branch with Labour Link levy payers should affiliate to their local Constituency Labour Party. The cost is 6p per Labour Link levy payer with a minimum affiliation fee of £6.00. Branches with Labour Link levy payers living in more than one constituency should affiliate to all constituencies where the UNISON branch has Labour Link members. The decision to affiliate should be taken at a meeting of the Labour Link levy payers and reflect the number of Labour Link members in each constituency.

Affiliation entitles the union branch to one or more representatives, up to a maximum of five, on the constituency General Committee (depending on the size of the membership in each constituency area). Delegates need to be members of the Labour Party.

UNISON affiliation is important because it enables UNISON involvement within local Constituency Labour Parties and therefore strengthens our influence with the Party. But to ensure that it is not just a paper exercise, it is vital that the Labour Link section tries to select delegates to the General Committee (GC) who will take an active part in Labour Party activities and help to promote UNISON policy and our members' interests.

Ideally, UNISON Labour Link GC delegates should:

- a) Regularly attend the constituency General Committee which meets monthly and is the decision making body of the local Labour Party;
- b) Seek to promote our members' interests, explain and win support for UNISON policies;
- c) Get involved with the Party's campaign committee, encouraging the Party to focus on community activity, including local trade union issues and campaigns;
- d) Participate in election campaigns, working with Labour candidates for the Council, the Scottish Parliament and Welsh Assembly, and for the Westminster and European Parliaments, introducing them to UNISON members and giving them platforms from which to speak and become better known within the locality;

- e) Regularly report back to the UNISON branch on Labour Party activity, encouraging UNISON Labour Link members to support the Labour Party and join up.

### **Working with your local Labour Party**

Good Labour Party/trade union links at all levels are vital to effective organisation. They have benefits both for the Labour Party and for trade union members.

The relevant Labour Link branch members should meet with the Trade Union Liaison Officer of the Constituency Labour Party and discuss joint campaigning initiatives. A good starting point would be a discussion with the union stewards. Ask them what campaign ideas and methods would work with your members. Then agree a timetable for the campaign and get the ball rolling.

The following are a few ideas which might work with your members and help stimulate Labour Party activity:

- a) mail UNISON members already in the Labour Party and invite them to support your campaign activities;
- b) arrange to send a letter from a local Labour MP to all your Labour Link members asking for support;
- c) encourage UNISON Labour Link levy payers to join Labour by organising a social event with high profile guests in your area;
- d) organise an intensive telephone recruitment week among UNISON Labour Link levy payers. This could be followed up by home visits from the local Party;
- e) ask the local Labour Party organiser to come and train branch members to do telephone/doorstep canvassing and organise small teams to carry out this work;
- f) always include material about political education and Labour Party membership drives in your mailing every few months. Ask outside speakers to visit and reinforce Labour's policy ideas;
- g) organise a group of members at the workplace who are keen to discuss and promote Labour's political message.

These activities will help local UNISON Labour Link branches to develop better links between the union and local Labour Parties and

their elected representatives. This could help promote an informed dialogue between union members and the Party on all issues including those where disagreements may arise.

### **Policy Forums**

As part of Labour's policy making procedures the Party organises policy forums at local level. All individual party members are invited so they can have their views heard on a range of policy areas that are being considered. At some stages of the process, these are open to people who are not party members – this is a good opportunity for UNISON Labour Link members to become involved. UNISON provides briefings on the key issues for our members in each policy area. Views from these local policy forums contribute to establishing Labour's programme for Government. Successful forums will help build a healthy local party where members feel their views count.

### **Links with MPs, MSPs, AMs and MEPs**

UNISON has good links with Labour MPs in Parliament. We hold regular meetings to discuss issues that concern UNISON members and to provide briefings on key policies. MPs with UNISON links also liaise with our Regional Labour Link Committees, attend our forums and meet local groups. The views of UNISON members are therefore heard both in Parliament and by the party. Similar relationships have been built with groups of Labour members of the Scottish Parliament and Welsh Assembly.

With the increasing importance of the European Parliament we also liaise closely with a group of Labour MEPs on a wide range of issues such as employment rights, equality issues and public services. We raise matters of concern with the MEPs and they keep us informed and involved as legislation is considered in the European Parliament.

### **Working with Labour Councillors**

UNISON branches should regularly lobby local councillors. For some branches, councils will be their employer, for others, the scrutiny process can be used to highlight issues around health, policing and education. UNISON Labour Link representatives should work particularly with Labour Groups on councils – invite Labour leaders to meetings, or ask to meet the Labour Group. In some areas, branches have negotiated local agreements in advance of elections, and campaigned with UNISON members to secure support.

## **UNISON's POLITICAL FUND ARRANGEMENTS**

UNISON is unique among unions in having two sections of its Political Fund. The Affiliated Political Fund (APF) – UNISON Labour Link - is linked to the Labour Party and the General Political Fund (GPF) is independent of any political party. The successful political fund ballot of members in 1995 and 2005 confirmed this situation.

### **What are Political Activities?**

All 'political' activities have to be paid for from the political funds. But what are 'political' activities? In the main, issues judged to be 'political' are those that are in some way campaigning for or against a political party or candidate. Political campaigning by UNISON and its branches must be carried out only within the rules governing the political funds and paid for from the appropriate section, UNISON Labour Link or the GPF. Monies from the UNISON Labour Link can only be used for approved Labour Link objectives and for Labour Party activities.

Normal UNISON branch activities around issues concerning the pay and conditions of members are not covered by these constraints even when dealing with government or local employers' policies, including those of recognised industrial relations processes rather than being 'party political'.

It should be stressed that the arrangements for political funds are governed by legislation and have been agreed with the Trade Union Certification Officer appointed by the Government. Branches and individual members are therefore required to comply with the procedures governing the use of our Political Funds at all times.

### **A Choice of Funds for Members**

UNISON members are offered a choice of political funds. They can have part of their subscription paid into the UNISON Labour Link or to the GPF. They can also choose to pay into both (for which an extra payment is required) or opt out of paying into any political fund.

Branches should hold stocks of these forms. Further supplies are available from the Communications Department or your Regional Political Officer and are available on the UNISON web-site.

All new members have the same choices about joining our political funds. Application forms contain details of the political fund arrangements and ask whether they wish to contribute to the

UNISON Labour Link or GPF. If a member does not initially fill this in a follow-up letter is sent to them.

If a new member still does not specify which political fund they wish to join they will be allocated to a fund by the NEC as agreed with the Certification Officer. Members are informed of their allocation, but of course always have the right to transfer.

Information provided to new members in the 'New Members' Pack' explains the role of the political funds in more detail and explains the members' right to pay into both funds or to contract out. To choose either of these options the member will simply have to complete the appropriate form and, if choosing to pay into both, agree the method by which the additional second levy will be paid.

**The options for current members are:**

1. To transfer from one fund to another. Complete a UNISON Political Funds Transfer Form (purple).
2. To contribute to both political funds. Complete a UNISON Political Funds Additional Fund Form and direct debit form (green). An extra payment is required.
3. To contract out of paying any political fund levy. Complete a Political Fund 'Exemption Notice' form.

**Financial Arrangements**

The amounts of the political fund levies are contained in the UNISON Rule Book, Section J and are decided by UNISON Conference.

Currently the Labour Link levy is 6.5% of the subscription and the GPF levy is 3% of the subscription. The political fund levy is part of the member's subscription rate – no extra payment is involved. The affiliated levy is higher because over half is used to pay the member's affiliation fee to the national party, plus the regional and local affiliations.

*Paying into both funds*

Those few members who choose to contribute to both funds pay an additional amount by means of an annual direct debit. To do this, members will have to complete a UNISON Political Funds Additional Fund Form plus a direct debit form which is included and return these to their regional office. If it is not possible to pay by direct

debit, then an appropriate system will have be agreed with the relevant members.

### *Contracting out*

For members who contract out of paying the political fund levy a refund will be made through the regional office or by annual direct debit.

### **The Funding of UNISON Labour Link Activities**

The use of the union's political funds are governed by the Trade Union and Labour Relations (Consolidation) Act 1992; and the UNISON rule book, in particular the political fund rules in Rule J. In addition, the use of the affiliated political fund is governed by the UNISON Labour Link operational rules and overseen by the National Committee which is a committee of the NEC designated to have exclusive control of the funds.

The arrangements set out in UNISON's political fund rules have been agreed by the Certification officer who has a legal responsibility for overseeing their operation. Branches and individuals are therefore required to comply with the procedures at all times.

### **The Collection of the UNISON Labour Link Levies**

The political fund levy is collected as part of the union subscription. Members indicate their choice of political fund on application forms provided for this purpose. This information is recorded on the RMS at a regional level and collated nationally. The UNISON Labour Link National Committee is then allocated a national annual sum based on the income from the UNISON Labour Link levy to fund all the union's activities in taking UNISON policy into the Labour Party and in support of the Labour Party.

### **The Allocation of UNISON Labour Link Funds**

The UNISON Labour Link National Committee operates a budgeting system, allocating money for the national affiliation to the Labour Party, committee, forum, staffing and administrative costs, donations to constituencies, election campaigning, publicity, political education and training events and conference and delegates' costs.

Regions are allocated budgets for regional and branch activities including affiliations to CLPs, regional affiliations, regional forum and committee costs, publicity and education.

Included in regional budgets is a proportion to cover branch Labour Link activities and campaigning work. This is a flexible amount based on previous branch requests in the region and it can be reviewed each year to ensure branch requirements are met.

### **The Funding of UNISON Labour Link Branch Activities**

Every effort should be made to keep the costs of the Labour Link section at branch level down by meeting before or after full branch meetings or other union meetings and utilising branch mailings to include UNISON Labour Link information. Any costs that the branch Labour Link section may need to incur should be approved in advance by the Regional Political Officer.

A model claim form seeking authorisation of expenditure for branch Labour Link activities is shown as Appendix 1 at the end of this guide.

The legitimate business of the UNISON Labour Link section will be funded as follows:

- a) Affiliation to the appropriate CLP or District Labour Parties should be carried out by completing the forms circulated by the Regional Labour Link for this purpose and returning the forms to the region. They will then pay the affiliation fees and notify the Labour party of elected delegates;
- b) Delegates to the Regional Forum, Regional Committee and Regional Labour Party Conference will have their expenses and subsistence met by the Regional UNISON Labour Link;
- c) Delegates to the National Forum, National Committee and National and Sectional Labour Party Conferences will have their expenses and subsistence met nationally;
- d) Representatives from the branch who attend regional or national political education events will have their expenses and subsistence met regionally or nationally as appropriate;
- e) UNISON Labour Link levy payers standing as a Labour candidate in local elections are entitled to an election grant paid to their Labour constituency/branch campaign by the Regional Labour Link on claim forms supplied for this purpose;
- f) All UNISON Labour Link publicity produced nationally and regionally is provided free to branch Labour Link officers. This

includes all election materials. Such materials are paid for only from UNISON Labour Link funds;

- g) Labour Link branch sections wishing to produce their own newsletter or campaign materials in support of the Labour Party should contact their Regional Political Officer or by submitting the claim form in advance. The RPC may arrange for reasonable expenditure to be authorised for approved material. Any queries concerning proposed expenditure will be referred to the Regional Political Committee or, if necessary, the Chair for quick approval.

Any other proposed UNISON Labour Link branch section expenditure outside the business listed here should also be requested and approved in advance following the procedure outlined above.

## **SUMMARY OF UNISON Labour Link STRUCTURES**

### **UNISON Labour Link Regional Forum**

#### **Members:**

Up to two representatives per Labour Link branch, who must be individual members of the Labour Party. (At least one must be a woman and fair representation criteria followed).

Branches with over 1000 levy payers can have up to 4 delegates.

UNISON Labour Link representatives on Labour Party Regional Executive Committee etc.

Members of the UNISON Labour Link Regional Committee.

Labour Link National Committee members from the region; the Secretary of the Regional Political Committee and other paid officials representing the UNISON Labour Link within the region (ex officio).

Linked UNISON MPs, etc. in the region (ex officio).

#### **Powers:**

Elects representatives to the UNISON Labour Link National Forum.

Elects two Labour Party Conference delegates.

Receives reports from the Labour Link Regional Committee and the Regional Labour Party.

Debates branch motions, develops policy and organisation.

Takes UNISON policy into the Regional Labour Party.

Sends two motions to UNISON Labour Link National Political Forum.

### **UNISON Labour Link Regional Committee**

#### **Members:**

Six representatives from UNISON Regional Committee who must be Labour Link levy payers and members of the Labour Party.

Nine representatives elected by the Regional Forum/branches.

Representatives on the Regional Labour Party Executive Committee.

Regional reps on the Labour Link National Committee, the Secretary of the Regional Political Committee and other paid officials (ex officio).

Proportionality and fair representation must be adhered to.

**Note:**

**Composition can be varied with approval of Labour Link National Committee. (Most regions have agreed variations that include SOG representation, variations for area or service representation.)**

**Powers:**

Oversees UNISON Labour Link activities and Labour Party links within the region taking UNISON policy into the Party.

Initiates and organises campaigns, education and recruitment.

Co-ordinates activities with the Regional Labour Party.

Liaises with MPs, MSPs, AMs, MEPs, councillors etc.

Gives reports to, and receives them from, Labour Link Nat. Comm.

**UNISON Labour Link National Forum**

**Attending:**

Representatives from each region elected by the Regional Political Forum or branches following criteria for proportionality and fair representation.

The Labour Party Conference delegation (two from each region plus SOG representatives, four NEC members, etc.).

The members of the Labour Link National Committee.

Head of UNISON Labour Link, representatives on the Labour Party NEC and other national officials, as appropriate.

Secretaries of the Regional Political Committees, Regional Labour Party Executive members, linked MPs, MSPs, AMs and MEPs.

**Powers:**

Determines how to pursue UNISON policies within the Labour Party nationally through workshops and plenary debates.

Co-ordinates national and regional UNISON policies and activities.

Generates campaigning priorities for the UNISON Labour Link.

Agrees any revision to the UNISON Labour Link Operational Rules.

**UNISON Labour Link National Committee****Members:**

Twelve representatives from the NEC who pay into the Labour Link Fund and are individual members of the Labour Party. (Proportionality and fair representation criteria apply).

One member from each of our eleven regions elected by Labour Link members in the region.

Head of UNISON Labour Link, Labour Party NEC representatives and other officers, as appropriate (ex officio).

**Powers:**

Oversees the organisation and administration of UNISON Labour Link activities throughout UNISON.

Overall control of the UNISON Labour Link Fund and Budget.

Ensures effective liaison with the linked MPs, MSPs, AMs, MEPs. and with the Party, organising relevant delegations and election work with Labour and its candidates.

Ensures co-ordination with all parts of UNISON in order to take our policy priorities into the Party and co-ordinates campaigning.

Receives regular reports from the Labour Party NEC and associated committees, policy forums, etc.

Seeks the widest involvement of members in decision making and keeps members informed of UNISON Labour Link activities.

## **Appendix 1**

### **Branch UNISON Labour Link Activities Claim Forum**

Name of Branch Labour Link Section:

Name of Branch Labour Link Political Officer:

Address:

Telephone no: (w) \_\_\_\_\_ (h) \_\_\_\_\_

Number of Labour Link Levy Payers in Branch:

Proposed Labour Link Activity:

Estimated Cost:  
(please attach quotes where appropriate)

I am applying to seek authorisation for the above expenditure as agreed by the branch UNISON Labour Link section.

Name:

Signed:

Date of Section Meeting:

Authorised by:

Name:

Signed:

**Please return this form to your Regional Political Officer**