**Actions from AFF Finance Sub Group Meeting**

10.10.22 – Present: NC, KW, CT, FS, AL

* 18 October - Hybrid Working. NC to issue further invite/ reminder and meet with CT on technical and AL on standing in
* 16 November, 12pm, Morrish Employment Law Event – KW has issued placeholder. NC to send invite and set up Teams arrangements

NC’s actions

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| 1 | Inclusion champion role on EC and OSG.  Move forward with AL | **Urgent**  NC/ AL |
| 2 | Affirm Constitution changes made so far and reenforce to EC members need to read and act upon expectations.  NC to speak to DM/ Ged  NC and FS to move forward indemnity insurance application. Agreed EC members to provide professional qualification and work title/ TU or employee association, requirement of insurance and therefore continued EC member. NC to inform EC members  New rules effective from 1 December - target | **Urgent**  NC  FS/ NC  NC |
| 3 | D&I Action Plan  NC to decide review and sign off at next EC meeting or a special 1 hour meeting | **Urgent**  NC |
| 4 | NC chasing outstanding biogs and photos | By 1 November |
| 5 | New AFF imagery.  NC still wanting more input and time to consider feedback, also seeking Affiliates’ views | Pending |
| 6 | Website  Secure site moving forward slowly some technical challenges. To invite EC to access and play/ login details. Agreed include what Treasurer information we have for upto 7 years. Will need procedure to annually input new and expel old data.  Need to up load EC meeting notes, and OSG notes  Remaining templates for logo/ letter head to KW  Not appropriate KW’s lap top. GDPR issues for KW as contractor | By 1 November |
| 7 | Follow up with Brendan Barber & FSCB  NC speaking with Laura Conaghhan, as last meeting postponed | By 1 November |
| 8 | NC paternity leave, plans if not at 18.10.22 and 16.11.22 events. Plan contingencies. | In place |
| 9 | NC to start off list of Hybrid event questions and send around. KW to do final collation | By 12.10.22 |
| 10 | Set up meeting/ chat with Jane Lewis, access to Unite branches | By 31.12.22 |
| 11 | Governance - Seek specialist input from Community TU, Dave Fiddler on AFF’s obligations as an entity | By 1 November |

KWs actions

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| 1 | KW to issue revised Learning and meeting calendar | By 1 November |
| 2 | Transition Survey, KW waiting to hear from Mike Calvert, Royal London  Green Survey, KW waiting to hear from Tim and Matt, Nationwide | By 1 November |
| 3 | Next Exec meeting, request agenda items, issue agenda/ papers prior to meeting, complete notes of meeting. | On going |
| 4 | Live Feedback item for future EC | Put back, other priorities |
| 5 | KW to do LNA for Exec members, keep it light, shows investing in them as Exec members. | Put back, other priorities |
| 6 | Waiting to hear from Tim Rose on hybrid and taxation consultation and piggy backing NGSU’s return. | By 1 November |
| 7 | Collate Hybrid Questions for speakers and EC | By 17.10.22 |

FS’s actions

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| 1 | Subscriptions for this year, 2 still outstanding, FS has reached out to Coop Bank | September |
| 2 | Provide NC with accounts to upload to secure site. | By mid November |
| 3 | Complete Treasurer part of indemnity Insurance application and organise meet with insurers | By mid November |

CT’s actions

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| 1 | Learning Calendar Actions:   * Hybrid Working II – 18.10.22, 41 already enrolled, reminder needed * Morrish employment law round up – 16.11.22 – invite/ registration needed * Cost of Living event, January time. CT and FS moving forward * Green agenda in the finance sector. CT & KW to meet Matt and Tim in November   For the future   * Pension seminar 2023. STUC lined up. FS raised topic of Collective DC scheme, CWU/ Post office first in UK, common in EU. AFF members will want access to information. * Abusive relationships/ domestic abuse – work place policies, support organisations, latest thinking. CT and AL would take forward * Baby loss, still birth and miscarriage – employer support – Donna Wayman, Zurich * Progress Together – socio-economic progress in organisations in the Finance Sector. AMS on Linked in, Work experience, school outreach etc. * Handling Conflict at Work – legal view and TU expertise | CT/ NC |
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Regards

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