

Motion – Bristol UCU Local Hardship Fund

EGM, 13:30-14:00, 14th February 2018

Following the decision by UCU national officers that ‘branches may use their own funds to alleviate hardship subject’ – see ‘[UCU officers' decisions on the use of the Fighting Fund and setting up local hardship funds](#)’ and ‘[Guidance to branches on how to set up and use a local hardship fund](#)’ (henceforth the Guidance) –, this Emergency General Meeting of the University of Bristol Local Association of the University and College Union (UCU) *authorizes* officers of said Local Association to set up a local hardship fund (henceforth Bristol UCU Hardship Fund) as soon as is practicably possible.

This branch notes:

- that the Bristol UCU Hardship Fund will be in compliance with the Guidance – see *Appendix 1 'National Guidance Criteria'*.

This branch recommends:

- that as per national and local priorities, the Bristol UCU Hardship Fund will be for staff in precarious, low paid work.
- that the Bristol UCU Hardship Fund will be managed by local Bristol UCU branch officers (the President, the Branch Secretary, the Treasurer), who will determine the eligibility criteria for and access to the fund, and the amount claimable, in due course.

Appendix 1 – National Guidance Criteria

- I. Normal Branch funds are retained at a level to ensure that staff employed by the Branch are not put at risk and that normal branch activities are maintained.*
- II. A separate Unity Trust Bank account is set up by the Branch to hold the Hardship Funds and to pay local claims.*
- III. The Branch agrees to follow guidelines that will be issued centrally for the assessment of hardship claims.*
- IV. the Branch undertakes to keep records of all decisions and payments of claims for audit purposes.*
- V. The maximum provisions outlined for claims to the national Fighting Fund are adopted for claims to the local Hardship Fund.*
- VI. Members claiming from the local Hardship Fund are requested to confirm that they will not receive more than the total loss of income from combined applications to UCU accredited funds.*
- VII. Bristol UCU Hardship Found must be validated by the UCU Finance Office*
- VIII. Voluntary donations and collections to the national Fighting Fund or to branch hardship funds will be sought and encouraged.*
- IX. The decision to set up a branch Hardship Fund should be taken by a quorate general meeting of the branch.*
- X. The branch must establish terms and conditions for access to the Fund and a fair application process, made available to all branch members.*
- XI. When setting terms the branch should have regard to the likely demand and the maximums adopted for the national Fighting Fund.*
- XII. The terms should emphasise alleviation of hardship.*
- XIII. The application process must include a membership check and confirmation from the member that they will not receive more than the total loss from combined applications to UCU accredited funds.*

- XIV. *Monies donated or transferred to the Fund must be held in a separate Unity Trust Bank account [see below for details how to open a new account].*
- XV. *The branch can decide to transfer any funds from its general account that it deems excess to the general running requirements of the branch.*
- XVI. *Branches employing local staff, should check with the UCU Finance Department to ensure sufficient reserves are kept to avoid risk to staff.*
- XVII. *The branch must establish a panel of three officers, including the Branch Treasurer, to assess claims to the Fund and to oversee payments made from it.*
- XVIII. *Payments should only be made from the Fund's bank account specifically set up for the purpose [for proper audit examination] and made by internet payment to the member concerned.*
- XIX. *Claims must only be agreed and payments made on proof of loss of pay [usually a copy of a payslip. Copies of evidence must be retained in the branch accounts, by the Branch Treasurer, for audit purposes.*
- XX. *All claims to the Fund must be submitted within 3 months of the loss of pay concerned.*
- XXI. *The Fund must be submitted for audit as part of the annual audit of branch accounts and all records will be called in for the annual national audit of UCU accounts.*
- XXII. *The accounts for the Fund may be called in by head office at the end of a period of industrial action for national reporting purposes.*
- XXIII. *Other evidence for fund claims may be accepted from members on insecure, hourly paid contracts. For example timesheets and comparative payslips that show loss of pay. Further advice on the suitability of other evidence of loss is available from UCU head office*