

CUFFS & STUFF



G4S CARE & JUSTICE SERVICES JULY AUGUST SEPTEMBER 2020 ISSUE 4

ANNUAL RETURN (FORM AR21)
STATEMENT TO MEMBERS – ANNUAL ACCOUNTS AND STATEMENT

The Annual Return (Form AR21) Statement to Members – Annual Accounts and Statement has been completed and returned from the Auditors together with their report published for the information of members. Our normal Statement to Members for our accounts 2019 is shown on the following pages. If any member has a question concerning the accounts of the Care & Justice Services Staff Association, they should contact their Senior Representative in the first instance. Members can also contact the General Secretary or the Hon treasurer.

Covid-19

This year continues to be one never before experienced in terms of family living and in the workplace.

One Message above all else stands out addressed to us all ‘**Stay well**’ & ‘**Stay Safe**’.
Respect social distancing and act responsibly.

Updates are published regularly and workplaces are constantly monitored. You are encouraged to keep yourself informed, updated on the latest guidance’s and information published by the NHS and government bulletins - protect yourselves, your family and those for whom you are responsible.

EUROPEAN WORKS COUNCIL (EWC) **Dublin June 2020**

The Staff Association is informed that, following on government travel restrictions and guidance the planned Annual Meeting in Dublin is cancelled. I hope that this will be reconvened before the end of the year. The agreed meeting notes (2019) have now been signed off by HR Director G4S plc and the Chair of the Annual European Works Council (EWC). They are published on the company’s internal intranet ‘the Hub’ for the information of all employees working for G4S in Europe. If you are unable to access this information system please contact your local IT,

Communications Manager, or the HR Department. Individual copies can be provided by contacting your local employee staff representative or the General Secretary. Update – Due to continued restrictions throughout Europe, a decision has now been taken to have a virtual meeting for all representatives and senior directors, managers of G4S in early October 2020.

GENERAL DATA PROTECTION REGULATION (GDPR)
AIMS FOR 2018 / 2019

Aims for 2018/2019. Members Security of employment; Reinforce and justify salary increases for all operational and administrative grades. Front line officers must be a priority in terms of safety in the workplace and that we have sufficient numbers to deliver and operate contracts efficiently and safely.

Beneficial Sickness Absence and Welfare payments to cover the needs of members who for no fault of their own find themselves incapacitated due to their job role. The doing away with Waiting Days in all contracts of Custodial & Detention Services.

Job Safety and Security, Maximising Pay and Reward remains our top priorities for 2018/19 and in the coming years.

STATEMENT TO MEMBERS – ANNUAL ACCOUNTS AND STATEMENT

ANNUAL RETURN (FORM AR21)

As a Registered Staff Association we are monitored by the Certification Office for Trades Unions and Employers Associations. We are required to inform members of the details of the Associations Accounts on submission of the Annual Return and make public to members our Annual Accounts.

This is our thirteenth return since Certification and covers the period 1 January 2016 to 31 December 2016. Apologies due to publishing these details, delayed from June / July due in the main to further changes in the reporting accounts systems and medical operation and recovery period of the General Secretary.

ACCOUNTING POLICY

These accounts are for the period 1 January 2019 to 31 December 2019 The accounting period being for 12 months.

INCOME: The contributions are from G4S Care & Justice Services (UK) Ltd and are paid on behalf of the members.

DEPRECIATION: Depreciation is provided on all tangible fixed assets at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life:

Fixtures, fittings and equipment – over 3 years.

REVENUE RECOGNITION: Revenue is recognised on an accrual basis.

STATEMENT TO MEMBERS

Section 32A of the Trade Union and Labour Relations (Consolidation) Act 1992 requires the annual statement to members to include certain elements. They are:

1. The total income and expenditure of the trade union for the period to which the return relates:

£157,169.00	Income
£157,169.00	Expenditure

2. How much of the income of the trade union for that period consisted of payments in respect of membership:

£157,169.00	Membership Payments
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3. The total income and expenditure for that period of any political fund of the union:

NIL

4. The salary paid to and other benefits provided to or in respect of:

Each Member of the executive

Personal Assistant	£25,993.00
The president and The General Secretary (SAO)	NIL Gross

Staff Association Officer General Secretary	£35,507.00
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Benefit Value (15499.00 divided by3)= 5166.00)	
Use of Company Car	£ 12,599.00
TOTAL	<u>£48,106.00</u>

National Insurance
Calculation

Personal Assistant	£2,403.00
General Secretary	£3,716.00
TOTAL	£6,119.00

5. The full report made by the auditor of the union, on the accounts is contained in the return.

AUDITORS REPORT

We have audited the financial statements on pages 3 to 25 of the annual return. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Certification Officer for Trade Unions and Employers' Associations in accordance with section 36 of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the Certification Officer those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept responsibility to anyone other than the Staff Association and the Staff Association's members for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of the trade union and auditors.

The Trade Union's Council of Management is responsible for preparing the Annual Return in accordance with applicable law and United Kingdom Standards (United Kingdom Generally Accepted Accounting Practice) which give a true and fair view.

Our responsibility is to audit and to express an opinion on the annual return in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Accounting Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on financial statements

In our opinion the annual return:

- gives a true and fair view, of the state of the Staff Association's affairs as at 31 December 2019 and of its general fund for the year then ended; and
- has been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and with the Trade Union and Labour Relations (Consolidation) Act 1992.

Matters on which we are required to report by exception

We have nothing to report of the following matters where the Trade Union and Labour relations (Consolidation) Act 1992 requires us to report to you if, in our opinion:

- proper books of account have not been kept by the staff association in accordance with the requirements of the legislation; or
- a satisfactory system of control over transactions has not been maintained by the staff association in accordance with the requirements of the legislation: or
- the general fund and the balance sheet are not in agreement with the books of account of the staff association;
- or we have not obtained all the information and explanations necessary for the purposes of our audit.

RSM UK Audit LLP. Registered Auditor
Highfield Court
Tollgate
Chandlers Ford, Eastleigh, Hampshire, SO53 3TY
Dated 17 August 2020

6. The irregularity statement, the exact wording which is reproduced below:

IRREGULARITY STATEMENT

"A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concern with such one or more of the following as it seems appropriate to raise it with : the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice".

Summary

This notice is for the information of all staff to be kept as a permanent notice/policy statement (repeated annually) regarding the open policy and transparent organisation and operation of the Employee Staff Association. Additionally, it informs you of the abilities to represent, negotiate or consult with the Company on your behalf. As in all and every case, the Association can only be truly effective with your support. If we have got it wrong then tell us. Staff ill-informed of the Staff Associations aims and intentions, who for whatever reason, choose to try and ridicule representatives efforts in improving the working conditions of all staff must be better informed. As an Association we must through communication and wherever possible consultation and negotiation speak with the

Company at the earliest opportunity whenever possible in striving to improve members terms and conditions. The Employee Staff Association will continue to represent all staff employed within Care & Justice Services, together with other business units of G4S UK to the best its ability within current Employment Legislation and company policies, procedures and Recognition Agreements.

Modern and progressive working relationships require a need to maintain an open dialogue and an informed workforce, who together with management can make progress in the contract area of operations, leading to improvements in working conditions better pay and prospects for Staff. We now have such an agreement and will work to improve on it daily. Your participation and constructive comments in assisting Employee Staff Representatives will always be welcomed and acted on in an appropriate manner.

The Staff Association General Secretary, Staff Association Officer is available to come and speak with staff at any time and can be contacted by letter/fax/email or on the telephone. A current listing of all Branch Representatives is displayed on Notice Boards or in folders at each staff location; they can be reached using local contact numbers at Branch.

Our strength is that decisions taken affect us all - Terms and Conditions, Pay and Benefits will always be subject to negotiation and followed with members being balloted, giving you the final word. This is why changes are never taken lightly and are subject to examination in great detail before agreement is reached. We ALL work for one Company and collectively have the ability to effect change. Strength in voice; strength in commitment; strength in representation; strength together with a willingness in the ability to embrace change and demonstrate flexibility to meet the demands of modern employment with the business needs of G4S in securing all our futures.

Tom Thorne
General Secretary (Retd)
Staff Association Officer

4 September 2020

G4S Care & Justice Services

01923650222 (office - answer machine out of
work hours)
Suite 10, CP House
07802254176 (mobile - 24 hours)

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Watford
WD25 8HR

tom.thorne@uk.g4s.com
staff.association@uk.g4s.com
www.g4s.com

Repeat Notice:

**A reminder concerning looking to the future and safeguarding your current earnings –
COMPANY PENSION SCHEME.**

We repeat an earlier notice about pensions. The Government initiative of the Employee Pension Scheme with in G4S remains low in terms of employees enrolling. No surprise you might think, more so when maximizing total earnings is a priority - cash is needed today to pay your way – The take up rate of members in the pension scheme would seem to bear this fact out. That said, the Staff Association recommends to all members to look ahead and re-consider (you can review at any time) in signing up and joining the pension scheme as early in your working life as Possible you are making an important decision for your long term future.

GENERAL DATA PROTECTION REGULATION (GDPR)

Personal Information (GDPR), it affects every company, organisation in the UK even down to the local Social Club, Rugby Club or Allotment Society – Any organisation which has a membership and maintains records of people's names and address and other contact details – email etc

The GDPR requires a positive acknowledgment with members agreement for the Staff Association to maintain membership details and that such information held is done so in a confidential manner and not disclosed to a third party unless by lawful authority.

The Recognition Agreements signed off by the Staff Association with G4S include this important safeguard. We proactively adhere to these Regulations and request all members sign off acceptance The full policy is available on request from the Staff Association General Secretary. It is also an important regulation which enables representatives to represent individuals, signifying to the local business that members are willing for the G4S Care & Justice Services Staff Association to maintain/obtain from G4S and hold personal employee information to maintain their membership register of information, required of them by the Certification Office for all Trade Unions.

CHANGE OF ADDRESS – CONTACT NUMBERS - PERSONAL DETAILS

Please remember to inform the Staff Association Office as well as your local representative whenever you change your address, telephone and or email contact details – Name changes due to marriage! You can telephone us on 01923650222 send an email to ray.neville@uk.g4s.com staff.association@uk.g4s.com and or mark.baker1@uk.g4s.com Membership Secretary, giving details of any changes. We have a very good membership record system but it is of no use to us if we do not keep it up to date. Thank you for your assistance.

WELFARE AND ASSISTANCE

The Staff Association can sometimes assist with cases requiring assistance and welfare – If you know of any member who is suffering or requires assistance please let your local staff representative know. All applications are dealt with in a confidential manner.

The Staff Association Planner – Diary of Events for 2020 together with an updated Staff Representatives contact details has now been published . Due to the current situation and restrictions imposed by Covid-19 we apologise in advance for last minute changes and or cancellations. You can request a copy through local representatives.

Diary 2021. This will be distributed in November and followed up in the new Year with an updated Membership Card for all current and future members. Please ensure we have your updated address – speak to your local representative to ensure we have your correct details.

EMPLOYEY ASSISTANCE PROGRAMME (EAP).

In recent years the Employee Assistance Programme has been overhauled to meet the need of all members working in the Detention and Custodial section of G4S. The Staff Association were instrumental in bringing about this scheme within the company and support the work and efforts being undertaken by the company to look after staff welfare and more importantly mental health and general well being.

Any member who is in need of assistance is encouraged to make use of this support Programme, again all contact is in strict Confidence.