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Trade Union's details

Name of Trade Union:

Balfour Beatty Group Staff Association

Year ended:

31st December 2023

List number:

410T

Head or Main Office address:

Balfour Beatty Group Staff Association
West Service Road
Raynesway
Derby
DE21 7BG

Has the address changed during the year to which the return relates?

Yes

No

(Tick as appropriate)

Website address (if available)

General Secretary:

Susan West

Telephone Number:

01332-476373

Contact name for queries regarding the completion of this return:

Ellamay Lawmon

Telephone Number:

01332-476394

E-mail:

ellamay.lawmon@balfourbeatty.com

Please follow the guidance notes in the completion of this return. Any difficulties or problems in the completion of this return should be directed to the Certification Officer as below or by telephone to: 0330 109 3602.

The address to which returns and other documents should be sent are:

-For Unions based in England and Wales: Certification Office for Trade Unions and Employers' Associations, Lower Ground Floor, Fleetbank House, 2-6 Salisbury Square, London EC4Y 8JX.

-For Unions based in Scotland: Certification Office for Trade Unions and Employers' Associations, Melrose House, 69a George Street, Edinburgh EH2 2JG.

Return of members

(see notes 10 and 11)

	Number of members at the end of the year				
	Great Britain	Northern Ireland	Irish Republic	Elsewhere Abroad (including Channel Islands)	Totals
Male	1,044				1,044
Female	369				369
Total	1,413				A 1,413

Number of members at end of year contributing to the General Fund

0

Number of members included in totals box 'A' above for whom no home or authorised address is held:

Change of officers

Please complete the following to record any changes of officers during the twelve months covered by this return.

Position held	Name of Officer ceasing to hold office	Name of Officer Appointed	Date of change

State whether the union is:

a. A branch of another trade union?

Yes

No

If yes, state the name of that other

b. A federation of trade unions?

Yes

No

If yes, state the number of affiliated

and names:

Officers in post

(see note 12)

Please insert a complete list of all officers in post at the end of the year to which this return relates.

Name of Officer	Position held
To be appointed	Chairman
Ellamay Lawmon	Treasurer
Susan West	General Secretary

General fund
(see notes 13 to 18)

	£	£
Income		
From Members: Contributions and Subscriptions		17,029.00
From Members: Other income from members (specify)		
Total other income from members		
Total of all income from members		17,029.00
Investment income (as at page 12)		0.00
Other Income		
Income from Federations and other bodies (as at page 4)		
Income from any other sources (as at page 4)		
Total of other income (as at page 4)		
	Total income	17,008.00
Expenditure		
Benefits to members (as at page 5)		5,973.90
Administrative expenses (as at page 10)		2,938.80
Federation and other bodies (specify)		
Total expenditure Federation and other bodies		
Taxation		
	Total expenditure	8,912.70
		8,116.30
Surplus (deficit) for year		
		94,405.50
Amount of general fund at beginning of year		
		102,521.80
Amount of general fund at end of year		

Analysis of income from federation and other bodies and other income
(see notes 19 and 20)

Description	£	£
Federation and other bodies		
Total federation and other bodies		
Other income		
Total other income		
Total of all other income		

Analysis of benefit expenditure shown at general fund

(see notes 21 to 23)

	£		£
Representation – Employment Related Issues Membership Legal Fees	0.00	brought forward Education and Training services	4,833.90
Representation – Non Employment Related Issues		Negotiated Discount Services	
Communications			
Prize draw	2,400.00		
Keyholders/Pens etc	2,433.90	Salary Costs	
Advisory Services			
Dispute Benefits		Other Benefits and Grants (specify) Legal Advice	1,140.00
Other Cash Payments			
carried forward	4,833.90	Total (should agree with figure in General Fund)	5,973.90

Accounts other than the revenue account/general fund

(see notes 21 to 23)

Fund 2		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

Fund 3		Fund Account	
Name:		£	£
Income			
From members			
Investment income (as at page 12)			
Other income (specify)			
	Total other income as specified		
	Total Income		
Expenditure			
Benefits to members			
Administrative expenses and other expenditure (as at page 10)			
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 21 to 23)

Fund 4		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

Fund 5		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

(See notes 21 to 23)

Fund 6		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

Fund 7		Fund Account	
Name:		£	£
Income	From members		
	Investment income (as at page 12)		
	Other income (specify)		
	Total other income as specified		
	Total Income		
Expenditure	Benefits to members		
	Administrative expenses and other expenditure (as at page 10)		
	Total Expenditure		
	Surplus (Deficit) for the year		
	Amount of fund at beginning of year		
	Amount of fund at the end of year (as Balance Sheet)		
	Number of members contributing at end of year		

Political fund account

(see notes 24 to 33)

Political fund account 1		To be completed by trade unions which maintain their own political fund	
	Income	Members contributions and levies	£
		Investment income (as at page 12)	£
		Other income (specify)	£
		Total other income as specified	
		Total income	
Expenditure under section (82) of the Trade Union and Labour Relations (Consolidation) Act 1992 on purposes set out in section (72) (1) where consolidation of expenditures from the political funds exceeds £2,000 during the period			
	Expenditure A (as at page i)		£
	Expenditure B (as at page ii)		£
	Expenditure C (as at page iii)		£
	Expenditure D (as at page iv)		£
	Expenditure E (as at page v)		£
	Expenditure F (as at page vi)		£
	Non-political expenditure (as at page vii)		£
		Total expenditure	
		Surplus (deficit) for year	
		Amount of political fund at beginning of year	
		Amount of political fund at the end of year (as Balance Sheet)	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	
Political fund account 2		To be completed by trade unions which act as components of a central trade	
	Income	Contributions and levies collected from members on behalf of central political fund	£
		Funds received back from central political fund	£
		Other income (specify)	£
		Total other income as specified	
		Total income	
Expenditure	Expenditure under section 82 of the Trade Union and Labour Relations (Consolidation) Act 1992 (specify)		£
	Administration expenses in connection with political objects (specify)		£
	Non-political expenditure		£
		Total expenditure	
		Surplus (deficit) for year	
		Amount held on behalf of trade union political fund at beginning of	
		Amount remitted to central political fund	
		Amount held on behalf of central political fund at end of year	
		Number of members at end of year contributing to the political fund	
		Number of members at end of the year not contributing to the political fund	
		Number of members at end of year who have completed an exemption notice and do not therefore contribute to the political fund	

The following pages 9i to 9vii relate to the Political Fund Account Expenditure

Political fund account expenditure (a)

Expenditure under section 72 (1) (a) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Contribution to the funds of, or on the payment of expenses incurred directly or indirectly by a political party

Name of political party in relation to which money was expended	Total amount spent during the period £
Total	

Political fund account expenditure (b)

Expenditure under section 72 (1) (b) of the Trade Union and Labour Relations (Consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure of money on the provision of any services or property for use by or on behalf of any political party

Name of political party to which payment was made	Total amount paid during the period £
Total	

Political fund account expenditure (c)

Expenditure under section 72 (1) (c) of the Trade Union and Labour Relations (Consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000
during the period to which return relates.

Expenditure in connection with the registration of electors, the candidature of any person, the selection of any candidate or the holding of any ballot by the union in connection with any election to a political office

Title and Date of election	Name of political party/organisation	Name of candidate, organisation or political party (see note 33(iii))	£
Total			

Political fund account expenditure (d)

Expenditure under section 72 (1) (d) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

Expenditure on the maintenance of any holder of political office	
Name of office holder	£
Total	

Political fund account expenditure (e)

Expenditure under section 72 (1) (e) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000
during the period to which return relates.

The expenditure of money on the holding of any conference or meeting by or on behalf of a political party or of any other meeting the main purpose of which is the transaction of business in connection with a political party

Name of political party	£
Total	

Political fund account expenditure (f)

Expenditure under section 72 (1) (f) of the Trade Union and Labour Relations (consolidation) Act.

To be completed where total expenditure from the political fund exceeds £2,000 during the period to which return relates.

On the production, publication or distribution of any literature, document, film, sound recording or advertisement the main purpose of which is to persuade people to vote for a political party or candidate or to persuade them not to vote for a political party or candidate

Name of organisation or political party	£
	Total

Expenditure from the political fund not falling within section 72(1) of the trade union & labour relations (consolidation) act 1992

For expenditure not falling within section 72(1) the required information is-

(a) the nature of each cause or campaign for which money was expended, and the total amount expended in relation to each one	£
	Total
	Total expenditure
(b) the name of each organisation to which money was paid (otherwise than for a particular cause or campaign), and the total amount paid to each one	£
	Total
	Total expenditure
(c) the total amount of all other money expended	£
	Total
	Total expenditure

Analysis of administrative expenses and other outgoings excluding amounts charged to political fund accounts

(see notes 34 and 35)

Administrative Expenses		£
Remuneration and expenses of staff		
Salaries and Wages included in above	£	
Auditors' fees		2,938.80
Legal and Professional fees		
Occupancy costs		
Stationery, printing, postage, telephone, etc.		
Expenses of Executive Committee (Head Office)		
Expenses of conferences		
Other administrative expenses (specify)		
Fuel		
Other Outgoings		
Interest payable:		
Bank loans (including overdrafts)		
Mortgages		
Other loans		
Depreciation		
Taxation		
Outgoings on land and buildings (specify)		
Other outgoings (specify)		
	Total	2,938.80
Charged to:	General Fund (Page 3)	2,938.80
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Fund (Account)	
	Total	2,938.80

Analysis of officials' salaries and benefits
(see notes 36 to 46)

Position held	Gross Salary £	Employers N.I. contributions £	Benefits		Total £
			Pension Contributions £	Other Benefits	
				Description	

Analysis of investment income

(see notes 47 and 48)

	Political Fund £		Other Fund(s) £
Rent from land and buildings			
Dividends (gross) from:			
Equities (e.g. shares)			
Interest (gross) from:			
Government securities (Gilts)			
Mortgages			
Local Authority Bonds			
Bank and Building Societies			
Other investment income (specify)			
		Total investment income	<input style="width: 100%;" type="text"/>
Credited to:			
		General Fund (Page 3)	<input style="width: 100%;" type="text"/>
		Fund (Account)	<input style="width: 100%;" type="text"/>
		Fund (Account)	<input style="width: 100%;" type="text"/>
		Fund (Account)	<input style="width: 100%;" type="text"/>
		Fund (Account)	<input style="width: 100%;" type="text"/>
		Fund (Account)	<input style="width: 100%;" type="text"/>
		Political Fund	<input style="width: 100%;" type="text"/>
		Total Investment Income	<input style="width: 100%;" type="text"/>

Balance sheet as at

31st Dec 2023

(see notes 49 to 52)

Previous Year		£	£
	Fixed Assets (at page 14)		
	Investments (as per analysis on page 15)		
	Quoted (Market value £)		
	Unquoted		
	Total Investments		
	Other Assets		
	Loans to other trade unions		
1,419.00	Sundry debtors		1,409.00
97,975.50	Cash at bank and in hand		103,893.60
	Income tax to be recovered		
	Stocks of goods		
	Others (specify)		
99,394.50	Total of other assets		105,302.60
99,394.50	Total assets		105,302.60
	Fund (Account)		
	Fund (Account)		
	Fund (Account)		
	Superannuation Fund (Account)		
	Political Fund (Account)		
	Revaluation Reserve		
	Liabilities		
	Amount held on behalf of central trade union political fund		
	Loans: From other trade unions		
	Loans: Other		
	Bank overdraft		
	Tax payable		
(3,570.00)	Sundry creditors		(2,780.80)
	Accrued expenses		
	Provisions		
	Other liabilities		
(3,570.00)	Total liabilities		(2,780.80)
95,824.50	Total assets		102,521.80

Fixed assets account

(see notes 53 to 57)

	Land and Buildings		Furniture and Equipment £	Motor Vehicles £	Not used for union business £	Total £
	Freehold £	Leasehold £				
Cost or Valuation						
At start of year						
Additions						
Disposals						
Revaluation/Transfers						
At end of year						
Accumulated Depreciation						
At start of year						
Charges for year						
Disposals						
Revaluation/Transfers						
At end of year						
Net book value at end of year						
Net book value at end of previous year						

Analysis of investments

(see notes 58 and 59)

		All Funds Except Political Funds £	Political Fund £
Quoted	Equities (e.g. Shares)		
	Government Securities (Gilts)		
	Other quoted securities (to be specified)		
	Total quoted (as Balance Sheet)		
	Market Value of Quoted Investment		
Unquoted	Equities		
	Government Securities (Gilts)		
	Mortgages		
	Bank and Building Societies		
	Other unquoted investments (to be specified)		
	Total unquoted (as Balance Sheet)		
	Market Value of Unquoted Investments		

Analysis of investment income (controlling interests)

(see notes 60 and 61)

Does the union, or any constituent part of the union, have a controlling interest in any limited company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If YES name the relevant companies:			
Company name	Company registration number (if not registered in England & Wales, state where registered)		
Are the shares which are controlled by the union registered in the names of the union's trustees?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If NO, state the names of the persons in whom the shares controlled by the union are registered.			
Company name	Names of shareholders		

Summary sheet
(see notes 62 to 73)

	All funds except Political Funds £	Political Funds £	Total Funds £
Income			
From Members	17,029.00		17,029.00
From Investments	0.00		0.00
Other Income (including increases by revaluation of assets)			
Total Income	17,029.00		17,029.00
Expenditure (including decreases by revaluation of assets)			
Total Expenditure	8,912.70		8,912.70
Funds at beginning of year (including reserves)	94,405.50		94,405.50
Funds at end of year (including reserves)	102,521.80		102,521.80
Assets			
Fixed Assets			
Investment Assets			
Other Assets			105,302.60
Total Assets			105,302.60
Liabilities			
Total Liabilities			(2,780.80)
Net assets (Total Assets less Total Liabilities)			102,521.80

Information on Industrial action ballots

(see notes 74 to 80)

Did the union hold any ballots in respect of industrial action during the return period?

YES NO ✓

If Yes How many ballots were held:

For each ballot held please complete the information below:

Ballot 1

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question [redacted] 1

Number of Individuals answering "No" to the question [redacted] 2

Number of invalid or otherwise spoiled voting papers returned [redacted] 3

*** 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y / N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y / N

Ballot 2

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question [redacted] 1

Number of Individuals answering "No" to the question [redacted] 2

Number of invalid or otherwise spoiled voting papers returned [redacted] 3

*** 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y / N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y / N

For additional ballots please continue on next page

Ballot 3

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question [redacted] 1

Number of Individuals answering "No" to the question [redacted] 2

Number of invalid or otherwise spoiled voting papers returned [redacted] 3

*** 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y / N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y / N

Ballot 4

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question [redacted] 1

Number of Individuals answering "No" to the question [redacted] 2

Number of invalid or otherwise spoiled voting papers returned [redacted] 3

*** 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y / N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, were the number of individuals answering "Yes" to the question (or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y / N

Ballot 5

Number of individuals who were entitled to vote in the ballot

Number of votes cast in the ballot

Number of Individuals answering "Yes" to the question [redacted] 1

Number of Individuals answering "No" to the question [redacted] 2

Number of invalid or otherwise spoiled voting papers returned [redacted] 3

*** 1-3 should total "Number of votes cast in the ballot"**

Were the number of votes cast in the ballot at least 50% of the number of individuals who were entitled to vote in the ballot Y / N

Does section 226(2B) of the 1992 Act apply in relation to this ballot (see notes 76-80)? Y / N

If yes, were the number of individuals answering "Yes" to the question(or each question) at least 40% of the number of individuals who were entitled to vote in the ballot Y / N

Use a continuation sheet if necessary

Information on Industrial action

(see note 81)

*Categories of Nature of Trade Dispute :

A: terms and conditions of employment, or the physical conditions in which any workers are required to work;

B: engagement or non-engagement, or termination or suspension of employment or the duties of employment, of one or more workers;

C: allocation of work or the duties of employment between workers or groups of workers;

D: matters of discipline;

E: a worker's membership or non-membership of a trade union;

F: facilities for officials of trade unions;

G: machinery for negotiation or consultation, and other procedures, relating to any of the above matters, including the recognition by employers or employers' associations of the right of a trade union to represent workers in such negotiation or consultation or in the carrying out of such procedures

Did Union members take industrial action during the return period in response to any inducement on the part of the Union? YES / NO ✓

If YES, for each industrial action taken please complete the information below:

Industrial Action 1

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 2

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 3

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:

3. Number of days of industrial action:

4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

use a continuation page if necessary

Industrial Action 4

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:
3. Number of days of industrial action:
4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 5

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:
3. Number of days of industrial action:
4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 6

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:
3. Number of days of industrial action:
4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 7

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:
3. Number of days of industrial action:
4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Industrial Action 8

1. please tick the nature of the trade dispute for which industrial action was taken using the categories* below:

A B C D E F G

2. Dates of the industrial action taken:
3. Number of days of industrial action:
4. Nature of industrial action. Strike Action / Action Short of a Strike (delete one as appropriate)

Notes to the accounts
(see notes 82 and 83)

All notes to the accounts must be entered on or attached to this part of the return.

2. Debtors

	2023	2022
	£	£
Debtors (Subscriptions)	1,409	1,424
	1,409	1,424

3. Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals	2,781	3,570
	2,781	3,570

4. Capital Fund

	2023	2022
	£	£
<u>At 1 January 2023</u>	94,406	85,973
Net Surplus for the year	8,116	8,433
<u>At 31 December 2023</u>	102,522	94,406

5. Related Party Transactions

The Central Staff Committee are Members of the Balfour Beatty Group Staff Association as required by its Constitution and Rules. Each Member contributes a monthly £1 subscription under normal terms and conditions.

Accounting policies

(see notes 84 and 85)

<p>Statutory Information Balfour Beatty Group Staff Association is a trade union registered in the United Kingdom. The trade union's list number and registered office address can be found on the Legal and Administrative Information page.</p> <p>Basis of Accounting The financial statements have been prepared under the historical cost convention and in accordance with applicable law and the Financial Reporting Standard applicable to the Micro-entities Regime.</p> <p>Going concern The Central Staff Committee is obliged to consider the appropriateness of the going concern assumption when preparing the financial statements.</p> <p>On 1 July 2024 the Balfour Beatty Group of Companies informed the Association that a decision had been taken to withdraw the funding of the General Secretary role and close the Association office as at the end of July 2024. All subscriptions ceased as of 30 June 2024, with current members retaining use of the office facilities until the date of closure. The intention of the Association, following settlement of all outstanding liabilities, is to return the balance of funds to the members based upon the number of months of membership.</p> <p>Accordingly, the Association is not considered to be a going concern.</p> <p>Value Added Tax The Association is not registered for VAT and accordingly, expenditure includes VAT where applicable.</p> <p>Fixed Assets Items of equipment costing under £1,000 are written off to the Income and Expenditure Account in the year of acquisition. Items costing more than £1,000 will be capitalised and depreciated over their estimated useful lives.</p> <p>Employees The Association has no employees (2022: Nil).</p>

Signatures to the annual return

(see notes 86 and 87)

including the accounts and balance sheet contained in the return. Please send the return with the original signatures. Copies will not be accepted.

<p>Secretary's Signature:</p> <p><i>Susan West</i></p> <p>Name: SUSAN WEST</p> <p>Date: 08/08/2024</p>	<p>Chairman's Signature: (or other official whose position should be stated)</p> <p>Name: To be appointed</p> <p>Date:</p>
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Checklist

(see notes 88 and 89)

(please tick as appropriate)

Has the return of change of officers been completed? (see Page 2 and Note 12)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the list of officers in post been completed? (see Page 2a and Note 12)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the return been signed? (see Pages 23 and 25 and Notes 86 and 95)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the auditor's report been completed? (see Pages 24 and 25 and Notes 2 and 92)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is a rule book enclosed? (see Notes 8 and 88)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
A member's statement is: (see Note 104)	Enclosed	<input type="checkbox"/>	To follow	<input type="checkbox"/>
Has the summary sheet been completed? (see Page 17 and Notes 7 and 62)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the membership audit certificate been completed? (see Page i to iii and Notes 97 to 103)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Checklist for auditor's report

(see notes 90 to 96)

The checklist below is for guidance. A report is still required either set out overleaf or by way of an attached auditor's report that covers the 1992 Act requirements.

1. In the opinion of the auditors or auditor do the accounts they have audited and which are contained in this return give a true and fair view of the matters to which they relate?
(See section 36(1) and (2) of the 1992 Act and notes 92 and 93)

Please explain in your report overleaf or attached.

2. Are the auditors or auditor of the opinion that the union has complied with section 28 of the 1992 Act and has:
 - a. kept proper accounting records with respect to its transactions and its assets and liabilities; and
 - b. established and maintained a satisfactory system of control of its accounting records, its cash holding and all its receipts and remittances.
(See section 36(4) of the 1992 Act set out in note 92)

Please explain in your report overleaf or attached.


3. Your auditors or auditor must include in their report the following wording:

In our opinion the financial statements:

- give a true and fair view of the matters to which they relate to.
- have been prepared in accordance with the requirements of the section 28 to 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

Auditor's report (continued)

Please see attached.

Signature(s) of auditor or auditors:		
Name(s):	Bates Weston Audit Ltd	
Profession(s) or Calling(s):	Statutory Auditors	
Address(es):	The Mills Canal Street Derby DE1 2RJ	
Date:		
Contact name for enquiries and telephone number:	Sean Douglass ACA 01332 365855	

N.B. When notes to the accounts are referred to in the auditor's report a copy of those notes must accompany this return.

Membership audit certificate
made in accordance with section 24ZD of the
Trade Union and Labour Relations (Consolidation) Act 1992
(See notes 97 to 103)

At the end of the reporting period preceding the one to which this audit relates was the total membership of the trade union greater than 10,000?

YES/NO ✓

If "YES" please complete SECTION ONE below or provide the equivalent information on a separate document to be submitted with the completed AR21.

If "NO" please complete SECTION TWO below or provide the equivalent information on a separate document to be submitted with the completed AR21

Membership audit certificate
Section one

For a trade union with more than 10,000 members, required by section 24ZB of the 1992 Act to appoint an independent assurer

1. In the opinion of the assurer appointed by the trade union was the union's system for compiling and maintaining its register of the names and addresses of its members satisfactory to secure, so far as is reasonably practicable, that the entries in its register were accurate and up-to-date throughout the reporting period?

YES/NO

2. In the opinion of the assurer has he/she obtained the information and explanations necessary for the performance of his/her functions?

YES/NO

If the answer to **either** questions 1 or 2 above is "NO" the assurer must:

- (a) set out below the assurer's reasons for stating that
- (b) provide a description of the information or explanation requested or required which has not been obtained
- (c) state whether the assurer required that information or those explanations from the union's officers, or officers of any of its branches or sections under section 24ZE of the 1992 Act
- (d) send a copy of this certificate to the Certification Officer as soon as is reasonably practicable after it is provided to the union.

Membership audit certificate (continued)

Signature of assurer	
Name	
Address	
Date	
Contact name and telephone number	

Membership audit certificate
Section two

For a trade union with no **more than 10,000 members** at the end of the reporting period preceding the one to which this audit relates.

To the best of your knowledge and belief has the trade union during this reporting period complied with its duty to compile and maintain a register of the names and addresses of its members and secured, so far as is reasonably practicable, that the entries in the register are accurate and up-to-date?

YES ✓/NO

If "NO" Please explain below:

Signature	<i>Susan West</i>
Name	Susan West
Office held	General Secretary
Date	08/08/2024

Independent Auditor's Report to the Members of Balfour Beatty Group Staff Association

Opinion

We have audited the financial statements of Balfour Beatty Group Staff Association for the year ended 31 December 2023 which comprise the Income and Expenditure Account, the Balance Sheet and Notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law, and United Kingdom Accounting Standards, including Financial Reporting Standard FRS 105 The Financial Reporting Standard applicable to the Micro-entities Regime (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the matters to which they relate to; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, specifically FRS 105; and
- have been prepared in accordance with the requirements of the section 28 to 36 of the Trade Union and Labour Relations (consolidation) Act 1992.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

On 1 July 2024 the Balfour Beatty Group of Companies informed the Association that a decision had been taken to withdraw the funding of the General Secretary role and close the Association office as at the end of July 2024. All subscriptions ceased as of 30 June 2024, with current members retaining use of the office facilities until the date of closure. The intention of the Association, following settlement of all outstanding liabilities, is to return the balance of funds to the members based upon the number of months of membership.

Accordingly, in auditing the financial statements, we have concluded that the Association is not a going concern.

Our responsibilities and the responsibilities of the Central Staff Committee are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Central Staff Committee is responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are Required to Report by Exception

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

- the Association has not kept proper accounting records; or
- it has not maintained a satisfactory system of control over its transactions; or
- if the financial statements to which the Annual Return relates do not agree with the accounting records; or
- if we have not received all the information and explanations we require for our audit.

Responsibilities of the Central Staff Committee

As explained more fully in the statement of the Central Staff Committee's Responsibilities, the Central Staff Committee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Central Staff Committee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Central Staff Committee is responsible for assessing the Association's ability to continue as a going concern,

disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Central Staff Committee either intends to cease operations, or has no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under Section 33 of the Trade Union and Labour Relations (Consolidation) Act 1992 and report in accordance with that Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below. Based on our understanding of the company and industry in which it operates, we considered those laws and regulations that have a direct impact on the preparation of the financial statements such as the Union and Labour Relations (Consolidation) Act 1992.

Audit procedures performed by the engagement team included:

- Enquiry of management around actual and potential litigation and claims;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements or the operations of the Association, including Financial Reporting Standard FRS 105 and the Trade Union and Labour Relations (Consolidation) Act 1992.

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the Central Staff Committee and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the members of the Association, as a body, 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 Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

Bates Weston Audit Ltd
Statutory Auditors
Chartered Accountants
The Mills
Canal Street
Derby
DE1 2RJ

Date: 31 July 2024

Balfour Beatty

Group Staff Association

STATEMENT TO MEMBERS ISSUED IN CONNECTION WITH THE UNION'S ANNUAL RETURN FOR PERIOD ENDED 31ST DECEMBER 2023 AS REQUIRED BY SECTION 32A OF TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992

Income and Expenditure

The total income of the union for the period was £17,008. This amount included payments of £17,008 in respect of membership of the union. The union's expenditure for the period was £9,701. The union does not maintain a political fund.

Salary paid to and other benefits provided to the General Secretary, President and members of the Executive

The General Secretary was not paid any amount in respect of salary or benefits.

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 concerns 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 the rules of the union and contemplates bringing civil proceedings against the union or responsibility officials or trustees, he should consider obtaining independent legal advice.

Auditor's report

Alexander Sloan – See attached Auditors Report

Balfour Beatty

Group Staff Association

CONSTITUTION and RULES

FOREWORD

In order to ensure the closest co-operation between the Management and the Staff and recognising that this can best be achieved by having a well organised channel of communication between them the Management agreed to the establishment of a Staff Association together with an agreed procedure for joint consultation and negotiation between the elected representatives of the Association and representatives appointed by the Management.

Section 'A' sets out the Constitution and Rules of the Association.

Section 'B' printed separately covers the Joint Consultation and negotiating Agreement and procedures.

Staff Representatives are free to discharge the duties of their office with their Employer's assurance that their personal standing with them will not in any way be prejudiced by any action, taken in good faith, while acting in the capacity of Representative.

Any reference to masculine shall be construed and interpreted equally as meaning feminine.

Any use of the word OpCo will automatically refer to Division where applicable.

SECTION A

A.1 NAME

- 1.1 The name and address of the Association shall be Balfour Beatty Group Staff Association, First Floor Offices, 55 Highgate, Kendal, Cumbria LA9 4ED. Telephone 01539 736440.

A.2 OBJECTS

- 2.1 The objects of the Association shall be:
 - (a) To regulate the relations between the Staff and Management of the Balfour Beatty Group of Companies and to afford a means of communication, consultation and negotiation between the Staff and Management on the terms and conditions of employment (including salary structures) and the general welfare of the Staff whilst in no way restricting any Staff Member's individual approach to Management.
 - (b) To promote in every way the interests of the Staff whilst recognising that the interests of the Group and the Staff are mutual in the long term.
 - (c) To administer such funds as may be at the disposal of the Association.
 - (d) To promote social and educational activities amongst members.

A.3 MEMBERSHIP

- 3.1 Membership of the Association is open to all Staff Members of the Balfour Beatty Group.
- 3.2 Membership is voluntary and application should be made on the appropriate forms which are available from any elected Representative of the Association.
- 3.3 A subscription will be levied from each Member by deduction from salary. This amount may be varied from time to time as may be necessary by decision of the Central Staff Committee.
- 3.4 Except where debarred under Rule A.7(d) all members shall be entitled to one vote in all matters concerning which a vote is called for. Such entitlement shall commence seven clear days after application for membership has been received by the General Secretary and has been entered into the membership register.

A.4 ORGANISATION

- 4.1 The organisation of the Association shall be:
 - (a) OpCo Staff Committees representing the Staff in the various OpCo within the Group as may be agreed from time to time and set up in accordance with Rule A. 11.

Procedure for the election of OpCo Staff Representatives and Chairman is set out in detail in Rule A.7.

- (b) Central Staff Committee comprising the Chairman of each of the OpCo Committees defined in Section (a) above. The General Secretary and an Honorary Treasurer.

This Committee will elect a Chairman whose term of office shall be for three years but who shall be eligible for re-election. In the event of the Chairman of the Association failing to be so re-elected at the end of any three year period he shall nevertheless remain a member of the Central Committee for the ensuing year.

This Committee will also elect a Deputy Chairman from amongst its members and appoint a General Secretary and a Treasurer.

Terms of Office shall likewise be for three years unless previously determined in accordance with these rules and holders shall be eligible for re-election. All necessary elections shall if possible take place in October.

A.5 OPCO STAFF COMMITTEE ELECTIONS (Eligibility)

- (1) **To vote in OpCo Staff Committee Elections**
Those eligible to vote are members of the Association as defined in Rule A.3 and each shall have as many votes as there are vacancies to be filled in the section to which he/she belongs. Not more than one vote may be given by a Member to any one Candidate.

(2) To serve on an OpCo Staff Committee

A Candidate for election as a member of an existing OpCo Staff Committee shall have been a member of the Staff Association for a period of at least one year immediately prior to the election and must be a fully paid up member. Each Candidate must be nominated by at least three members of the Association within the OpCo concerned. Where representation on Committees is based on sections or establishments a Candidate must be nominated by members of that section or establishment.

No member may nominate more than one Candidate.

A.6 VACANCIES ON OPCO STAFF COMMITTEES

- (1) A Staff Representative on a Staff Committee shall vacate office, other than as provided for in A.8 if he:
- (a) Ceases to be employed within the Group.
 - (b) Is transferred from the OpCo / Section / Establishment which he represents.
 - (c) Resigns his/her seat by written notice to the Committee Chairman.
 - (d) Is absent from the meetings of the Committee to an extent which the Committee agrees is unreasonable.
 - (e) Is appointed to such a position in the Group

as would make him/her ineligible for membership of the Association.

(2) Power to co-opt.

Staff Representatives on an OpCo Committee shall have the power to fill any vacancies arising as above by co-opting a Member or Members for the unexpired term of office of the retiring Member or Members providing the unexpired term of office does not exceed twelve months. Should such unexpired term of office exceed twelve months the Chairman of the OpCo Committee must take immediate steps to invite nominations for the vacancy or vacancies in accordance with Rule A.5 (2) and arrange for a ballot of all eligible members as defined in Rule A.5 (1). Any member co-opted must belong to the section or establishment represented by the retiring member.

A.7 PROCEDURE AT OPCO STAFF COMMITTEE ELECTIONS

Procedure for the election of Representatives to OpCo Staff Committees:

- (a) Elections for OpCo Staff Committees may be held in, the month of October each year prior to the OpCo Annual General Meeting.
- (b) The Chairman or duly appointed Deputy Chairman of the OpCo Staff Committee together with the General Secretary of the Staff Association shall act as Returning Officers and shall be jointly responsible for conducting the Elections.

They shall make known at least 31 days before the election the following:

- (1) The number of Representatives to be elected.
 - (2) The place and latest time of receiving nominations.
 - (3) The date and place of polling.
 - (4) The appointment of two independent scrutineers.
- (c) The decision of the Returning Officers concerning the votes counted and the results of Elections shall be final except that they will arrange for a re-count if a Candidate so requests.
- (d) The registers to be used for the purpose of the elections shall be those kept by the General Secretary who shall be responsible for submitting voting lists to the Returning Officers for each OpCo, Section or Establishment as required. For the purpose of elections no member shall be registered as such between the date fixed for the return of Nomination Forms and the date fixed for the Elections.
- (e) Nominations shall be lodged with the Returning Officers not later than 21 clear days prior to the date fixed for the Election.
- (f) The names of the Candidates nominated for election should be made known at least

fourteen days before the election by publication on OpCo Notice Boards.

- (g) If the number of Candidates nominated for any OpCo Establishment or Section does not exceed the number of vacancies in the OpCo the Returning Officers shall declare these Candidates elected.
- (h) The Candidates receiving the highest number of votes in their section or constituency shall be duly declared elected by the Returning Officers.
- (i) Voting shall be by ballot. One voting paper shall be issued to each eligible member who shall mark it and deposit it in the ballot box, or deal with it in such a manner as is prescribed by the Returning Officers.

Where necessary, arrangements will be made for voting by post.

- (k) At the first meeting after the OpCo Annual General meeting, in the appropriate years, OpCo Staff Representatives shall appoint a Chairman from amongst themselves.

A.8 TERM OF OFFICE OF ELECTED STAFF REPRESENTATIVES

Elected Staff Representatives shall hold office for three years and retiring Representatives shall be eligible for re-election.

The term of elected Representatives shall terminate at the close of an OpCo Annual General Meeting: that is Representatives elected in October of any year

shall assume office at the close of the OpCo Annual General Meeting following the election and retire at the end of the OpCo Annual General Meeting in October three years later except that each OpCo Committee will arrange, by such means as the Committee may approve, that one third of its members retire each year to ensure continuity of membership.

A.9 NEGOTIATING AND CONSULTATIVE TEAMS

9.1 Operating Company Level

The OpCo Staff Committee shall appoint two members, who together with the OpCo Staff Association Chairman shall represent the Association on the OpCo Negotiating and Consultative Committee set up in accordance with (Section B. Clause 3.2) of the Agreement between Balfour Beatty Group Management and the Staff Association. The Chairman and the General Secretary of the Staff Association shall ex officio also be members of this negotiating team at the discretion of the OpCo Staff Association Chairman.

9.2 Central Level

The Central Staff Committee shall represent the Association on the Central Joint Information and Consultative Committee set up in accordance with (Section B. Clause 3.1) of the agreement between Balfour Beatty Group Management and The Staff Association.

A.10 DUTIES AND RESPONSIBILITIES OF STAFF REPRESENTATIVES AND OFFICERS

The duties of Staff Representatives and Officers shall be defined by the Central Committee, and shall be

subject to such amendments as the Committee may decide from time to time.

The General Secretary shall issue to all Representatives a leaflet (R1) detailing fully their duties and responsibilities and copies are available to other members on request.

A.11 OPCO/OPERATING COMPANY STAFF COMMITTEES

- (a) OpCo Staff Committees shall be set up in Balfour Beatty Group operating companies / divisions where full recognition has been granted in accordance with (Section B. Clause 2) with such changes, additions, or deletions as from time to time may be agreed by The Central Staff Committee and in line with group structural or reorganisational changes.

A full list of current OpCo / Divisional Staff Committees shall be made available to any member upon request to the General Secretary.

- (b) Membership of OpCo Staff Committees and the method of electing representatives shall be determined by the members of the Staff Association in the Individual OpCo but shall be subject to endorsement by The Central Staff Committee.

- (c) The Chairman and General Secretary of the Association shall be ex-officio members of all OpCo Staff Committees and as such shall have the right to attend all OpCo Committee Meetings.

A.12 MEETINGS OF THE CENTRAL AND OPCO STAFF COMMITTEES

The Central Staff Committee shall meet regularly and as often as is required but not less than four times annually.

OpCo Staff Committees shall also meet regularly at approximately three month intervals or as business requires and they shall deal to conclusion with OpCo staff affairs.

Those problems which are of interest to two or more OpCo Committees or judged by either the Central or OpCo Staff Committee to be outside the scope of the OpCo Staff Committee shall be dealt with by the Central Staff Committee.

A.13 VOTING AT OPCO OR CENTRAL STAFF COMMITTEE MEETINGS

On those occasions when it is necessary to vote on any matter the decision shall be by simple majority. The Chairman shall have a vote and in addition a casting vote to be used in the event of a tie.

A.14 QUORUM AT OPCO AND CENTRAL STAFF COMMITTEE MEETINGS

Fifty per cent of Staff Representatives shall constitute a quorum.

A.15 MINUTES OF CENTRAL AND OPCO STAFF COMMITTEE MEETINGS

Minutes shall be kept of the proceedings of each Meeting and when signed by the Chairman at the following Meeting shall be accepted as a true and correct record.

Committee Members shall be provided with a copy of the Minutes of each meeting and each member of the Central Staff Committee shall be provided with a copy of the Minutes of all OpCo Staff Committee Meetings.

Copies of the Minutes of each OpCo Staff Meeting shall be displayed on Notice Boards or otherwise circulated amongst members and similarly copies of The Minutes of the Central Staff Committee or a summary thereof must be similarly available to all members for perusal.

A.16 SUB-COMMITTEES

The Central and OpCo Staff Committees shall have the power to appoint Sub Committees to study and report on any particular item. The Sub-committees will be responsible to and report their findings to the next and subsequent meetings of the Main Committee until the business for which they were appointed is concluded.

A.17 ASSOCIATED GENERAL MEETINGS

(a) Section or Establishment Meetings

A meeting of members of the Association in any

Section or Establishment shall be called within fourteen days after receipt by the OpCo Chairman concerned of a written request, with a notice of motion signed by at least 29% of the members of the Section and Establishment concerned. No business shall be dealt with at such a meeting other than that for which it is called.

(b) OpCo

A series of local Annual General Meetings may be held in October of each year at locations to be decided by the OpCo Committee.

Twenty one days notice of such meetings must be posted on all appropriate staff notice boards.

The business to be transacted at such meetings shall be:

- (1) To receive and consider the consolidated report on the work of the Association during the past year, prepared by the OpCo Committee.
- (2) To declare local election results.
- (3) To consider any notices of motion received by the OpCo Committee and vote thereon.
- (4) To consider any other business of which proper notice has been given to the OpCo Chairman.
- (5) To encourage ordinary members to ask questions and to offer suggestions regarding future policies of the Association.

(c) **Special OpCo General Meetings**

A Special General Meeting of the Members of the Association in any OpCo shall be called within fourteen days after receipt by the OpCo Chairman of a written request, with a notice of motion signed by at least 30 members or 10% of the Members of the OpCo concerned, whichever is the lesser. No business shall be dealt with at such meeting other than that for which it is called.

A.18 QUORUM AT ESTABLISHMENT, OPCO AND SPECIAL GENERAL MEETINGS

30 Members or 10% of the membership in the District or Area concerned, whichever is the lesser present shall constitute a quorum for the transaction of the business of an Establishment, OpCo or Special General Meeting.

A.19 ANNUAL CONFERENCE

An Annual Conference shall be held in the month of April each year at a venue to be decided by the Central Committee and all officers and accredited Representatives shall be eligible to attend. Additionally the Central and OpCo Committees may, if they wish, nominate one or more individual members of the Association to attend where this is felt to serve a useful purpose.

The business to be transacted at an Annual Conference shall be:

- (1) To declare consolidated election results.

- (2) To receive and consider the consolidated report of the work of the Association prepared by the Central Committee.
- (3) To receive and consider the financial statement.
- (4) To appoint an Auditor.
- (5) To debate and vote upon any notices of motion together with amendments and/or addendum received by the General Secretary.
- (6) To consider present and future policies of the Association.
- (7) To consider any other business of which proper notice has been given to the General Secretary.

A.20 EXTRAORDINARY GENERAL MEETINGS

An Extraordinary General Meeting of the Association may be called by the Chairman of the Association acting on the instructions of the Central Committee. No business shall be transacted at such an Extraordinary General Meeting other than that for which it has been called. Fourteen days notice of an Extraordinary General Meeting must be posted on Association Notice Boards.

50 Members of the Association present at the meeting shall constitute a quorum for the transaction of business at an Extraordinary General Meeting but such members must include the Chairman and members of the OpCo Staff Committees or their nominees.

A.21 NOTICES OF MOTION AND PROCEDURE FOR VOTING THEREON

Notices of Motion for consideration at Annual General Meetings shall only be concerned with the Rules and Constitution or matters pertaining to Staff members as a whole. All other matters, whether of an individual nature, or concerning members of one section, establishment, or OpCo only shall be the responsibility of Central Committee or of the OpCo Committee concerned.

A member or group wishing to submit a notice of motion shall submit it in writing, endorsed by a minimum of five members of the Association whose signatures shall appear thereon. Such notice of motion shall be supported by a 'statement of case'.

The motion shall be submitted to the OpCo Committee concerned at least 7 days prior to the local Annual General Meeting and displayed on notice boards at least three days prior to the meeting, if approved by a majority of members present at the meeting provided they form a quorum, the motion shall be forwarded to the General Secretary of the Staff Association for inclusion on the agenda of the Annual Conference.

All motions received by the General Secretary shall be posted, together with a statement of case, on all notice boards four weeks prior to the Annual Conference. Amendments and/or addenda to the motion so posted must reach the General Secretary in writing two weeks prior to the Annual Conference, endorsed by five members and accompanied by a statement of case.

The motions together with any amendments and/or addenda will be debated and voted upon at the Annual Conference and if carried will be balloted by all members of the Association whose names appear on the official register. Voting forms for this purpose shall be issued to members not later than 21 days prior to the published closing date of the ballot and these should be returned to the General Secretary in the manner prescribed by the Central Committee. Such motion or Amendment shall not become substantive unless a minimum of 51% of those voting are in favour.

The provisions of this rule shall not apply in the case of a motion for the dissolution of the Association when the procedure in Rule A.30 shall apply.

A.22 FAILURE OR NEGLIGENCE OF OFFICER OR REPRESENTATIVE

Should any officer or representative be considered by the Central Committee to be failing in his duties or responsibilities, or to be acting in a manner contrary to the best interests of the Association, he may be subject to a vote of no confidence at a meeting of the Central Committee at which every member, or a representative nominated by that member to attend on his behalf is present. A majority of at least two thirds must vote in favour of such action for the vote to be successful. He must then offer his resignation.

A.23 DISCIPLINE

The Central Committee reserve the right to debar from membership any member of staff who appears to them to be acting in a manner contrary to the best

interests of the Association. Such member of staff must be given, in writing, the reasons for refusal and given time to prepare a defence if he should wish to appeal against the decision. If such member is already a member of the Association, he must first be called upon in writing to desist from such action, and only if he refuses to do so may he be suspended or expelled from membership and from any benefits or privileges arising therefrom.

A.24 INDUSTRIAL ACTION

No member, representative or officer is authorised to initiate any form of industrial action against any company forming part of the Balfour Beatty Group. Such action may be initiated only by the General Secretary after authorisation by a special meeting of the Central Committee at which every member, or a representative nominated by that member to attend on his behalf, is present. A majority of at least two thirds must vote in favour of such action for the authorisation to become valid.

A.25 FINANCE

Subject to any overriding motion from members the Central Committee shall be responsible for the overall financial policy in respect of any funds belonging to the Association, and for decisions as to how such funds may be invested or spent.

The Association shall maintain a current account and all cheques issued on this account must bear the signatures of two of the following three officers, the Chairman, the General Secretary and the Honorary Treasurer.

A.26 AUDITORS

Annually the accounts of the Association shall be audited by an independent auditor who will be appointed at the Annual Conference each year.

A.27 MATTERS NOT PROVIDED FOR IN THESE RULES

The Central Staff Committee shall decide any matters not provided for in these Rules, or resolve any doubt as to the meaning or construction of any rules. Such decisions shall be binding unless varied by a two-thirds majority vote at an Extraordinary General Meeting or by ballot of members.

A.28 ALTERATION OF THE RULES RELATING TO STAFF ASSOCIATION PROCEDURE

Alteration of, or additions to the rules relating to the Constitution may be made only by ballot of all members normally held prior to the Annual Conference.

In the exceptional case where the Central Committee decides that the matter is so urgent that it cannot await an Annual Conference, the necessary notice of motion shall be posted on all Staff Notice Boards within 14 days of receipt by the General Secretary.

A further 7 days shall be allowed for the receipt of any amendment and thereafter the referendum shall be carried out immediately practical considerations allow.

Any alteration or addition shall only be adopted if the motion receives a two-thirds majority of the members voting,

A.29 AMALGAMATION OR TRANSFER OF ENGAGEMENT

For the purpose of this Rule only, the members of the Association shall be divided into OpCos as defined in Rule A.11 Paragraph (a).

If the Central Staff Committee, after full consultation with the OpCo Staff Committees, are of the opinion that an amalgamation with or transfer or engagements to another Trade Union within the meaning of the Trade Union (Amalgamation etc.) Act 1964 (here referred to as 'the act') and such amalgamation or transfer (here referred to as 'an affiliation') is in the best interests of the Association and its members, no such affiliation shall be concluded until the following procedure has been followed:

- (a) An Extraordinary General Meeting has been called by the Chairman of the Association in accordance with Rule A.20 when the question of an affiliation shall be fully discussed.
- (b) If the members attending that meeting by a simple majority so decide a ballot shall be held amongst all the members of the Association and the members shall be able by means of this ballot to express their views:
 - (i) as to whether in principle they wish the Association to effect an affiliation and
 - (ii) if an affiliation were to take place and assuming there was a choice of Trade Union, to which would the members

prefer the Association to be affiliated to.

(This ballot is here referred to as 'the preliminary ballot').

- (c) The Central Staff Committee shall determine what arrangements will best secure that the preliminary ballot is properly conducted but such arrangements shall specifically provide that:
 - (i) The preliminary ballot is held in each OpCo at the same time, and
 - (ii) a record is taken of the votes cast within each OpCo
- (d) As soon as practicable after the preliminary ballot has been held the result both throughout the Association as a whole and within each OpCo shall be published to all the members.
- (e) If the result of the preliminary ballot shows that a majority of the members of the Association who voted support an affiliation as proposed by the Central Staff Committee then, not before a period of six weeks has elapsed as from the date the result of the preliminary ballot is published, a vote will be taken amongst all the members of the Association for the time being on a resolution to approve an instrument of amalgamation or transfer as the case may be in accordance with the provisions of the Act save that it is hereby expressly provided that the provisions set out in sub-section (2) and (3) of Section 2 of the Act shall not apply in relation to the Association.

- (f) If the result of the preliminary ballot shows that the majority of those members who voted in any particular OpCo do not support an affiliation as proposed by the Central Staff Committee, then that OpCo Staff Committee, if they are satisfied that they have the necessary authority from the members, may at any time before the expiration of the six week period referred to give notice in writing to the Central Staff Committee that they and all the members within the OpCo hereby resign from membership of the Association.

- (g) The Central Staff Committee shall determine what arrangements will best secure that the voting on the resolution is properly conducted but in order for the resolution to be carried:
 - (i) two thirds of those members voting must vote in favour of the resolution, and
 - (ii) at least fifty per cent of the members eligible to vote must do so.

A.30 DISSOLUTION OF THE ASSOCIATION

- (i) If at the Annual General Meeting a motion moved by a member there present for the dissolution of the Association shall be accepted by a majority of the members present then not less than six weeks thereafter, a vote shall be taken amongst all the members of the Association for the time being on a resolution to confirm the proposal to dissolve the Association.

- (ii) The vote shall be arranged and the resolution

carried in accordance with the provisions of Rule A.29 (9).

- (iii) If the resolution confirms the proposal to dissolve the Association the Central Staff Committee shall thereupon, or at some future date as shall be specified in the said resolution, proceed to realise the property of the Association and after the discharge of all liabilities shall divide the same equally among all the members for the time being and upon completion of such division the Association shall be dissolved.

**AGREEMENT BETWEEN BALFOUR BEATTY PLC And
BALFOUR BEATTY GROUP
STAFF ASSOCIATION**

**JOINT INFORMATION, CONSULTATION AND NEGOTIATING
PROCEDURES**

1. PURPOSE

This Agreement covers the relationship between the Company and the Balfour Beatty Group Staff Association (BBGSA) and updates and replaces previous agreements at Group level. The aim of the agreement is to establish and develop the way we work together to the mutual benefit of both the Company and Staff Association members. This will be achieved through effective communication and joint consultation at local, OpCo and Group level thereby encouraging greater staff involvement and progressive employee relations.

This Agreement covers: -

- Recognition – procedures for establishing which parts of the Group recognise the Staff Association and for what purposes.
- Consultation – how this will be conducted and at what levels.
- Negotiation – how this will be conducted, what levels of staff, what topics are within scope and what procedures should be followed in the event of failure to reach agreement at a specific level.
- Grievances – how problems affecting individuals and collective grievances may be progressed and resolved.
- Staff Representation – rules for appointment of representatives, accreditation, their right and responsibilities and the facilities the Company will provide to support them in carrying out their duties.
- Reviews – procedure for agreeing any future changes to the relationship between the Company and the Staff Association.

2. RECOGNITION

The Balfour Beatty Group Staff Association is registered as a Trade Union and operates only within Balfour Beatty Group as set out in the Constitution and Rules of the Staff Association.

Under this agreement, recognition is at Balfour Beatty Group level for the purposes of information and consultation with elected representatives of Operating Companies and Divisions of agreed UK based businesses.

Within the UK, Balfour Beatty businesses operate in a variety of sectors and different markets. Many will have established relationships and recognition agreements with independent Trade Unions and nothing in this agreement is intended to conflict with these arrangements. Decisions about recognition of the BBGSA for information consultation and negotiation purposes for all staff or groups of staff within Operating Companies and Divisions are matters for discussion and agreement within these businesses. Recognition will be considered

by the OpCo MD where there is strong evidence that a large proportion of the staff within the business are interested in being represented by the Staff Association.

Recognition can be granted for certain groups of staff within a business and not necessarily for the whole business. The Staff Association with the agreement of the individual Operating Company will represent staff in administration, technical and supervisory functions. If the Staff Association and Operating Company wish to have wider areas of representation this should be agreed by the Group HR Director.

In the event of failure to agree at Operating Company or Divisional level, disputes about recognition or other matters covered under this agreement may be referred to the Balfour Beatty Group HR Director or his nominated deputy for review and resolution.

3. NEGOTIATION & CONSULTATION

3.1 Central Joint Information and Consultative Committee

3.1.1 A Central Joint Information and Consultative Committee (referred to hereinafter as the CJICC) shall be constituted. It shall comprise, the Group HR Director, together with other Directors/senior managers appropriate to the agenda and the Staff Association Team, comprising some or all of General Secretary, Chairman of the Group Staff Association and individual Chairman of each OpCo/Divisional Committee or nominated deputy.

3.1.2 The CJICC will provide a forum whereby Staff Association Representatives meet with senior Group management representatives and are informed about business developments and consulted on other appropriate matters.

The CJICC will have no formal negotiation role as negotiation on pay and conditions are devolved to Operating Company level. However, issues which cannot be resolved at OpCo/Divisional level may be referred to this forum for review. In addition consultation on matters of Group wide significance or affecting more than one OpCo/Division, may be initiated by management or the Staff Association at CJICC level.

3.1.3 Minutes shall be kept of the proceedings of meetings of the CJICC and when approved by the Group HR Director and BBGSA Chairman, will constitute a true record.

Copies of the minutes or agreed extracts shall be circulated to OpCos represented at CJICC displayed on Staff Notice Boards and circulated through usual channels. Provision may be made for the communication of important statements ahead of these extracts.

3.1.4 Meetings of the CJICC shall be held twice a year or as may otherwise be agreed by the Company and the Committee. In addition special meetings may be convened for the discussion of specified relevant business at the request of either side.

3.2 OpCo or Divisional Joint Negotiating & Consultative Committees (OJNCC or DJNCC)

- 3.2.1 Where the BBGSA is formally recognised by a Group business, an OpCo/Divisional Joint Negotiating and Consultative Committee, (referred to hereinafter as OJNCC or DJNCC), shall be constituted.

OpCo/Divisional Committees will comprise sufficiently senior management representatives to make the meetings meaningful and credible. Normally an OpCo Board Director and the OpCo HR Director will be present together with other senior management representatives, as nominated. The staff side will comprise of the Staff Association Chairman of the OpCo/Division and the elected Staff Representatives for that OpCo/Division. Staff Association Executive members may attend all recognised OpCo meetings with the agreement of the OpCo HRD.

- 3.2.2 The objective of the OJNCC or DJNCC is to provide a forum for informing and consulting staff on any matters relevant to that business and to undertake negotiations on terms and conditions of employment and other matters as agreed at OpCo level.

- 3.2.3 Minutes shall be kept of the proceedings of meetings of the OJNCC/DJNCC and, when approved by the OpCo HR Director and OpCo/Divisional Staff Association Chairman, will constitute a true record.

Copies of the Minutes or agreed extracts shall be displayed on agreed Notice Boards and circulated through usual channels. Provision may be made for communication of important statements ahead of these extracts.

- 3.2.4 OJNCC or DJNCC meetings shall be held 3 or 4 times a year or as may otherwise be agreed by the Company and Staff Association. In addition special meetings may be convened for the discussion of specified relevant business at the request of either side.

- 3.2.5 If an agreement cannot be reached at the OpCo/Divisional Negotiating level the following procedure shall be invoked:-

Stage 1 The matter will be referred to the OpCo Managing Director or if he has already been directly involved in the negotiation, to the appropriate Group MD.

Stage 2 Failing settlement either party can refer the matter to the HR Director of Balfour Beatty Group or his nominated deputy who will attempt to facilitate a solution. Alternatively it may be referred to the appropriate Group MD if he has not already been involved. This arrangement will be exhausted before moving on to the procedure laid down in Stage 3.

Stage 3 External conciliation as set out in item 4 below.

4 CONCILIATION

Conciliation should be considered to be the final stage in any dispute and only to be used as a last resort. The cost of any conciliation should be borne equally between the Company and the Staff Association.

- 4.1 One Conciliator shall be appointed by the Group and one by the Staff Association.
- 4.2 The two Conciliators shall agree between them an independent third party to be Chairman. Lists of suitably qualified candidates can be supplied by ACAS. The Tribunal consisting of the two Conciliators and the Chairman shall hear and consider the case presented by both sides and recommend an outcome to the two parties.
- 4.3 The Tribunal shall be empowered to call for all relevant information but neither party shall be compelled to give in evidence or produce any accounts or financial information which in the opinion of that party is of a commercially or personally sensitive nature.
- 4.4 The Conciliation procedure having been invoked by either side, then neither side shall apply sanctions of any kind or initiate or support any form of industrial action during the course of the Conciliation.

5 PROCEDURE FOR DEALING WITH GRIEVANCES

- 5.1 Each Operating Company will establish a procedure to enable individual grievances to be dealt with and resolved as early as possible. This will normally be the grievance procedure operating in that business. Because of the different organisational arrangements that apply within Operating Companies and/or Divisions, the steps to be followed cannot be laid down in detail, but the following general principles shall apply.
- 5.2 The individual grievance procedure will normally have a minimum of three stages all to be contained within the Operating Company or Division. It will specify that members of the Staff Association are entitled to be represented by a Staff Association Representative or other employee.
- 5.3 If the grievance affects a group of staff who are members of the Staff Association in the same section or department, the Staff Association Representative should raise the matter with the immediate Supervisor/immediate manager, whichever is appropriate. In this event, the OpCo/Divisional HR Manager may be involved at the request of either party.

6 STAFF REPRESENTATIVES

- 6.1 Staff Association Representatives shall be elected in accordance with the rules of the Association. Numbers of Representatives and location should be agreed so that, as far as practicable, all employees within a business may have access to a representative and all regions and sectors are represented at meetings. Each OpCo will seek to establish and agree with the Staff Association the number of representatives to ensure fair representation.

6.2 Appointment of a Representative shall not be valid until it has been notified in writing and agreed by Management.

6.3 A Representative shall conform to the same working conditions as other staff and shall not leave his place of employment to engage in Staff Association business without the agreement of his Manager, but all reasonable requests will be granted. He shall normally not act outside the business which he has been elected to represent unless agreed by the OpCo HRD.

7 FACILITIES AVAILABLE TO THE STAFF ASSOCIATION

Appropriate facilities e.g. Notice Boards, access to email or intranet will be provided for Staff Association announcements concerned with the internal business of the Staff Association and with the Staff Association's business with the Group.

7.1 Subject to management approval, meetings required under the Constitution and Rules of the Staff Association will normally be held on Company premises during working hours. Upon application from the Staff Association, facilities will be granted for other meetings on Group premises. Normally such meetings will take place outside working hours, but in special circumstances, and where meetings are not detrimental to the efficient operation of the Group approval may be granted for meetings to take place during working hours.

8 ISSUE TO STAFF OF THIS AND OTHER AGREEMENTS

8.1 Every staff employee of each business covered by this Agreement shall on request have access to a copy of it and any other relevant Agreements made by the parties thereto.

9 INTERPRETATION

9.1 Reference to the masculine gender, where appropriate, includes the feminine gender.

9.2 Any differences in the interpretation of any OpCo/Division Agreement may be referred to by the CJICC for clarification.

10 VARIATION, TERMINATION & OPERATION

10.1 Any variation in this Agreement shall be negotiated by the parties at the appropriate level and will be subject to approval of the CJICC.

10.2 This Agreement replaces the previous version dated 1st August 1993 and shall take effect on and from 1st February 2010 and shall continue until terminated as follows:-

- (a) by six months notice of intention being given by either party each to the other or
- (b) in the event of the organisation of the group or its component parts being so changed that it would be impossible for the relationship between the

Group and the Staff to be continued in the form contemplated by this Agreement or
(c) in the event of the Staff Association affiliating with a Trade Union, as contemplated in Rule A.29.

If the Agreement is so terminated then both parties undertake to continue consultations as to the form of future relationships between them.

APPENDIX I

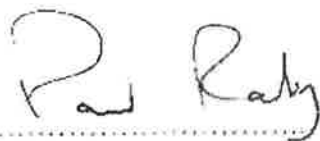
Matters of mutual interest relating to Company / Staff Relationships, and issues of employment, shall be open to discussion and consultation between the Company and the Staff Association.

Whilst not intended to be definitive, the following is a list of topics that might be discussed following agreement between an Operating Company and the Staff Association.

- Annual Salary Negotiation
- Salary Scales and Banding
- Overtime, including Overtime rate and local applications
- Holidays and Holiday Pay
- Sick Pay
- Disciplinary procedures
- Grievance procedures
- Capability Procedures
- Job Grading Scheme
- Bonus / Profit Related Pay
- London Weighting Allowance
- Divisional Annual General Awards
- Shift Allowances
- Local Hours of work
- TUPE Arrangements

It is anticipated that in most instances discussions on pensions, cars/car allowances /mileage rates/ private health providers will be discussed at the CJICC as these matters are not normally matters for individual Operating Companies

FOR THE COMPANY



HR Director

FOR THE STAFF ASSOCIATION



General Secretary of Staff Association