

## TUO 07-2014 Appendix 1

### Checklist for Branches Merging

To ensure the smooth transition for merging branches, the checklist below has been produced as a guide to offer practical support on the minimum actions you should take. In addition, your link Officer and Official will be in touch with you over the next few weeks to establish a series of monthly meetings to help the branches through the transition process.

Specific actions need to be taken to constitutionally dissolve your existing Branch and support the creation of a new branch.

Constitutional actions are marked with an \*

1. Hold a joint Branch Exec meeting between those branches which are merging to discuss issues i.e. Name of the new Napo branch, the potential branch structure, elections of branch officers etc.
2. Start negotiations with the employer to establish the new negotiating machinery ie setting up of your JNCC & disputes procedure request additional facility time for Branch representatives to manage the pre and post consequences of the merged Trusts i.e. rationalising policies, setting up relevant statutory committees under the new regime i.e. Health and Safety committee/s etc.
3. Hold a branch meeting to pass a motion to NEC to request that the Branch be dissolved. If it is not feasible to hold a branch meeting this decision can be voted on by the branch executive. \*
4. Motions to be sent to Napo HQ by the 1 April 2014 in order to go out with the first NEC mail out for the NEC taking place on the 30 April 2014. \*
5. Ensure your NEC co-rep (or a branch representative) attends the NEC taking place on the 30 April 2014 to propose your motion to the meeting.\*
6. Branches will have to take steps to ensure that they have taken the necessary action to close Branch Accounts in the name of their old Branch by the latest 23 May 2014.\*
7. All existing branch funds from the dissolved branch will have to be returned to Napo HQ.\*
8. Have a new branch treasurer in place to liaise with the national treasurer to make arrangements for the new Branch Accounts.