

## **Managers in Partnership National Committee Guide**

1. The national committee (“the committee”) shall determine MiP policy concerning healthcare, the organisation and representation of members and the terms and conditions of their employment. Responsibility for the management of MiP and any question relating to the interpretation of these rules rests with the joint UNISON/FDA management board.
2. Members of the committee shall conduct themselves in accordance with the attached guide “Your Role”.
3. The committee shall comprise up to 22 members as follows:
 

a. Northern Ireland	one seat
b. Scotland	two seats
c. Wales	two seats
d. each MiP area in England except London	one seat
e. NHS England (NHSE)	two seats
f. London	two seats
g. up to three members co-opted under paragraph 16	
h. the chief executive.	
4. The NHSE seat refers to those members who work for NHSE across England. The MiP areas in England are: North East, North West, Yorkshire and Humber, West Midlands, East Midlands, East of England, South East Coast, South Central and South West.
5. Members of the committee shall hold office for two years starting on 1 January in the year following their election. Members elected in a by-election to fill a casual vacancy shall serve the remainder of the two year term.

### **Elections to the committee**

6. Elections to the committee shall be administered by the chief executive to a timetable sufficient to secure
  - a. not less than four weeks for nominations and
  - b. not less than four weeks for voting.
7. No by-election shall be held within the period of six months ending with the expiry of the two year term of office.
8. The election will be overseen by members of the management board, which shall resolve any election disputes.
9. No member shall be eligible for nomination unless they have been a member for at least 13 weeks on the date nominations open and is up to date with their contributions to MiP or UNISON or FDA as appropriate. No member shall be eligible for nominations unless they are an accredited MiP rep having completed the training or currently undertaking the training during the nomination period. No member shall be eligible for nomination if he/she has been disqualified from candidature in an election in UNISON or the FDA.

10. Nominees must be MiP members in their constituency at the date of nomination and election. Each nomination shall be on a form provided, which must be signed by the nominee and by three nominating members from the same constituency
11. The nominee must provide all information required on the nomination form, including information to be distributed in the ballot packs in one format.
12. Each candidate may provide an election address of up to a maximum number of words as determined by the chief executive. The election addresses shall be distributed in the ballot packs in one format provided that the chief executive may decline to distribute an election address they consider defamatory or offensive. A candidate shall provide an indemnity in respect of the contents of their election address.
13. Voting shall be by members in each constituency. Each member must be up to date with their contributions to MiP or UNISON or FDA at the close of nominations shall be entitled to vote in the election.
14. In contested elections, voting shall be by a single transferable voting system.

#### **Proceedings of the committee**

15. At its first meeting after taking office, the committee shall elect a chair and two vice-chairs. The chief executive shall serve as secretary to the committee.
16. By a vote of not less than two-thirds of those entitled to vote, the committee may co-opt up to three members, each of whom must be eligible for election as set out in paragraph 9.
17. Seven voting members of the committee shall constitute a quorum.
18. Each member of the committee, except co-opted members and the chief executive, shall have one vote. In the event of a tie, the chair shall have a casting vote.
19. In the event of a member of the committee ceasing to be qualified as a nominee under paragraph 9 or 10, they shall cease to be a member of the committee.

## YOUR ROLE

You are a member of the national committee of Managers in Partnership (MiP), a partnership between UNISON and the FDA. The committee is MiP's independent policy making body; responsibility for the management and funding of MiP rests with the joint management board set up by UNISON and FDA.

MiP helps healthcare managers to do the job they are passionate about: deliver dignified and effective healthcare. Your job is to represent your constituency and the interests of all MiP members in formulating MiP's policies on healthcare, the NHS and workplace relations, including negotiations; and the representation, recruitment and organisation of MiP members. In particular, you will:

- oversee MiP's partnership working with government, politicians, the media, and other healthcare organisations;
- decide how best to promote good management skills and values;
- champion equality and diversity, and fair employment practice;
- set the growth strategy for our campaigning, representation and organising;
- build our community, by fostering opportunities for managers to network and share knowledge with like-minded professionals; planning our Summit; and supporting MiP's link members; and
- develop the links with our partner unions, the FDA and UNISON.

The committee will exercise collective responsibility, and you will be expected to represent the committee's views at the MiP Summit and elsewhere. When representing MiP, you will be an ambassador of the organisation, talking on issues that matter to MiP members, upholding their values, and maintaining our political neutrality.

Your time commitment will be for at least four committee meetings a year and attendance at the MiP Summit and other rep events. Most committee meetings are online. Most business between meetings will be done by email and phone. Reasonable expenses incurred on committee business are met by MiP. Most employers will allow reasonable time off for these duties, but, if necessary, we can help address any questions and concerns it might have.

Finally, you will wish to inform members in your constituency regularly about the committee's work, e.g. via newsletters, email bulletins, websites, letters and at meetings. Your national officer and our organising team will work with you closely and support you in your role.