

Branch Briefing **REVENUE & CUSTOMS GROUP**

To: **All PCS representatives**

cc: **Branch Chairs, Branch Organisers, Group Executive Committee, Equality Chairs, VOAC** (for information)

Can this Briefing be circulated via HMRC IT systems: **YES**

Website: **YES**

Date: **13th September 2022**

Ref: **R&C/BB/046/22**

CDIO Industrial Relations BTUS Election and Members Dial-In

- ***BTUS Nominations & Elections***
- ***Dial-In for CDIO members***

CDIO PCS Business Trade Union Side (BTUS)

The CDIO BTUS is a small group of PCS representatives who work alongside PCS Group Executive Committee members to serve the interests of members who work within the Chief Digital Information Officer Directorate (CDIO).

BTUS officers meet with senior leaders and representatives within CDIO on a monthly basis to discuss any current and emerging issues, new or ongoing projects, or matters of change that could have impacts for individuals or teams.

Representatives of the BTUS also meet with the Director General and/or his immediate team on a quarterly basis. Most recently we have been discussing the shape of these future meetings with regards to sharing of information. The next meeting is scheduled to take place in October.

Beyond these regular meetings, the BTUS continues to meet with the employer on specific matters as they arise.

To support this activity the BTUS members from each branch with CDIO members meet each month to discuss and share any local concerns that members may have to ensure these views are represented at that the BTUS is representing the interests of all CDIO members wherever they may work.

BTUS Elections

Our constitution (attached in the appendix) sets out the requirements to elect representatives to the BTUS each year from branches who have CDIO members. Currently our CDIO BTUS members are as follows:

Chair - Adam Feakins

Secretary – Patrick Tuner

Organiser – Allan Armour

Adam and Pat, as long standing BTUS members have agreed that they wish to continue in the role for the following year. Allan will however be leaving HMRC in the near future so this will leave a vacancy. Tony Marchetto has also approached to be nominated for the role.

If any branches have any PCS representative they wish to be nominated, please write to Andy ODonnell, with the name and membership number and nominated position by 30th September 2022. If no further nominations, other than those above, are notified I will subsequently confirm with branches after this date, that these reps will continue in these roles.

Dial in with CDIO members

The PCS CDIO BTUS have arranged for a member's dial-in to take place on Wednesday 28th September 1-2pm 2022. We welcome the opportunity to hear directly from members within CDIO and any issues that they may wish to raise and to take forward to meetings within the Directorate.

Branches are asked to make the following information available to members in advance of the meeting.

Note: if anyone wants a copy of the meeting details below to be sent to their personal email address, please contact Andy ODonnell.

PCS CDIO Members Dial-In **Wednesday 28th September 1-2pm, 2022**

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 380 531 356 73

Passcode: tkrUqs

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+44 20 3321 5238,,235342360#](#) United Kingdom, London

Phone Conference ID: 235 342 360#

[Find a local number](#) | [Reset PIN](#)

Get in touch

As always, if PCS members have any issues they wish to raise relating to CDIO please contact any of the team below via email or Teams.

Andy ODonnell
PCS B&C Lead

Annette Wright
GEC Member

BTUS Officers: Adam Feakins, Patrick Turner, Allan Armour

If you require this publication in any other format such as Braille or large print please contact the Group office at RCGroup@pcs.org.uk or call 0151 298 3900

APPENDIX A

National CDIO BTUS Committee Constitution

1. STATUS

1.1 The CDIO BTUS Committee (herein referred to as “the committee”) shall be governed by PCS National Rules and the PCS R&C Group Constitution.

1.2 The committee shall at all times act in accordance with aforementioned rules and shall uphold the aims, principles and objectives of PCS.

1.3 The committee shall support the work of the GEC and its elected representatives.

2. FUNCTIONS

2.1 The committee shall promote & protect the needs, interests and requirements of PCS members working within CDIO.

2.2 The committee shall ensure that members within CDIO are fairly & equally represented.

2.3 The committee shall discharge the work of the GEC at branch level, in accordance with both conference & GEC policy.

2.4 The committee shall ensure GEC communications are distributed within branches as determined by the GEC.

2.5 The committee shall support the GEC in negotiations.

2.6 The committee shall act as an escalation point for issues arising in CDIO which cannot be resolved at branch level and liaise with the GEC in order to resolve said issues.

2.7 The committee shall act as a network to support branch to branch collaboration across CDIO.

3. MEMBERSHIP

3.1 At the start of each GEC year, the GEC shall invite branches containing a CDIO presence to nominate one delegate to sit on the committee for the duration of that year.

3.2 The committee will consist of the following members...

3.2.1 All those delegates outlined in rule 3.1.

3.2.2 The CDIO AGS and their GEC support team.

3.2.3 Any assigned FTO support.

4. OFFICERS

4.1 The committee shall elect one chair, one secretary and one organiser at the first committee meeting after R&C Group Delegate Conference.

4.2 Officers shall self-nominate or be nominated by other voting members of the committee.

4.3 Votes for officer positions shall be done by way of secret ballot of voting committee members present, with the candidate who receives the most votes being duly elected.

4.4 Officers will be elected in the order of chair, secretary then organiser.

4.5 Only those committee members outlined in rule 3.2.1 shall be entitled to stand for officer positions.

4.6 Where casual vacancies arise throughout the year, the committee shall decide how these are filled.

4.7 The duties of each officer are detailed in Annex A of this constitution. OFFICIAL

5. MEETINGS

5.1 Meetings shall be held quarterly, with additional meetings being convened by the CDIO AGS (or GEC member acting on their behalf) as and when required.

5.2 A copy of the agenda for quarterly meetings shall be circulated by the chair to all committee members at least seven days prior to the meeting.

5.3 All agenda items and papers to be included on the quarterly meeting agenda shall be notified to the chair at least three days prior to the date that the agenda is due to be circulated.

5.4 Any late quarterly meeting agenda items or papers shall be included only with the chair's discretion and in consultation with the AGS or GEC member(s) acting on behalf of the AGS.

5.5 Matters for consideration under Any Other Competent Business shall be notified to the chair prior to the commencement of the meeting.

5.6 Where additional meetings are called, a degree of latitude is given in respect of the aforementioned timescales.

5.7 The quorum of the meeting shall constitute one half of all voting members of the committee.

5.8 Minutes should be circulated to all committee members within ten days of each meeting.

5.9 Aside exceptional circumstances, committee meetings should be convened using video-conferencing and/ or telekit facilities.

6. Voting

6.1 Decisions should be made by consensus, but where this is not possible, all committee decisions shall be made by majority vote, aside constitutional amendments (see 9.4).

6.2 Where votes are tied, the chair shall have the casting vote.

6.3 Only those committee members outlined in rule 3.2.1 shall be entitled to vote.

6.4 Committee members may vote for or against a proposal, or abstain from voting.

6.5 Aside officer elections (see 4.3), a record of all decisions, including how each committee member voted, shall be recorded in the minutes.

6.6 All voting members present at committee meetings have the right to call for a vote on any matter put to the committee meeting.

7. Expenses

7.1 Expenses incurred by committee members attending meetings of the committee or otherwise undertaking duties discharged to them by the committee shall be met from the group budget.

7.2 Consent of the CDIO AGS or GEC member(s) acting on behalf of the AGS must be gained prior to the incurrance of expenses outlined in rule 7.1, else said expenses may not be paid.

8. Collective Responsibility

8.1 Members of the committee shall be defended outside of committee meetings by all members of the committee.

8.2 This constitution does not preclude committee members from expressing their own views outside the committee, provided that where those views are divergent from the majority view held by the committee, the committee view is stated and explained in the first instance.

9. Constitution OFFICIAL

9.1 This constitution can only be amended at the first committee meeting held after R&C Group Delegate Conference.

9.2 All constitutional amendments must be ratified by the GEC.

9.3 Motions to amend this constitution must be provided to the chair at least 14 days prior to the committee meeting and circulated with the agenda.

9.4 Constitutional amendments shall require at least a 2/3 majority of voting members present to be carried.

Annex A - Officer Profiles

The BTUS chair shall...

Chair committee meetings.

Ensure the orderly running of the committee.

Ensure meetings run to order and business is competent.

Discharge all duties as outlined elsewhere in this constitution.

Liaise with the secretary to ensure effective & prompt communication between the committee, branches and the GEC.

Oversee any work discharged to the committee by the GEC.

Liaise with the secretary to collate & compile collective feedback from the committee.

Directly assist the GEC with bargaining duties and responses to the official side, as and when required.

The BTUS secretary shall...

Take and issue minutes of committee meetings in accordance with the provisions outlined elsewhere in this constitution.

Take direct responsibility to ensure effective & prompt communication between the committee, branches and the GEC.

Maintain an active distribution list of all committee members.

Liaise with the chair to collate & compile collective feedback from the committee.

Directly assist the GEC with bargaining duties and responses to the official side, as and when required.

Maintain contact with and obtain information from ARC.

The BTUS Organiser shall...

Organise committee meetings, including arranging room bookings, video-conferencing facilities and telekits.

Work to ensure all voting members identified in rule 3.2.1 are represented within the committee.

Coordinate any campaigning activities agreed by the GEC and the committee.

Deputise for the chair and secretary when required.