

**Continuing professional development (CPD) for  
experienced RCN representatives and activists in  
England**

**Prospectus for April 2010 to March 2011**

**Information Pack for the RCN West Midlands Region**

# RCN West Midlands Region – CPD Prospectus 2010-2011

USEFUL CONTACTS FOR YOUR REGION	
<b>Regional Office</b>	<b>RCN West Midlands Region</b> Lyndon House 58-62 Hagley Rd Edgbaston Birmingham B16 8PE 0345 456 7842 <a href="mailto:westmidlands.region@rcn.org.uk">westmidlands.region@rcn.org.uk</a>
<b>Regional Director</b>	<b>Paul Vaughan</b>
<b>RCN Officers</b>	
<b>Philip Botfield</b> 0121 450 4326 <a href="mailto:philip.botfield@rcn.org.uk">philip.botfield@rcn.org.uk</a>  <b>Jane Paterson</b> 0121 450 4322 <a href="mailto:jane.paterson@rcn.org.uk">jane.paterson@rcn.org.uk</a>  <b>Maureen Spinetto</b> 0121 450 4304 <a href="mailto:maureen.spinetto@rcn.org.uk">maureen.spinetto@rcn.org.uk</a>	
<b>Your Learning and Development Facilitator</b>	
<b>Deborah Haynes</b> 07768 355834 <a href="mailto:Deborah.haynes@rcn.org.uk">Deborah.haynes@rcn.org.uk</a>  Deborah is based in the East Midlands regional office when not delivering programmes	

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## THE RCN REPRESENTING AND INFLUENCING TEAM

<p><b>Sue Antrobus</b> Learning and Development Manager 07962 684603 <a href="mailto:sue.antrobus@rcn.org.uk">sue.antrobus@rcn.org.uk</a></p>	<p><b>Laura Brignell</b> Project Administrator: unionlearn 020 7647 1756 <a href="mailto:laura.brignell@rcn.org.uk">laura.brignell@rcn.org.uk</a></p>
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## Module 3 – Workshops and Masterclasses

To apply for a place on any Module 3 workshop or masterclass, follow these easy steps.

1. On the previous pages you'll find a description of each masterclass and workshop together with the target audience and availability.
2. At the back of the prospectus you will find a supplementary *Information pack*, which will list masterclasses available at the RCN's offices in London and workshops available in your region. You will also find more details of when and where they are taking place. It is important that you attend a workshop in your region or a masterclass in London.
3. Identify which masterclass or workshop you would like to attend.
4. Be clear how the learning opportunity fits with your personal development plan.
5. Have a discussion with your mentor or regional officer covering the branch you belong to, asking them to nominate you by signing the Module 3 nomination form (included in your supplementary *Information pack*). You can find out the details of your regional officer by calling your RCN regional office.
6. Complete the nomination form, sending it to the learning and development administrator – contact details are on the form.
7. When your place is confirmed, you will receive a letter and further information on your chosen masterclass or workshop. If the course is full, you will be notified of this.

Remember, only a limited number of places are available on Module 3 masterclasses and workshops so make sure you plan ahead. You will receive a letter confirming if your nomination has been successful.

### The administrator for Module 3 Workshops and Masterclasses is:

**Annette Inett**

Learning and Development Administrator  
Based in West Midlands Region

0121 450 4323

[annette.inett@rcn.org.uk](mailto:annette.inett@rcn.org.uk)

MODULE 3 WORKSHOPS			
Course Code	Title	Date	Location
M3WMA00001	Effective communication	22 June 2010	RCN East Midlands Office, Nottingham
M3WOC00002	Organisational change	17 September 2010	RCN West Midlands Office, Birmingham
M3WRR00001	Recruitment and retention of RCN members	1 December 2010	RCN West Midlands Office, Birmingham
M3WED00001	Negotiating on equality and diversity within the new statutory framework	11 February 2011	RCN East Midlands Office, Nottingham

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## MODULE 3 MASTERCLASSES

Course Code	Title	Date	Location
M3MIV00001	Investigation skills – advanced level	14 April 2010	RCN HQ, London
M3MRC00001	Root cause analysis	7 July 2010	RCN HQ, London
M3MEX00001	Excellence in oral presentation	27 September 2010	RCN HQ, London
M3MFA00001	Understanding facilitation: theory and practice	9 March 2011	RCN HQ, London

## BRANCH DEVELOPMENT PROGRAMME

To apply for a place on a Branch Development Programme, please contact your regional office

Course Code	Title	Date	Location
BRANC0000	Branch Development	27 January 2011	RCN West Midlands Office, Birmingham

## UNIONLEARN PROGRAMMES AND WORKSHOPS FOR LEARNING REPRESENTATIVES

To apply for a place on a unionlearn programme or course please contact Laura Brignell on 020 7647 1756 or email [laura.brignell@rcn.org.uk](mailto:laura.brignell@rcn.org.uk)

For your convenience, we are delivering learning opportunities in your region, however, you are welcome you at any event, if it is more convenient for you

Course Code	Title	Date	Location
ULFLP00001	Learner Progression	11 May 2010	RCN HQ, London
ULFLP00002	Learner Progression	14 May 2010	RCN East Midlands Region, Nottingham
ULFLP00003	Learner Progression	19 May 2010	RCN North West Office, Bolton
ULFLP00004	Learner Progression	2 June 2010	Wood Green Animal Shelter, Cambridgeshire
ULFLP00005	Learner Progression	4 June 2010	RCN South West Office, Exeter
ULFLP00006	Learner Progression	9 June 2010	RCN HQ, London
ULFLP00007	Learner Progression	16 June 2010	RCN Northern Office, Sunderland
ULFEE00001	Employer Engagement	7 July 2010	RCN HQ, London

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ULFEE00002	Employer Engagement	15 September 2010	RCN South West Office, Exeter
ULFEE00003	Employer Engagement	22 September 2010	RCN East Midlands Region, Nottingham
ULFEE00004	Employer Engagement	24 September 2010	RCN North West Office, Bolton
ULFEE00005	Employer Engagement	30 September 2010	Wood Green Animal Shelter, Cambridgeshire
ULFEE00006	Employer Engagement	5 October 2010	RCN HQ, London
ULFEE00007	Employer Engagement	20 October 2010	RCN Yorkshire and the Humber Office, Leeds
ULFLS00008	Learning Skills	30 November 2010	RCN HQ, London
ULFLS00009	Learning Skills	8 December 2010	RCN North West Office, Bolton
ULFLS00010	Learning Skills	10 December 2010	RCN East Midlands Region, Nottingham
ULFLS00011	Learning Skills	14 December 2010	RCN HQ, London
ULFLS00012	Learning Skills	19 January 2011	Wood Green Animal Shelter, Cambridgeshire
ULFLS00013	Learning Skills	21 January 2011	RCN South West Office, Exeter
ULFLS00014	Learning Skills	26 January 2011	RCN Northern Office, Sunderland

## RCN representatives expenses policy – guidance notes

The guidance notes are taken from the new 'RCN Expenses Guidance for Office Holders, Members and Volunteers' (full copy available on request) and are applicable to you in your role as an RCN representative.

### General Rules

- Expenses should be claimed using the paper-based expense method using the approved expenses claim form. Claim forms not completed properly and legibly, those which include items outside of the policy or are not properly authorised will not be paid and will be returned to the claimant for corrective action.
- Claimants must sign their own expense claim form. This responsibility cannot be delegated to someone else.
- VAT receipts should be provided in all cases. Failure to provide a legitimate receipt may invalidate the claim. If no receipt is available then a written explanation should be attached to the claim.
- Claims should be submitted on a monthly basis and no later than by the end of the month following the month in which the expense was incurred.
- Claimants who miss the claiming deadline by more than one month will be advised of the possibility of loss of future claims. Once a claimant has received two such notices regarding late submission of claims, future late claims may be reduced by 50%. Any claim more than 3 months late, without good reason, may be refused if the claimant has received two such notices about late claims. Unless in exceptional circumstances, no claim made more than 4 months after the month in which the expense was incurred will be reimbursed.

### Authorisation framework

- The member of staff authorising the expense claim is responsible for satisfying themselves that the appropriate policies/claim rates etc. have been adhered to and must approve the form accordingly.

### Claimable Expenses

#### Private Car

- A passenger business mile rate may be claimed for carrying fellow potential claimants in a car or van on journeys which are also work journeys for them. Where a passenger is carried, the name of the passenger must be noted on the expense claim form.

#### Taxis

- The normal expectation is that public transport will be used in all instances, particularly in Central London. The use of taxis must be exceptional and will not normally be reimbursed. However it is acknowledged that there will be instances when taxi use is appropriate. These instances may include:
  - i) use of public transport is not possible, for example due to a disability;
  - ii) unavailability of public transport;
  - iii) emergencies;
  - iv) a shared taxi being cheaper than public transport;
  - v) cost benefit of time saved (nb: taxis are not always quicker than public transport);
  - vi) late night situations;
  - vii) where transportation of luggage/equipment is involved;
  - viii) where parking costs for private car would exceed taxi costs (e.g. airport parking)
- Taxi expenses must always be supported by a receipt and full explanation outlining the business reason must be provided by the claimant to support any expense claim for use of taxis. This must be considered fully by the authoriser of the claim.

## Subsistence

- Office holders, members and volunteers may claim the cost of lunch, up to the approved rate, and this will be re-imbursed if:
  - i) the claimant is occupied on RCN business for more than 4 hours in any one day and
  - ii) lunch is not otherwise available (example – as part of a training course)
- Alcohol cannot be claimed as part of a normal subsistence claim.

## Telephones

- The cost of calls on privately owned phones/mobiles, made in the course of authorised RCN business, can only be claimed at the rate at which they were billed by submitting an itemised bill marked showing the business calls or by providing details of the call (date, time and duration) and proof of the tariff applying. Claims without a supporting itemised call record and associated explanation will not be accepted for reimbursement.
- Mobile phone rentals are not reclaimable.
- Pay-as-you-go mobile phone top-up cards. When personal pay-as-you-go mobiles are used it is impossible to ascertain the degree of business usage in the absence of itemised billing. When top-up vouchers or receipts are reimbursed, these will be reported to HM Revenue and Customs as part of the P11D year end process as taxable benefits to the claimants. Claimants are therefore required to obtain their own personal tax relief themselves by writing to HMRC.

## Entertaining

- Business entertaining is the provision of food and drink to third parties, by staff and/or office holders, and is not a taxable benefit for those staff and/or office holders who also receive the provision incidentally.
- All business entertaining should be approved in advance by the authoriser.
- Claims for business entertaining must include details of the third parties being entertained and the reason(s) for the entertainment being provided.
- Members, including stewards, learning and safety representatives but not office holders, are considered to be third parties for the purpose of entertaining. Members claiming their own expenses should adhere to the subsistence limits.

## Claiming Process

### Manual Expense Claims

- Claims should be made on the appropriate form. There is only one form. The status of the claimant, i.e. Council member, Board member, steward, safety representative, member, should be recorded on the form.
- Where mileage in a private vehicle is being claimed then a business journey log should also be completed specifying “from/to” and also the reason for the journey.
- For paper-based claims, a separate claim form should be completed for each area of work or activity that will be authorised by a different person or RCN department. This will ensure that the authorisation process is as efficient as possible and that delay in reimbursing the expenses is kept to a minimum.
- Members should include their membership number on the claim form.
- Receipts should be attached to the claim form using a staple. They should be in date order to correspond with the details on the claim form itself.
- If a receipt is not available then a full explanation should be made on the claim form.
- Payment will normally be made by a transfer directly into a bank account. Any changes to a claimants bank details should be notified to the Payments Section in the HQ Finance department.



# Nomination form for Module 3 courses

## YOUR COURSE

Title of workshop / master class	<input type="text"/>
Date of workshop / master class	<input type="text"/>
Location of workshop / master class	<input type="text"/>

## YOUR DETAILS

Your name	<input type="text"/>
Type of representative (i.e. steward, safety representative, learning representative)	<input type="text"/>
Home address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	Telephone number <input type="text"/>
Email address	<input type="text"/>
RCN membership number	<input type="text"/>
Branch (this is on your membership card)	<input type="text"/>
Workplace address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

The sector you work in  NHS  Independent  Other

Your signature	<input type="text"/>	Date:	<input type="text"/>
Mentor signature	<input type="text"/>	Date:	<input type="text"/>
Mentor name (please print)	<input type="text"/>		

## YOUR TRAVEL

The RCN will cover travel and accommodation requirements in compliance with the RCN expenses policy. Please help us to establish your requirements by completing the following:

- Your nearest railway station
- How do you travel to the station?
- What is your average journey time to the station?

## WHERE TO SEND YOUR FORM

**Post your form to:** Annette Inett, Representing and Influencing Team, RCN West Midlands Office, Lyndon House, 58-62 Hagley Rd, Edgbaston, Birmingham, B16 8PE **or fax to:** 0121 455 6270