



UNISON Conference Bulletin

BULLETIN 08/11

Community Conference 2012

August 2011

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This bulletin contains the timetable and information for
2012 Community Service Group Conference.

**Please note that both motions and delegations can only be submitted online.
There are no paper forms.**

The Community Service Group Conference will be held at The Brighton Centre from 10am on Saturday 3 March until 5pm on Sunday 4 March 2012.

The motions-based conference will take place on the Sunday. Saturday's sessions will consist of workshops and sector events.

The Brighton Centre
Kings Road
Brighton
East Sussex
BN1 2GR

Tel: 01273 290131 Fax: 01273 779980 Web: www.brightoncentre.co.uk

Conference Timetable

Deadline for Submission of Motions	5.00pm	Friday 11 November 2011
Publication of Preliminary Agenda		Friday 2 December 2011
Deadline for Submission of Delegates	5.00pm	Friday 9 December 2011
Deadline for Submission of Amendments	5.00pm	Friday 6 January 2012
Publication of Final Agenda		Friday 3 February 2012
Deadline for Emergency Motions	9.00am	Friday 24 February 2012

Enclosed with this Conference Bulletin, and available for download on the conference webpage <http://www.unison.org.uk/conference/community.asp> are:

Delegate Travel Form
Visitor Travel Form
Advice from the Standing Orders Committee

**There are NO paper forms for motion or delegation submission.
You must use the Online Conference System (OCS) instead.
See next section for full information.**

Information on how to submit motions and delegations using UNISON's Online Conference System (OCS)

For 2012 Community Conference all delegations, as well as motions and amendments, should be submitted via the Online Conference System (OCS)

Why an online system? UNISON is making efforts to reduce its carbon footprint, so it makes sense to eventually replace the numerous conference forms with an online system. The OCS has been piloted for previous service group conferences, mainly for the submission of motions. And at NDC 2011 we piloted the delegation submissions part of the system. This gives branches and regions the ability to track their delegations – no more worrying about forms getting lost in the post! It also times and date stamps all submissions, to avoid disagreements about deadlines, and generally provides more transparency about the submissions process.

Which branch officers can use the OCS? Using the OCS, motions and delegations can be submitted at branch level by either the branch chair or secretary. The other will receive email copies of the motion or delegation submission as soon as it is submitted. Branch employed staff will also be able to enter motions but will not have authority to submit them on behalf of a branch.

At regional level, the regional head of the service group will be authorised to submit the motion/delegation, with the chair of the regional committee receiving an instant email copy. This process is replicated at national level for national bodies and their relevant chairs and secretaries.

Which members can use the OCS? When a member is registered as a delegate to a conference, they will receive an email informing them of this. They can then also access the OCS to make online requests for services such as reasonable adjustments, crèche places and babysitting.

How will these people access the OCS? Current and new users will continue to gain access to the OCS via a new online portal called 'My.UNISON' by registering once at <https://registration.unison.org.uk> and then subsequently logging on at <https://my.unison.org.uk>. My.UNISON is being extended during 2011 to offer all members access to new services such as their membership details ('My.Details') and protected content on a new UNISON web site. Regional and national users will receive separate communications about accessing the system. Branch employed staff should call their regional contact.

What if the correct branch people have accessed 'My UNISON' but then cannot access the OCS? Key to accessing the OCS is ensuring that the data held on UNISON's membership system, the RMS, is correct. It records which members hold the key positions of branch secretary and chair. If this information is incorrect, or if it changes, the branch needs to ensure that the RMS records are updated immediately. Then the individual should call their regional contact.

What else needs to happen? It will help the system to function if these key branch people also have an email address stored on their RMS records. Please contact your branch or

regional RMS team urgently, to make this happen. Advice on how to create an email address is available on the UNISON website at: www.unison.org.uk/conference/email_setup.asp
Each delegate within a delegation should also have their date of birth stored on the RMS.

What if our branch does not have computer access? If you are concerned that your branch does not have access to a computer, an email address or the internet, you are advised to contact your Regional Organiser or another regional member of staff as soon as possible. They can advise you of training and funding available for IT development.

Key contacts:

If you have a 'My UNISON' registration issue: UNISONdirect on 0845 355 0845

If you have an OCS issue, please contact your relevant regional contact. Listed below are the Conference contacts for each region, who can also assist with online conference registration:

Eastern	Amanda Tickner	01245 608909
East Midlands	Mark Ward	0115 847 5408
Greater London	Shelley Davey	0207 535 6649
Northern	Allison Jackson	0191 245 0805
Northern Ireland	Elizabeth Robinson	02890 270190
North West	Susan Cahal	0161 661 6741
Scotland	Helen Stewart	0131 226 0075
	Rosaleen Rogers	0141 342 2816
South East	Stephen Loweth	01483 406510
South West	Marilyn Crawley	01823 285327
Cymru/Wales	Sarah Evans	01792 483923
	Sian Philpott	01792 483908
West Midlands	Claire Kenny	0121 685 3174
Yorkshire & Humberside	Laraine Senior	0113 218 2333

Disenfranchised Branches

Branches are reminded that under Rule D.1.3.3.1 you will be disenfranchised from sending delegates to Conferences if you did not submit your annual financial returns (Rule G.9.1) to your UNISON regional office by no later than **15 March 2011**.

Branch Representation

Branch representation levels are as defined by the Community Service Group. The requirements for ensuring proportionality and fair representation of branch delegations is in line with the NDC Scheme of Branch Representation which applies to all service groups.

- 1) All delegates to the Community service group conference should be members of the Community service group.
- 2) Branches shall be entitled to one delegate for the first 250 Community service group members within the branch, a second delegate for the next 250 members or part thereof, and one further delegate per subsequent 500 Community service group members or part thereof (based on branch membership at 30 September of the year before the conference).

- 3) If a branch has only one delegate, that delegate may be female or male, but these branches must consider the gender split of their Community service group membership, and in particular, branches whose Community service group membership is more than 50% female should strive to ensure that their one delegate is a woman. The gender make up of the delegation must be based on the gender make up of the Community service group membership within the branch.
- 4) Branches must include black members in their delegation in proportion to the workforce profile of all the Community employers covered by the branch.
- 5) Branches with 3 or more delegates must include one low paid, female member in the delegation. Low paid members are those with a basic hourly rate of £8.91 (at 23 June 2011) or less (this rate to be amended in line with Rule Q of the UNISON rulebook).
- 6) Branches with 4 or more delegates must include one young member in the delegation (i.e. Age 26 or under at end of conference).
- 7) Branches can send two people to share one of the delegate places. However:
 - a. If they are sharing the female low paid seat, both sharers must be female low paid;
 - b. If they are sharing the young members' seat, both sharers must be young members.

i.e. Sending one sharer to meet either the low paid or young member requirement is not sufficient.
- 8) Branches should endeavour to include disabled members and LGBT (lesbian, gay, bisexual and transgender) members in the delegation.

Overall, branches should also consider factors such as the balance between full time and part time workers, manual and non-manual workers, and different occupations and skills.

Representation is based on membership as at **30 September 2010**.

30 September 2011 membership figures will be available from the RMS in early January 2012. At this point the Conference Office will run a check to see if any branches are entitled to more or fewer delegates and action this as necessary.

Transgender Members

UNISON applies strict rules on proportionality in branch conference delegations, to ensure proper representation of women. Members who are in the process of transitioning gender may not yet have changed their UNISON membership details. For example, a member may wish to attend Community Conference as a woman, but still be attending work as a man. Members will be registered for Community Conference as the gender in which they will attend the Conference, irrespective of their gender recorded on the RMS.

To ensure that branch delegations including transgender members are not rejected on grounds of proportionality, please include an electronic note with any online delegate submissions which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

Regional Representation

Two representatives of each service group regional committee.

Sector Reps

Each sector is entitled to send two delegates to the Conference.

National Representation

Self-organised groups and the National Young Members' Forum may send two delegates with speaking but not voting rights. Delegates must be members of branches in the Community Service Group. The National Young Members' Forum may also submit motions and amendments to the Service Group Conference, and each national self-organised group may submit up to two motions.

Submitting Motions, Amendments, Emergency Motions

Motions should be submitted via UNISON's Online Conference System (OCS).

The Preliminary Agenda will be published on Friday 2 December 2011. The Final Agenda will be published on Friday 3 February 2012.

Important Travel Arrangements

Branches are asked to book all travel arrangements for Conference through Stewart Corporate Travel. Travel application forms are attached to this circular. Branches are reminded that:

- Travel costs for **delegates and Sharer 1's only** will be funded from National Office.
- Travel costs for visitors and Sharer 2's must be paid for by the branch.

Accommodation

Branches are encouraged to arrange accommodation through VisitBrighton - the Conference Delegate Accommodation Bureau. Using the booking service supports the work of our members in local government and ensures our continuing ability, as a not-for-profit organisation, to secure preferential rates for our conference venues.

Bookings can be made online at the following link:

<https://www.conferencebookings.co.uk/delegate/BTNUCC2012>

You can also telephone VisitBrighton on: 01273 292626

Arrangements for Distribution of Card Voting Booklet

Your branch will be issued with your voting booklet at the venue. It can be collected on the afternoon of Friday 2 March 2012 or during the conference itself. The card vote collection point will be located near the conference enquiry desk in the venue.

Annual Report

The Annual Report of the Community Service Group Executive will be published by 20 January 2012. If your branch wishes to raise questions on the Annual Report, these must be submitted in writing and received by 17 February 2012. If you have not received an acknowledgement of receipt of your question within 5 working days, you should contact Mike Short, National Officer, on 020 7121 5324 or m.short@unison.co.uk.

If any branches have supplementary questions to their original written question then it would be helpful if advance written notice could be given of this, so that any additional information requested can be sought prior to the start of Conference. This process should enable Conference to deal with the Annual Report simply and quickly and leave more time for the discussion of motions.

Any questions on the Annual Report should be addressed to Mike Short, National Officer, UNISON, 130 Euston Road, London NW1 2AY, or emailed to m.short@unison.co.uk.

**UNISON Community Conference,
Saturday 3 – Sunday 4 March 2012, Brighton Centre
DELEGATE RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code. 0-15-63-01

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

	Date	Time of Travel	From	To	Sleeper Y/N
Outbound					
Return					

Please tick the appropriate boxes

Ticket Type Single Return **Class** Flexible Fixed

Do you require any special Requirements, i.e. seating preference? **Y/N** If yes, please give details below

Do you hold a Travel Discount Card? Y/N

If the answer is yes, which card do you hold? _____

Please fill in the Name and Address tickets should be sent to:

Name _____	
Address _____	

Tel No. _____	E-mail _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: 0845 872 4432 **Fax:** 01294 605246

E-mail: unison@stewartcorporatetravel.co.uk

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance.

GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

1. Please complete in block capitals.
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. One form should be completed per delegate.
4. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
5. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
6. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
8. If you hold a Travel Discount Card such as the Young Persons/Student or Disabled, Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
9. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Whether a seat reservation is required
 - Departure and destination stations
 - If you require a sleeper ticket
10. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Rail fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
11. Stewart Corporate Travel Address:

48 Hamilton Street
Saltcoats
Ayrshire
KA21 5DS
12. **Please remember that whether you contact Stewart Corporate Travel by telephone or fax, the original booking form must be sent to them as authorisation of your attendance.**

**UNISON Community Conference,
Saturday 3 – Sunday 4 March 2012, Brighton Centre
DELEGATE AIR TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-15-63-01

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

IF YOU HAVE ANY SPECIAL REQUIREMENTS - DIET, SEATING PREFERENCE, ETC. PLEASE GIVE DETAILS BELOW

Please fill in The Name and Address tickets should be sent to:

Name _____	
Address _____ _____	
Tel No. _____	E-mail _____

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3. One form should be completed per delegate.
4. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
5. If you are unsure of the time of the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
6. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
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Saturday 3 – Sunday 4 March 2012, Brighton Centre
VISITORS RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

	Date	Time of Travel	From	To	Sleeper Y/N
Outbound					
Return					

Please tick the appropriate boxes

Ticket Type Single Return **Class** Flexible Fixed

Do you require any special Requirements, i.e. seating preference? **Y/N** If yes please give details below.

Do you hold a Travel Discount Card? **Y/N**

If the answer is yes, which card do you hold? _____

Please fill in the Name and Address tickets should be sent to:

Name	_____
Address	_____ _____
Tel No.	_____
E-mail	_____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: 0845 872 4432

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E-mail: unison@stewartcorporatetravel.co.uk

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance.

GUIDELINES: VISITOR RAIL TRAVEL APPLICATION FORM

1. Please complete in block capitals
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per Visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. If you hold a Travel Discount Card such as the Young Persons/Student, Disabled or Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
8. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
9. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
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 - Date of travel, both outward and return
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VISITOR AIR TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE : _____ TIME OF FLIGHT : _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

IF YOU HAVE ANY SPECIAL REQUIREMENTS - DIET, SEATING PREFERENCE, ETC. PLEASE GIVE DETAILS BELOW.

Please fill in The Name and Address tickets should be sent to:

Name _____	
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Dear Colleague,

Community Service Group Conference 2012 - Advice from the Standing Orders Committee

This circular sets out advice from the Community Service Group Standing Orders Committee on the submission of competent motions, amendments and emergency motions to the Community Service Group Conference.

Please assist in the preparation of Conference by submitting motions and amendments in good time, and well within the specified deadlines.

General Advice on Competency of Motions

Branches are often disappointed when motions are ruled out of order by the Standing Orders Committee because of a technicality, for example where the motion has been drafted in a way which conflicts with the UNISON Rule Book. Members of the Standing Orders Committee will be happy to offer general guidance and assistance on procedures and standing orders.

i. Who can submit motions?

Rule P 1.3.5 sets out Standing Orders advice on those bodies which are eligible to submit motions. The bodies which can submit motions and amendments to the Community Service Conference are:- Branches that organise Community members; the Community Service Group Executive; and Regional Community Committees. Self-Organised Groups at national level and the National Young Members' Forum may submit a total of two motions and two amendments to the Conference.

ii Subject Matter — Service Group Issues

All motions, amendments and emergency motions submitted to the agenda for Community Conference must be relevant to the Community Service Group. Motions may instruct the Community Service Group Executive but may not commit the union nationally to a particular policy or campaign. Motions that are relevant to the union as a whole should be sent to National Delegate Conference. For example a Service Group Conference cannot set policy in relation to the use of Political Funds as this is a matter for National Delegate Conference.

iii What constitutes a Service Group Issue?

Rule D.3.1.4 sets out the remit of the Service Group and the issues upon which it has autonomy to act on behalf of its members. These are to:

- determine the Service Group's general policy;
- negotiate:
 - pay and conditions of service
 - professional and occupational rules, standards, conditions and policy
 - industrial and other relations with employers to represent its members and participate in any joint negotiating machinery with powers in these matters
 - the settlement of any disputes arising from the employment of its members.

The Standing Orders Committee will only accept motions that are relevant to the areas of activity defined for Service Groups within Rule D.3.1.4.

iv. Citizenship Issues

Some issues, which initially may be relevant to the Community Service Group, may also be "citizenship" issues, i.e. of relevance to the whole Union because members experience them as workers and as members of the public. Such motions when submitted to National Delegate Conference can instruct the whole union to adopt a policy or campaign. A good example is the funding and provision of services such as social housing or social care — these issues affect all our members rather than just those employed in the community and voluntary sector and need to be debated by the union as a whole. This can be a difficult area and bodies which do not have submission rights to National Delegate Conference may particularly need to take advice as their motions will be ruled out of order rather than being referred to National Delegate Conference.

If you do submit a motion on a citizenship issue as defined above — this must only have relevance to Community Service Group workers.

An increasing number of motions are ruled out of UNISON conferences each year on these grounds and you should seek advice if in doubt.

v Staffing Issues

Motions dealing with UNISON staffing matters are not appropriate for Conference debate. The National Executive Council and the General Secretary have responsibility for the employment of staff, under Rule D.2.10.1 and Rule D 2.10.2.

vi Industrial Action

Rule O - Industrial Action gives exclusive power to the National Executive Council to authorise industrial action. To be lawful, industrial action must be in relation to a

current trade dispute between an individual group of employees and their employer. Therefore any motions relating to industrial action must not contravene Rule O or Rule B.4.5 Aims and Objectives "to perform such other duties and engage in such other business as a trade union may lawfully undertake."

vii Political Fund

Matters relating to the Labour Party, both in relation to internal issues and in respect of matters to be pursued at Labour Party Conference, are properly dealt with by the Affiliated Political Fund through its own structures, not Community Conference. The rules governing the Political Fund include both the Affiliated and the General Political Funds.

viii Legal Reasons

Motions may also be ruled out of order due to a number of legal reasons: Legal Jeopardy - a motion which places the union at risk of legal action from a third party. The Standing Orders Committee do not enter into protracted legal arguments on whether or not this third party would have a strong case, but rather will take the decision not to place the union at risk. Legal jeopardy will also apply when the motion refers to or is relevant to current legal proceedings against UNISON or individuals acting in a UNISON capacity.

Other legal reasons might be due to the motion being in breach of UNISON rules - for example, it may breach our values outlined in Rule B or our rules on legal representation in Rule K.

ix Legal advice concerning Equal Pay and UNISON Conferences

As you will be aware, the union, its activists and staff have been under threat by no win no fee lawyers (NWNF) contesting the union's equal pay strategy. In addition, there are currently High Court proceedings brought by employers against UNISON arising out of its equal pay negotiations. UNISON continues to need to take great care when dealing with equal pay issues and a cautious approach must be adopted in relation to communications on equal pay matters within the union.

As has been the case in previous conferences, it remains crucial therefore that the union does not allow any motions relating to equal pay on the agenda at UNISON conferences owing to the current litigation and the continuing potential for allegations of negligence and sex discrimination against the union. This is because NWNF lawyers and others are able to gain access to everything which is said in union forums, including motions and debate at conference, and use this to further their claims against the union, our activists and staff. The union's legal advice is that our defence of these claims may be seriously weakened if there are speeches impinging on litigation. For this reason the SOC are advised not to allow any motions relating to equal pay on the agenda.

x Rule P1.3.6

This rule gives the Standing Orders Committee the power to recommend to Conference that, as a result of certain motions only affecting devolved bargaining groups – i.e. Scotland, Northern Ireland, England and Wales – voting may be restricted to those groups. It would be helpful if this could be noted when drafting motions so that it is clear whether the motion will apply to the whole Service Group or only certain groups.

The Standing Orders Committee is keen to avoid the situation whereby a motion may apply in part to the whole union and in part to a particular pay bargaining group. This can cause confusion at Conference as delegates may be able to vote in part of the debate and not others, We are considering how best to facilitate discussion of specific pay agreements and claims can be discussed at Conference and submitting bodies may wish to consider whether their motion is intended to apply to a specific group or set general policy.

xi Amendments

Amendments are subject to the same rules as motions as set out above. They should not be used to promote essentially alternative motions or as merely a substitute for voting against a motion. Therefore amendments are likely to be out of order (as wrecking amendments) if they:

- Introduce a direct negative into the motion;
- Reduce the motion to a mere re-statement of existing policy;
- Seek to change fundamentally the purpose of the motion.

xii Guidelines on procedures for submitting motions, amendments to motions and emergency motions

Attached is a set of guidelines produced by the Standing Orders Committee on procedures for submitting motions, amendments, and emergency motions and the use of the appropriate forms. Branches are asked to read them carefully prior to the completion of conference forms.

xiii Emergency Motions

The criteria that the Standing Orders Committee applies to emergency motions are included in the attached guidelines, to assist branches and other submitting bodies when judging whether or not to submit an emergency motion. Your attention is drawn to the final point in paragraph 8 of the guidelines: The Branch will have to show that the subject of the emergency motion cannot be dealt with through normal channels, other than at Community Service Group Conference, for its aims to be achieved. For example, many motions can be dealt with by the Region, Branch or Service Group Executive and do not require a Conference decision to be auctioned. The strict application of these criteria will ensure that only matters of a genuine emergency to the Community Service Group will be admitted on to the agenda as emergency motions. The Standing Orders Committee will then timetable approved emergency motions for debate. It should be noted that only branches or

the Service Group Executive can submit emergency motions.

The Standing Orders Committee hope that these guidelines will be useful assisting Branches, Regions and National Committees in preparing motions for Conference and will reduce the number ruled out of order. If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Dominic MacAskill
Secretary
Community Service Group Standing Orders Committee

Standing Orders Committee Guidelines for Submission of Motions, Amendments and Emergency Motions to Community Service Group Conference

1. These guidelines have been prepared by the Standing Orders Committee, in light of experience, in order to assist submitting bodies.
2. For the purpose of these guidelines submitting bodies are those bodies within the Union which have the right under Rule P.1. 3. 5 to submit items for the agenda of a Service Group Conference.
3. Motions etc should be submitted online via the OCS.
4. The date of the meeting which decided to submit the item should be recorded, together with the type of meeting. The Standing Orders Committee has reaffirmed that, for branches, only the texts of motions which have been considered by a branch meeting, or a branch committee meeting, are eligible for submission to Conference. Local branch rules that may include the delegation of powers to other bodies will not be taken into account when applying the national rule requirements for Conference. Therefore branches must state clearly the type of meeting at which their motion was agreed. Meetings must be quorate and this may be checked, particularly for emergency motions.
5. It is the responsibility of the submitting body to ensure that the online motion is properly completed. If you need help or advice contact a member of the Standing Orders Committee, or an SOC Officer.
6. All agenda items must be submitted prior to deadlines determined by the Rules. The dates will be notified by circular. It would be helpful to the SOC if submitting bodies could submit items as early as possible. The SOC advises submitting bodies not to schedule meetings too close to the deadline.
7. An emergency motion should be submitted, in accordance with Rule P.11.2 and paragraphs 4 and 5 above, via the OCS.

The same requirements apply to emergency motions as for motions, even those referring to events which take place after the deadline for emergency motions. The Standing Orders Committee will not take into account delegated powers within particular branches. The motion must be considered by a meeting of the branch or branch committee.

Branches which submit emergency motions during Conference will have to provide the Standing Orders Committee with details of their branch rules covering advance notice for convening meetings and branch quorum.

The criteria that the Standing Orders Committee applies to emergency motions are published below, to assist branches when judging whether or not to submit an emergency motion. Attention is drawn to the final point – that the

subject cannot be dealt with through normal channels, other than at Community service Group Conference, for its aims to be achieved. The submitting body will have to show:

- The matter couldn't be raised in debate on the agenda.
- The action called for is not covered by another motion, amendment or composite.
- The facts giving rise to the subject matter have occurred since the closing date for the submission of amendments to motions. (It is not sufficient that the branch was not aware of the facts until after the closing date).
- The subject cannot be dealt with through normal channels other than Community Service Group Conference.

The motion should be accompanied by an explanation of the reasons for the item not being submitted in accordance with the normal procedures and deadlines.