

		Document	Deadline for Return
Form P1	(green)	Delegates Registration	Wednesday, 5 August 2009
Form P2	(green)	Visitors Members	Wednesday, 5 August 2009
		Visitors Non-Members	
Form P3	(green)	Crèche Facilities	Wednesday, 5 August 2009
Form P4	(green)	Baby-Sitting	Wednesday, 5 August 2009
Form P5	(green)	Facilitation Form	Wednesday, 5 August 2009
Form P6	(green)	Motions	5.00 pm Thursday 25 June 2009
Form P7	(green)	Amendments to Motions	5.00 pm Thursday, 20 August 2009
Form P8	(green)	Emergency Motions	9.00 am Thursday, 8 October 2009
Form P9	(green)	Change of Delegate	9.00 am Friday, 2 October 2009

Delegate Travel Form (salmon)

Visitor(s) Travel Form (grey)

Police Staff UK Seminar 2009 letter (blue)

Police Staff UK Seminar 2009 registration form (blue)

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 2009**.

Branch Representation

- Branches with up to 500 members are entitled to elect two delegates per 500 members or part thereof.
- Branches with over 500 members are entitled to elect one additional delegate per 500 members or part thereof.

This scheme of representation applies equally to those Police Staff sub-branches/groups which exist inside local government branches, and to joint Police/Fire Service branches. But only Police Staff member numbers may be reckoned for this scheme of representation. And only Police Staff members may attend as delegates from these branches.

Branches should seek to ensure that at least half their delegates are women. Branches should also seek to ensure that fair representation is provided for groups of members as defined in the Rule Book, taking into account such factors as the balance between part-time and full time workers, manual and non-manual workers, different occupations, skills, qualifications, responsibilities, race, sexuality and disability.

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 Police Staff 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.

Each professional or sectional body registered with UNISON may send a delegate with speaking but not voting rights.

Representation is based on membership as at **30 September 2008**.

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 Police Staff Conference as a woman, but still be attending work as a man. Members will be registered for Police Staff 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 send a cover note with any delegate forms which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

Regional Representatives

Regional representatives may attend as follows:

- 2 delegates may attend per region (may speak but not vote)
- Proportionality and fair representation to apply
- Regional delegates must be registered via the conference registration process.

Form P1 – Delegates' Registration

Please ensure that delegates clearly show whether they wish conference correspondence to be sent to their home or branch address. Delegates should be aware that the information collected on Form P1, in addition to information held on UNISON's membership database, will be used for statistical purposes and for the organising and administration of Conference in compliance with the requirements of the Data Protection Act 1998.

Late delegate registrations will not be accepted. There will be no exceptions to this.

Both copies of the form should be sent direct to the Conference Office at Mabledon Place.

The Green branch copy is returned as your registration receipt. If you do not receive your receipt within five working days, please contact the Conference Office. Without this receipt you will not be regarded as registered.

Form P2 – Visitors UNISON Members/Visitors Non-Members

Please use Form P2 for UNISON members and make sure that their membership number is included. Please also use Form P2 for non-members who wish to attend.

Form P5 – Facilitation

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Disability Discrimination Act. The success of our arrangements is always reliant upon members and branches providing adequate information about the facilities you require. We recognise members' access needs may change and invite you to advise about requirements for each event. **Please remember that sign language interpreters will only be available if requested in advance.**

Information should be sent to the Conference Office using Conference Form P5. It is also important that the Conference Office is advised if any facilities are no longer required.

Forms P6/P7/P8 – Motions, Amendments, Emergency Motions

Please refer to the advice from the Standing Orders Committee about submission of motions, enclosed with this Conference Bulletin.

Branches are encouraged to send texts of motions electronically, to l.youlton@unison.co.uk. However, the forms must still be submitted for verification purposes.

The Preliminary Agenda will be published on Thursday 16 July 2009. The Final Agenda will be published on Thursday 17 September 2009.

Form P9 –Change of Delegate

Branches may change delegates up to the start of Conference. A member registering as a substitute branch delegate must have been eligible to represent the branch at the closing date or registration of delegates. Any changes must be in accordance with Proportionality and Fair Representation.

Important Travel Arrangements

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

- Travel costs for **delegates only** will be funded from National Office.
- Travel costs for visitors must be paid for by the branch.

Accommodation

Branches are encouraged to arrange accommodation through Scarborough's Tourism Bureau. Using the local authority agency 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.

Accommodation can be booked online at www.conferencesatscarborough.co.uk

Or you can email the Tourism Bureau at tourismbureau@scarborough.gov.uk

Or you can phone them on 01723 383636 and ask to speak to Vicky or Jane.

Arrangements for Distribution of Card Voting Booklet

Your branch will be issued with your voting booklet when attending your regional delegation meeting on the eve of Conference, or by collecting them on the first morning of Conference, before Conference starts, from the card vote collection point at the Spa Complex Scarborough.



Police Staff Service Group Conference

15 October 2009, Scarborough



APPOINTMENT OF DELEGATES

NAME AND ADDRESS FOR RETURN OF RECEIPT	
Name
Address
Postcode
Daytime Tel. no.
Mobile no.

DELEGATES APPOINTED BY THE

* Branch name
Branch code

Branch Delegate
Regional Rep
Young Members Rep
SOG Rep

* Please complete as appropriate

Branch or Home address	Full name (Please print)	Male or female	Please tick if first time delegate	Membership number (Must be inserted)	Are you under 27 at 15 Oct 2009	Type of delegate seat (please tick)
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 1/ Sharer 1 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your Hourly rate?
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 2 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your Hourly rate?
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 3 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your Hourly rate?
ONLY COMPLETE BOX BELOW IF YOU ARE ELECTING TWO MEMBERS TO SHARE ONE DELEGATE SEAT						
B <input type="checkbox"/> H <input type="checkbox"/>	Sharer 2 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your Hourly rate?

We hereby certify that the above delegates are members of UNISON; that their subscriptions to the union are not three months in arrears; that they are the duly elected delegates and meet the criteria of proportionality and fair representation as set out in rules D1. 4-6.

Signed (two signatures required) (Chairperson) (Secretary)

Both copies of this form must be returned to the Conference office, UNISON, 1 Mabledon Place, London WC1H 9AJ By WEDNESDAY 5 AUGUST 2009. Tel: 020 7551 1123

The Branch copy will be stamped with the date it is received and returned to the person whose name and address appears at the top of this form.

IF NO ACKNOWLEDGEMENT IS RECEIVED WITHIN FIVE WORKING DAYS, PLEASE CONTACT THE CONFERENCE OFFICE IMMEDIATELY.



Police Staff Service Group Conference

15 October 2009, Scarborough



APPOINTMENT OF DELEGATES

BRANCH COPY

NAME AND ADDRESS FOR RETURN OF RECEIPT	
Name
Address
Postcode
Daytime Tel. no.
Mobile no.

DELEGATES APPOINTED BY THE

* Branch name
Branch code

Branch Delegate
Regional Rep
Young Members Rep
SOG Rep

* Please complete as appropriate

Branch or Home address	Full name (Please print)	Male or female	Please tick if first time delegate	Membership number (Must be inserted)	Are you under 27 at 15 Oct 2009	Type of delegate seat (please tick)
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 1/ Sharer 1 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your Hourly rate?
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 2 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your Hourly rate?
B <input type="checkbox"/> H <input type="checkbox"/>	Delegate 3 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your Hourly rate?
ONLY COMPLETE BOX BELOW IF YOU ARE ELECTING TWO MEMBERS TO SHARE ONE DELEGATE SEAT						
B <input type="checkbox"/> H <input type="checkbox"/>	Sharer 2 e-mail address	M <input type="checkbox"/> F <input type="checkbox"/>	<input type="checkbox"/>		Y <input type="checkbox"/> N <input type="checkbox"/>	Black <input type="checkbox"/> Low paid <input type="checkbox"/> What is your Hourly rate?

We hereby certify that the above delegates are members of UNISON; that their subscriptions to the union are not three months in arrears; that they are the duly elected delegates and meet the criteria of proportionality and fair representation as set out in rules D1. 4-6.

Signed (two signatures required) (Chairperson) (Secretary)

Both copies of this form must be returned to the Conference office, UNISON, 1 Mabledon Place, London WC1H 9AJ By WEDNESDAY 5 AUGUST 2009. Tel: 020 7551 1123

The Branch copy will be stamped with the date it is received and returned to the person whose name and address appears at the top of this form.

IF NO ACKNOWLEDGEMENT IS RECEIVED WITHIN FIVE WORKING DAYS, PLEASE CONTACT THE CONFERENCE OFFICE IMMEDIATELY.

VISITOR APPLICATION: MEMBERS

Visitor credentials are free to UNISON members.
Visitor seats are available on a first come, first served basis.

(PLEASE PRINT IN BLOCK CAPITALS)

BRANCH NAME:

BRANCH CODE (RMS)

BRANCH ADDRESS

.....

.....

TEL No:.....

NAME(S) OF VISITOR(S) WISHING TO ATTEND

MEMBERSHIP No.

--	--	--	--	--	--	--	--	--	--

.....

--	--	--	--	--	--	--	--	--	--

.....

--	--	--	--	--	--	--	--	--	--

.....

SIGNED

DATE

.....

Branch secretary signature

All visitors' credentials will be despatched direct to the visitor. It is therefore essential that the visitor name and membership number are completed as requested. Without the membership number the visitor(s) cannot be registered.

Visitors' credentials do not automatically guarantee admittance to the conference proceedings.

UNISON reserves the right to withdraw credentials should it be deemed necessary.

Please note that creche facilities are not available for visitors. Members with disabilities are reminded that the deadline for requests for reasonable adjustments is Wednesday 5 AUGUST 2009.

***Please return this form to: The Conference Office, 1 Mabledon Place, London, WC1H 9AJ.
Fax: 020 75511193***



Police Staff Service Group Conference

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VISITOR APPLICATION: NON-MEMBERS

Visitor seats are available on a first come, first served basis.

(PLEASE PRINT IN BLOCK CAPITALS)

BRANCH NAME: BRANCH CODE (RMS)

BRANCH ADDRESS

.....

.....

TEL No:.....

NAME	ADDRESS (INCL POSTCODE)	DATE OF BIRTH	NATIONAL INSURANCE No:
.....
.....
.....

Have you been a member of UNISON in the past? If yes please print your branch name/membership number if you have it

SIGNED DATE

Branch secretary signature

All visitors' credentials will be despatched direct to the visitor. It is therefore essential that the visitor name and address are completed as requested. Without the name and address visitor(s) cannot be registered.

Visitors' credentials do not automatically guarantee admittance to the conference proceedings.

UNISON reserves the right to withdraw credentials should it be deemed necessary.

**Please return this form to: The Conference Office, 1 Mabledon Place, London, WC1H 9AJ.
Fax: 020 75511193**



Police Staff Service Group Conference

15 October 2009, Scarborough



CRECHE FACILITIES — REQUEST FORM DELEGATES ONLY

PLEASE PRINT ALL DETAILS

Creche facilities are required as follows:

Branch:

Region:

Name and address of delegate:
.....
.....

Membership no. (without this completed membership number we cannot register you for the creche):

e-mail address:

Phone no:

Work: Home:

Mobile:

Name(s) of child/children:	Date of birth	Age at time of Conference	Boy/girl
.....
.....
.....
.....

Specific dietary requirements:

Specific needs (additional information that may help us care for your child):

Date Creche is required 15 October

NB: Only children up to the age of 16 can be eligible for childcare. Childcare is only available for delegates' children.

I confirm that I am the parent / legal guardian of the above child/ren

Signed.....

Dated.....

Please return to Conference Department, UNISON, 1 Mabledon Place, London WC1H 9AJ by **WEDNESDAY 5 August 2009**. Tel: 020 7551 1123 Fax: 020 7551 1192.



Police Staff Service Group Conference

15 October 2009, Scarborough



BABYSITTING—REQUEST FORM

DELEGATES ONLY

PLEASE PRINT ALL DETAILS

Name of delegate:

Telephone no: Work Home

Region:

Mobile:

Branch:

Your address at conference:	Invoice to be sent to (full name and address of branch secretary):
.....
.....
.....

Name(s) of child/children:	Age:	Boy/Girl
.....
.....
.....

Likes to be known as: / Any dislikes
.....

Specific needs - additional information that may help us care for your child
.....

Specific words/signs: e.g. for drink/toilet:
.....

*What times and dates do you require babysitting

Date	Starting time	Expected return
.....
.....
.....
.....

***BABYSITTING WILL NOT START BEFORE 7.00 P.M. AND WILL CEASE AT MIDNIGHT**

Please ensure that the date and times you state on the form are kept to as it is very difficult to change them at the last moment. If you should need to cancel or change your times, please contact BNA immediately on tel: 08447 368544

Please return to: Mandy Mbelu, Pinnacle Staffing, 258 Capability Green, Luton, Beds, LU1 3LU. Tel: 08447 368544
Fax: 08447 368545 Email: solutions@pinnacle-healthcare.co.uk



Police Staff Service Group Conference

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APPLICATION FOR REASONABLE ADJUSTMENTS

A new application must be made for each conference, based on your current requirements

DELEGATE DETAILS:	FACILITATOR DETAILS:
Name	Name
Address	Address
Membership no: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Membership no: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Branch	
Region	
Tel. no: (daytime)	Tel. no: (daytime)
(voice/text)	(voice/text)
(email)	(email)

Please indicate if any of the following facilities are required

SPACE FOR WORKING DOG <input type="checkbox"/>	AUDIO TAPE <input type="checkbox"/>	LARGE PRINT-DELEGATES' DESPATCH -Specify font size below <input type="checkbox"/>
BRAILLE <input type="checkbox"/>	LIPSPEAKER <input type="checkbox"/>	LARGE PRINT-AT CONFERENCE -Specify font size below <input type="checkbox"/>
CD <input type="checkbox"/>	INDUCTION LOOP <input type="checkbox"/>	BSL/ENGLISH INTERPRETER <input type="checkbox"/>
SPEECH TO TEXT <input type="checkbox"/>	WHEELCHAIR ACCESS/SPACE <input type="checkbox"/>	PARKING SPACE AT VENUE <input type="checkbox"/>
MOBILITY SCOOTER <input type="checkbox"/>	SIGN-SUPPORTED ENGLISH <input type="checkbox"/>	SPACE FOR FACILITATOR <input type="checkbox"/>

All conference documents will be issued in 12pt Ariel. If you require documents in a different font, print size or in a particular electronic format you need to provide details in the additional requirements section below. If there are any other adjustments you require please provide details below.

Please confirm any additional requirements (including seating) here:

PLEASE NOTE each request for reasonable adjustments will be acknowledged by the Conference Office. If you have not had a response within 3 weeks of sending in the form you should contact the telephone number below. Should we have difficulty securing the facilities requested we will contact members direct for advice for alternative reasonable adjustments.

Please return this form to the Conference Office, UNISON, 1 Mabledon Place, London WC1H 9AJ by **WEDNESDAY 5 August 2009**. Tel: 020 7551 1123 Fax: 020 7551 1193.



Police Staff Service Group Conference

15 October 2009, Scarborough



Motion for Conference

ONE MOTION ONLY MAY BE SUBMITTED ON THIS FORM

BRANCH / REGION / SELF ORGANISED GROUP*

BRANCH CODE (RMS)

.....
*Please delete as appropriate

BRANCH SECRETARY'S ADDRESS

BRANCH SECRETARY'S NAME

TEL:

FAX:

SECRETARY'S E-MAIL ADDRESS

MOTION TITLE

TEXT:

(continue on a separate sheet if necessary)

The above motion was agreed at a quorate meeting of the Branch/Branch Committee held on (date)

Signed *(Two signatures required)*

.....
Signature of Branch Chairperson

.....
Signature of Branch Secretary

Please note that both signatures are required

***Please return to Lisa Youlton, UNISON, 1st Floor, Vintry House, Wine Street, Bristol BS1 2BD.
Motions must be received by 5pm on Thursday 25 June 2009 at the latest.
Motions may be sent by fax on 0117 968 9474.***



Police Staff Service Group Conference

15 October 2009, Scarborough



ONE AMENDMENT ONLY MAY BE SUBMITTED ON THIS FORM

BRANCH / REGION / SELF ORGANISED GROUP*

BRANCH CODE (RMS)

.....
*Please delete as appropriate

BRANCH SECRETARY'S ADDRESS

BRANCH SECRETARY'S NAME

TEL:

FAX:

SECRETARY'S E-MAIL ADDRESS

AMENDMENT TO MOTION No

TITLE

TEXT

(continue on a separate sheet if necessary)

The above amendment to rules was agreed at a quorate meeting of the Branch/Branch Committee held on

(date)

Signed *(Two signatures required)*

.....
Signature of Branch Chairperson

.....
Signature of Branch Secretary

Please note that both signatures are required

Please return to Lisa Youlton, UNISON, 1st Floor, Vintry House, Wine Street, Bristol BS1 2BD.

Amendments must be received by 5pm on Thursday 20 August 2009 at the latest.

Amendments may be sent by fax on 0117 968 9474.



Police Staff Service Group Conference

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Emergency Motion for Conference

ONE MOTION ONLY MAY BE SUBMITTED ON THIS FORM

BRANCH

BRANCH CODE (RMS)

.....

BRANCH SECRETARY'S ADDRESS

.....

BRANCH SECRETARY'S NAME

TEL:

FAX:

SECRETARY'S E-MAIL ADDRESS

EMERGENCY MOTION - TITLE/SUBJECT

TEXT

(continue on a separate sheet if necessary)

This emergency motion was agreed at a quorate meeting of the Branch/Branch Committee held on (date)

Signed *(Two signatures required)*

.....
Signature of Branch Chairperson

.....
Signature of Branch Secretary

Why was this motion not submitted in accordance with the normal procedures and deadlines?
.....

Please note that both signatures are required

**Please return to Lisa Youlton, UNISON, 1st Floor, Vintry House, Wine Street, Bristol BS1 2BD.
Emergency Motions must be received by 9am on Thursday 8 October 2009 at the latest.
Emergency Motions may be sent by fax on 0117 968 9474.**



Police Staff Service Group Conference

15 October 2009, Scarborough



CHANGE OF DELEGATE FORM

(Branches may change delegates up to the start of Conference. A member registering as a substitute Branch delegate must have been eligible to represent the Branch at the closing date for registration of delegates Wednesday 5 August 2009)

Name and address of BRANCH SECRETARY —

Name:

Address:

.....

.....

Region:

Branch Name:

Branch Number:

Name of Delegate to be changed:

Name of New Delegate:

Membership No. of New Delegate

Signature of Branch Secretary

Signature of Branch Chair

PLEASE NOTE THAT ALL OF THE ABOVE DETAILS MUST BE COMPLETED BEFORE ANY CHANGES ARE MADE. PROPORTIONALITY AND FAIR REPRESENTATION MUST BE MAINTAINED AT ALL TIMES.

MEMBERS WITH DISABILITIES ARE REMINDED THAT THE DEADLINE FOR REQUESTS FOR REASONABLE ADJUSTMENTS IS WEDNESDAY 5 AUGUST 2009

Acknowledgement of the change will be sent to the address detailed above.

Please return this form to the Conference Office, Unison, 1 Mabledon Place, London WC1H 9AJ.

Changes cannot be dealt with by the conference office after Friday 2 October 2009. Therefore please ensure the new delegate brings the completed form with them to conference. Only change after this date will be registered in Scarborough.

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.
8. 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
9. **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 Air fare. An alternative method of booking can be to telephoned or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form
10. Stewart Corporate Travel Address:

48 Hamilton Street
Saltcoats
Ayrshire
KA21 5DS
11. 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 Police Staff Conference 15 October 2009
SPA Complex, Scarborough
DELEGATE AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-15-61-01

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 LET US KNOW BELOW

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: 01294 602893

Fax: 01294 605246

E-mail: corporate@stewarttravel.co.uk

SALMON

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

GUIDELINES DELEGATE AIR TRAVEL APPLICATION FORM

3. Please complete in block capitals
4. 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.**
9. One form should be completed per delegate.
10. 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.
11. 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
12. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
13. 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 need to contact you regarding your booking requirements.
8. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Departure and destination Airports
9. **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 Air fare. An alternative method of booking can be to telephoned or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form
10. Stewart Corporate Travel address
 - 48 Hamilton Street
 - Saltcoats
 - Ayrshire
 - KA21 5DS
11. **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 Police Staff Conference 15 October 2009
SPA Complex, Scarborough
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** Standard Saver

Do you require any special Requirements, i.e. seating preference. **Y/N** If yes what please let us know 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: 01294 602893

Fax: 01294 605246

E-mail: corporate@stewarttravel.co.uk

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorization 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.
10. Journey details must be as precise and clear as possible indicating,
 - a. Date of travel, both outward and return
 - b. Preferred time of travel
 - c. Whether a seat reservation is required
 - d. Departure and destination stations
 - e. If you require a sleeper ticket
11. **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 Air 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.
12. Stewart Corporate Travel Address: 48 Hamilton Street, Saltcoats
Ayrshire KA21 5DS
13. **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 Police Staff Conference 15 October 2009
SPA Complex, Scarborough
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 LET US KNOW BELOW

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 CorporateTravel:

Tel No: 01294 602893

Fax: 01294 605246

E-mail: corporate@stewarttravel.co.uk

GREY

All forms must be returned to Stewart Corporate Travel at the address overleaf

GUIDELINES VISITOR AIR TRAVEL APPLICATION FORM

5. Please complete in block capitals
6. 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.**
7. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
14. One form should be completed per visitor.
15. 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.
16. 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
17. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
18. 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 need to contact you regarding your booking requirements.
8. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Departure and destination Airports
12. **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 Air fare. An alternative method of booking can be to telephoned or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form
13. Stewart Corporate Travel address

48 Hamilton Street, Saltcoats, Ayrshire KA21 5DS
14. PLEASE REMEMBER THAT WHETHER YOU CONTACT STEWART CORPORATE TRAVEL BY TELEPHONE OR FAX THE ORIGINAL BOOKING FORM MUST BE SENT TO THEM .

To: Branch Secretaries of all Police Branches
Secretaries to National SOG Committees
Secretary to the National Young Members' Committee

Dear Colleague

**POLICE STAFF SERVICE GROUP CONFERENCE 2009 –
ADVICE FROM THE STANDING ORDERS COMMITTEE**

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

You have received with this mailing a letter from the General Secretary enclosing forms for the submission of motions, amendments and emergency motions for UNISON's Police Staff Service Conference 2009.

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.

I am available to offer advice and assistance to branches **in advance** of the deadline for submission of motions and amendments also available to offer general guidance and assistance on procedures and standing orders. If you want to contact me I would prefer that contact was by e-mail on l.youlton@unison.co.uk or alternatively you can contact me by telephone on 0117 9689455.

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 who can submit motions and amendments to the Police Staff Service Group Conference are:- Police branches; the Police Staff Service Executive and Regional Police 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 Police Staff Service Group Conference **must** be relevant to the Police Staff

Service Group. Motions may instruct the Police 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 Police Staff Service Group, may also be "citizenship" issues, 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 of the Police Service – this issue affects all our members rather than just those employed in the Police Service 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 Police Staff Service Group workers. For example, a motion on PCSOs would be able to call for a campaign to improve the pay and conditions or training opportunities for PCSOs – but could not call for a campaign on the issue as a whole as this would be a National Delegate Conference matter.

v. Staffing Issues

Motions dealing with 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 Police Staff Service Group Conference. The rules governing the Political Fund include both the Affiliated and the General Political Funds.

viii 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.

ix. 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.

x. 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.

xi. 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 Police Staff Service Conference, for its aims to be achieved.

The strict application of these criteria will ensure that only matters of a genuine emergency to the Police Staff Service will be admitted on to the agenda as emergency motions. The Standing Orders Committee will then timetable approved emergency motions for debate.

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

Lisa Youlton

**Lisa Youlton
SECRETARY TO THE POLICE STAFF SERVICE STANDING ORDERS
COMMITTEE**

STANDING ORDERS COMMITTEE GUIDELINES FOR SUBMISSION OF MOTIONS, AMENDMENTS AND EMERGENCY MOTIONS TO POLICE STAFF SERVICE 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 on the appropriate form. Copies of the appropriate forms will be issued to Branches and other submitting bodies.
4. The date of the meeting which decided to submit the item should be recorded on the form, 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 on the motion form the type of meeting at which their motion was agreed.

Meetings **must** be quorate and this may be checked, particularly for emergency motions.

5. The form provides a space for two signatures. These signatures are required to verify that motions etc. have been approved through the appropriate democratic processes of the submitting body.

In normal circumstances the appropriate signatories are:-

- a) For a BRANCH, the Chairperson and Secretary of the Branch.
- b) For a REGIONAL POLICE COMMITTEE, the Chairperson and Secretary of the Committee.
- c) For the POLICE SERVICE GROUP EXECUTIVE, the Chairperson and the National Secretary.

- d) For a SELF ORGANISED GROUP, the Chairperson of the National Self-Organised Group Committee and the senior member of staff servicing the Committee.
- e) For the NATIONAL YOUNG MEMBERS' FORUM, the Chairperson of the National Young Members' Forum and the senior member of staff servicing the Forum.

If it is not possible to obtain a signature from one of the designated signatories then another person from the submitting body should sign, e.g. a Vice Chair or Deputy Secretary, with an explanation of the need for a substitute signatory.

In no circumstances should any single person sign twice nor should any person sign on behalf of another (i.e. "pp").

- 6. It is the responsibility of the submitting body to ensure that forms are properly completed. If you need help or advice contact a member of the Standing Orders Committee, or an SOC Officer.
- 7. 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.
- 8. An emergency motion should be submitted, in accordance with Rule P.11 and paragraphs 4 and 5 above, on the appropriate form.

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 Police Staff Service Conference, for its aims to be achieved.

The Branch/Region/Committee 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 Police Staff Service 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.

UNISON BRANCH REGISTRATION FORM

POLICE STAFF UK SEMINAR

16 to 17 October 2009

Spa Complex, The Spa, Scarborough, North Yorkshire, YO11 2HD

Branches are encouraged to send delegates to this year's Police Staff Seminar. In a change from recent years, the basis of representation is the same as for Conference. Branches with up to 500 members are entitled to elect two delegates. Branches with over 500 members are entitled to elect one additional delegate per additional 500 members or part thereof. For example, a branch with 550 members can send three delegates.

A registration fee of £50 per delegate has been introduced to ensure that facilities for the Seminar are of good standard.

The delegates do not have to be the same delegates attending the Police Staff Service Group Conference. However, only travel costs for the Service Group Conference are funded by the National Office so if different delegates attend the Seminar, the branch will need to meet their delegates' travel costs.

The Seminar will be held at the same venue as the Service Group Conference, Spa Complex, The Spa, Scarborough, North Yorkshire YO11 2HD and will start at 9.30 am on 16 October and end no later than 1.00 pm on 17 October.

The Seminar programme has still to be finalised but will include sessions on:

- Workforce Modernisation
- Disciplinary Procedures

PLEASE NOTE: EVEN IF YOUR BRANCH IS SENDING THE SAME DELEGATES TO THE SERVICE GROUP CONFERENCE AND THE SEMINAR, YOU NEED TO COMPLETE REGISTRATION FORMS FOR BOTH EVENTS.

UNISON POLICE STAFF SEMINAR REGISTRATION FORM
16 to 17 October 2009
Spa Complex, The Spa, Scarborough, North Yorkshire YO11, UK

Please fill in the registration form as fully as possible and **return it by Wednesday 5 August** to Ann Sephton, Conference Section, UNISON, 1 Mabledon Place, London WC1H 9AJ. **Please remember to enclose a registration fee of £50.00 per delegate made payable to UNISON.**

Branches with up to 500 members are entitled to elect two delegates. Branches with over 500 members are entitled to elect one additional delegate per additional per 500 members or part thereof. For example, a branch with 550 members can send three delegates.

This form should be completed by the Branch Secretary or Branch Treasurer.
PLEASE PRINT DETAILS CLEARLY

Branch: _____ Branch Secretary's Signature _____

Region: _____

Delegate 1

* Please delete as appropriate

Please complete the following details:

Will the delegate be bringing children? *Yes/No

Name:

Address:

Name(s) and age(s) of children

.....

.....

.....

.....

Daytime tel. No:

.....

Job at work:

Union position:

Special Arrangements. Please indicate if the delegate will require any of the following:

Any other special requirements?

Will creche facilities be required? *Yes/No

.....

Special dietary requirements? *Yes/No
(please give brief details)

.....

.....

To be completed by UNISON Finance Department (Please do not detach).

Total received from Branch £.....

To be detached and retained by UNISON Finance Department

Branch Name:

Tel No.:

No of Delegates:

Total of monies enclosed £

Staff Seminar Code: **0-55-00-03/900.62**

BLUE

Delegate 2 Please complete the following details:

* Please delete as appropriate

Name:

Will the delegate be bringing children? ***Yes/No**

Address:

Name(s) and age(s) of children

.....

.....

.....

.....

Daytime tel. no:

Job at work:

Union position:

Special Arrangements. Please indicate if the delegate will require any of the following:

Any other special requirements?

Will creche facilities be required? ***Yes/No**

.....

Special dietary requirements? ***Yes/No**
(please give brief details)

.....

.....

Delegate 3 Please complete the following details:

* Please delete as appropriate

Name:

Will the delegate be bringing children? ***Yes/No**

Address:

Name(s) and age(s) of children

.....

.....

.....

.....

Daytime tel. no:

Job at work:

Union position:

Special Arrangements Please indicate if the delegate will require any of the following:

Any other special requirements?

Will creche facilities be required? ***Yes/No**

.....

Special dietary requirements? ***Yes/No**
(please give brief details)

.....

.....

Delegate 4 Please complete the following details:

* Please delete as appropriate

Name:

Will the delegate be bringing children? ***Yes/No**

Address:

Name(s) and age(s) of children

.....

.....

.....

.....

Daytime tel. no:

Job at work:

Union position:

Special Arrangements. Please indicate if the delegate will require any of the following:

Any other special requirements?

Will creche facilities be required? ***Yes/No**

.....

Special dietary requirements? ***Yes/No**
(please give brief details)

.....

.....

Delegate 5 Please complete the following details:

* Please delete as appropriate

Name:

Will the delegate be bringing children? ***Yes/No**

Address:

Name(s) and age(s) of children

.....

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.....

.....

Daytime tel. no:

Job at work:

Union position:

Special Arrangements. Please indicate if the delegate will require any of the following:

Any other special requirements?

Will creche facilities be required? ***Yes/No**

.....

Special dietary requirements? ***Yes/No**
(please give brief details)

.....

.....

Delegate 6 Please complete the following details:

* Please delete as appropriate

Name:
.....

Will the delegate be bringing children? ***Yes/No**

Address:

Name(s) and age(s) of children

.....

.....

.....

.....

Daytime tel. no:

Job at work:

Union position:

Special Arrangements. Please indicate if the delegate will require any of the following:

Any other special requirements?

Will creche facilities be required? ***Yes/No**

.....

Special dietary requirements? ***Yes/No**
(please give brief details)

.....

.....

BLUE