

UNISON Police and Justice Service Group
Conference

Conference agenda and guide

12th – 14th October 2017

Venue Cymru,
The Promenade,
Llandudno,
Conwy,
LL30 1BB



Checklist:

Please remember to bring the following documents with you when you come to Conference.

	Tick
This Conference Guide	<input type="checkbox"/>
The Annual Report	<input type="checkbox"/>
Voting Cards	<input type="checkbox"/>
Credential Card with Photograph	<input type="checkbox"/>
Confirmation of childcare arrangements	<input type="checkbox"/>
Confirmation of your own accommodation details	<input type="checkbox"/>

Welcome to the UNISON Police and Justice Service Group Conference 2017

Dear Delegate,

I wish you a very warm welcome to UNISON's 2017 annual Police and Justice Service group Conference, especially if you are attending for the first time.

UNISON is proud to be a democratic union and our Police and Justice Conference is the time when you the members set the policies and priorities of UNISON covering the service group.

Through collective strength in UNISON our members are defending themselves against attacks by employers and attacks by the government. In truth UNISON has never been so important for our members, the services they provide and the communities they work with.

UNISON's Pay Up Now! Campaign calls for an end to government interference in bargaining arrangements for all public sector pay. We can't miss this opportunity. They won't pay up if we don't all speak up. So, please get involved in our campaign and help us win. Together we can do it.

The power of the union depends on the numbers of our members and the work of our activists. Without your commitment we could achieve nothing.

This booklet contains the Police and Justice Conference papers, including the timetable, motions and amendments and conference standing orders.

I hope you will participate fully in all aspects of the conference and I wish you an enjoyable and productive time in Llandudno.

Best wishes.

A handwritten signature in black ink that reads "Dave Prentis". The signature is written in a cursive, flowing style.

Dave Prentis
General Secretary

Contents

1	Guide to the conference	5
2	Order of Business	16
3	Conference Motions and Amendments	17
4	Guide to the conference venue.....	53
5	UNISON Rules and Standing Orders	58
6	Police and Justice Service Group Constitution.....	66
1	Regional Structures	66
2	Police & Justice Service Group Executive (SGE).....	67
3	Sector Committees	68
4.	Proportionality and Fair Representation	69
5	Police and Justice Service Group Conference	70
6	Format of Conference.....	70

1 Guide to the conference

a) The Police and Justice Standing Orders Committee

The Standing Orders Committee (SOC) is responsible for the running of the motion based element of Conference in accordance with Rule P (See p.54 of UNISON's Rule Book)

The conference is convened in accordance with Rule D. 3.4.4

The SOC consists of up to 14 members, 1 police staff members from each region, 2 probation members, 1 CAFCASS member and two from the National Standing Orders Committee.

The members of the Committee this year are:

Eastern	Liz Davidson
East Midlands	Gary Jacques
Northern	Robin Sword
North West	Adam Hodgson
Scotland	Keith Scott
South East	Henry Fardell
South West	Mark Jones
Cymru/Wales	Kim Shurmer
West Midlands	Alison Fulton
Yorkshire & Humberside	Lynsey Swales
Probation	Wendy Stuart
Probation	Imtiaz Khan
National SOC Rep	Jeanette Lloyd
National SOC Rep	Mike Maley

Officers

Caroline Hennessy, Secretary of Standing Orders Committee

Tas Georgiou, Committee Administrator

The Chair of the committee will report to conference at its start. The first SOC report will be available at the commencement of Conference. Conference will be asked to approve the report, which will detail any changes in programme, emergency motions and procedures. Subsequent reports will be moved as necessary.

b) Annual Report

The annual report of the Police and Justice Service Group Executive will be moved after the Chair's address. The Service Group Executive will introduce the report, updating it as necessary.

Branches should have submitted any questions on the annual report by Friday 29 September, earlier if possible as advised by email communication. Responses should have been received prior to conference. Branches will be allowed to ask questions on the annual report from the conference floor only as supplementary questions to the written questions submitted as above.

For the purpose of the annual report, delegates may move reference back of a paragraph of the report they do not agree with. If accepted by Conference, the effect of moving reference back in this case is not accept the particular paragraph of the annual report.

c) The chairing of Conference

Margaret McKee, UNISON's President will chair the conference. The Chair's role at Conference is set out in the Rules and Standing Orders, and Chair's ruling shall be final in accordance with Rule P.6 (see p.56 of UNISON's Rule Book).

The Chair will announce the Service Group Executive policy before each motion.

d) Appointments to see the SOC

The Standing Orders Committee will be available to meet delegates who request a meeting, and make an appointment between 4.30pm and 6pm on 11 October in Arcadia on the ground floor and from 8.30am on Thursday 12th October. To make an appointment, please contact Tas Georgiou at s.georgiou@unison.co.uk prior to Conference or speak to the SOC steward outside the SOC meeting room during Conference.

e) Visitors to Conference

There are a number of visitors to Conference, who are welcome, but must not participate in Conference business or seek to influence it during the motion-based element of Conference. Visitors will be able to participate in the plenary sessions and workshops on day 2 and 3.

Visitors will be seated at the back of the conference together with sharers during day 1 of Conference.

If Conference goes into closed session, visitors who are UNISON members may remain on production of their membership cards.

f) Delegate's credentials

Please remember that you will need a passport size photograph to be attached to your credentials, which should be worn at all times while at the conference.

g) Progressing business

If a delegate is not present in the hall to move a motion or amendment when it is called for debate, that motion or amendment will fall.

Pages 61 to 69 of this guide set out the rules and procedures which govern conference. They include voting methods, changes to the agenda, procedural motions, points of order, unfinished business and suspension of standing orders.

h) The business of Conference

At the start of Conference the first Standing Orders Committee report will be moved and voted on. That will decide the timetable for Conference. You will see the proposed timetable for motions and amendments set out in section 2 of this guide.

The following steps explain how a motion **without amendments** is debated:

- 1) The mover speaks to the motion
- 2) Speakers are taken against and for the motion
- 3) After all the speakers are finished or after a successful move to close the debate, either by someone moving the question be put, or moving next business, or on advice of the Chair, the mover of the motion has the right of reply
- 4) Vote on motion

The following steps explain how a motion **with amendments** is debated:

- 1) The mover of the motion is called to speak
- 2) The mover of the first amendment is called to speak. An amendment must be formally moved, even if it is accepted by the mover of the motion.
- 3) Speakers are called against and for the amendment
- 4) After there are no more speakers or a successful move to close debate, the mover of the motion may take the right of reply
- 5) Vote on amendment

- 6) If there is another amendment, points 2-5 are repeated
- 7) Once all amendments have been voted on, there is the opportunity for a debate on the main (or substantive) motion. There is then the final opportunity for the right of reply to be used, if it has not been taken before.
- 8) Vote on main (substantive) motion

The right of reply lies with the branch which moves the original motion in all debates. The branch may use the right of reply before the vote on any amendment or before the final vote.

For **Grouped debates**, the following procedure applies:

- 1) All motions and amendments are moved in order
- 2) General debate, for and against anything in any motion or amendment
- 3) All movers of motions have a right of reply, taken in the same order as motions were moved
- 4) Vote in order in which motions were moved, with amendments taken first.

i) Speaking at Conference

We want to encourage as many people as possible to speak in debates at Conference.

Speakers should come to the front of the hall in good time. The **rostrum control staff** at the front of the hall can also give advice. Speakers should give their name and branch and whether they are moving, supporting or opposing the motion.

There are reserved seats at the front of the hall for people waiting to speak 'for' or 'against' the motion and for the right of reply speaker, so that it is easy for the **President**, who chairs Conference, to call speakers in the right order and ensure there is a balanced debate.

The **mover** of a motion or amendment can speak for up to **five minutes**. **Subsequent** speakers can speak for up to **three minutes**. When the green light changes to yellow, there is one minute left. The red light shows that the speaker's time is up. A speaker can continue if two thirds of the delegates indicate that they should. No one can speak more than once in a debate, except the mover of the motion who can exercise the right of reply.

In some cases we know there will be a lot of speakers because the motion is about a major issue for the union. There may also be some motions that have a lot of amendments, composite motions and grouped debates that can be confusing if the seating order for speakers is not arranged properly. In these circumstances it is helpful for the rostrum control staff to know in advance who would like to speak so that Conference can run smoothly. Rostrum control staff keep a list for popular or difficult debates likely to be heard during the day.

Remember:

If you are moving a motion or speaking in the debate, then please come to the front of the hall in good time so you are ready.

There is no specific provision for a seconder.

When you go to the front of the hall to speak, show your credential card to rostrum control.

When you speak, remember to give your name and branch, say which motion you are speaking about, and whether you are moving, supporting or opposing it.

Keep an eye on the lights. When the yellow light comes on, you have one minute left. When the red light comes on, you must stop.

(j) Raising a point of order

A delegate may raise a point of order if she/he considers that the business is not being conducted in accordance with the union's Rules and Standing Orders or wishes to move a procedural motion.

Only the President can interrupt a speaker. Delegates must raise a point of order after a speaker has finished. The point of order is raised with the President, not Conference.

There is a seat at the front of the rostrum reserved for points of order and a special microphone. A green light indicates that a point of order is about to be taken.

If you wish to raise a point of order you should make your way to the point of order seat, make yourself known to the member of staff operating the lights at the rostrum control, and identify the point of order.

Delegates are reminded that they should approach the point of order microphone in an orderly manner.

The President will call you to speak

Some points of order may be new to delegates.

A delegate may move at any time:

- 1) That the question be now put.** If Conference votes in favour of the question being put, you move to a vote on the motion/amendment under debate. The right of reply may be taken if it has not been used already.
- 2) That Conference proceeds to the next business.** If Conference votes in favour of next business, you move to the next motion/amendment, with no opportunity for the right of reply or a vote.
- 3) That the debate be adjourned.** If Conference votes in favour of adjournment, you move to the next debate without voting on the current debate. The Chair will advise on when Conference will return to the adjourned debate.

Each of these motions shall be put to the vote without discussion and no amendment is allowed, but in the case of the motion **that the question be now put**, the President may advise Conference not to accept the motion if she feels that the matter has not been sufficiently discussed, and if the motion is carried, it will take effect only after any existing right of reply has been exercised.

No one who has already spoken in a debate may move either **next business** or **adjournment of the debate**.

A delegate may also move at any time:

- 4) That Conference move into private session.** In this case, the President may, at her discretion, permit discussion and amendment.

(k) Remit

The Service Group Executive announces its policy on motions in advance. Remit means that the Service Group Executive is asking Conference not to vote on the motion, but to refer the issues raised in the motion to the Service Group Executive for further clarification, elaboration or investigation.

Where the Service Group Executive policy on a branch's motion is remit, the following procedure will apply:

- i) If the branch accepts remittal, the proposal is put to Conference, for Conference to approve.

If Conference rejects remittal, the motion is then voted on, for and against by Conference.

- ii) If the branch does not accept remittal, Conference votes on the motion for and against.

In both cases, Conference makes the final decision.

(l) Withdrawing motions or amendments

Submitting bodies wishing to withdraw a motion or an amendment should notify the Standing Orders Committee. A withdrawal form is available from the Standing Orders Committee.

Where the SOC has to give Conference short notice of withdrawals by oral reports, the process will take the form of a two-part report: first to give a factual notification; second, after a short period to allow Conference time to consider the effects of such withdrawals, to seek approval of the withdrawal.

(m) Emergency motions

Emergency motions will only be considered by the Standing Orders Committee if they are signed by the Secretary and Chairperson of the submitting body and provide details of the date of the meeting at which the motion was adopted. The subject matter giving rise to the emergency must have occurred after the deadline for motions and amendments. The Standing Orders Committee will apply strict criteria to proposed emergency motions.

(n) Card votes

- a) All delegates with voting rights will be issued with an A4 size brightly coloured card with the words 'VOTING CARD' printed on it.
- b) Each branch (or group of branches with indirect delegate) has been issued with a book of voting cards, consisting of 8 cards to be used if there is a card vote
- c) Each card has the total voting strength for the branch (or group of branches) printed on it which will be the total number of members in the branch (or group of branches)
- d) Each card has two boxes FOR and AGAINST. Delegates must write in the total number of votes to be cast FOR and AGAINST
- e) A branch (or group of branches) may:
 - i) Cast all of their votes either for or against a motion
 - ii) Split the total voting strength between for and against, particularly if the branch (or group of branches) have mandated the delegation to do so. The delegation split their vote by entering the number of votes for the motion in the FOR box and the number of votes against the motion in the AGAINST box
- f) In either (i) or (ii) the delegation must ensure that the total of the FOR and AGAINST boxes does not exceed the total voting strength on the card. If it does exceed the total, the card will be deemed spoilt. However, the total votes cast can be less than the total voting strength, and in this case the card will be acceptable.
- g) You must not mark the boxes with a cross or tick
- h) For a voting card to be valid, in addition to the points raised in d), e), f) and g) above, a card must:
 - Be signed by the delegate

- Have the branch name/group entered on it
 - Be the correct card for that card vote: that is card vote 1 card 1 etc.
- i) The President will announce the arrangements for collection of the completed card vote
- j) Any queries about the voting cards allocated to the branch should be directed to the Conference Office.

These points will be printed on the front cover of the book of voting cards to remind delegates.

(o) Card vote procedure

As soon as it has been decided that a card vote will be held, the President shall ring a bell. This is picked up by TV monitors throughout the building.

The President will ensure Collectors are in their places. The vote will then be called. The President reminds delegates which card number to use and advises that NUMBERS, not ticks or crosses must be put in the boxes on the card.

Cards will be placed in boxes controlled by members of staff. Cards may be passed along rows, except where a delegate objects to this procedure, in which case the box will be passed to her/him, provided it remains in the sight of the Officer. Boxes will also be stationed within the hall.

The President shall ask delegates whether all votes have been cast. When the President is satisfied that all votes have been cast, she then rings the bell for a second time to indicate the end of the voting period. No cards will be accepted after this time. This voting period will not be less than five minutes.

Boxes will be removed from the hall and taken to the appropriate place for votes to be counted under the supervision of the Tellers. Results will be announced as soon as possible.

The doors remain open during a card vote for health and safety reasons.

(p) Collections

Delegates are advised that only official collections which take place at Conference are those which take place within the conference venue with the approval of the Standing Orders Committee. Any approved collections will be announced to Conference and organised by the Chief Steward.

(q) Conduct during Conference

It is important that Conference is conducted courteously and in accordance with UNISON's Rules.

Racist, sexist, homophobic or other discriminatory language or behaviour will not be tolerated.

The Chair of Conference can instruct a speaker to discontinue their speech and can exclude them from further participation. It is hoped that delegates will support each other and that Conference will be friendly and enjoyable as well as constructive.

(r) Glossary of abbreviations

ACPO	Association of Chief Police Officers
APA	Association of Police Authorities
APCC	Association of Police and Crime Commissioners
BMH	Black Mental Health
CAFCASS	Children and Family Court Advisory Support Service
CPI	Consumer Price Index
CRC	Community Rehabilitation Company
CSR	Comprehensive Spending Review
GPF	General Political Fund
HMIC	Her Majesty's Inspectorate of Constabulary
IPCC	Independent Police Complaints Commission
LGBT	Lesbian, Gay, Bisexual and Transgender
LGPS	Local Government Pension Scheme
MNRs	Member Nominated Representatives
NEC	National Executive Council

NOMS	National Offender Management Service
NNC	National Negotiating Council
NPS	National Probation Service
PACE	Police and Criminal Evidence Act
PCC	Police and Crime Commissioners
PCSO	Police Community Support Officer
PIDA	Public Interest Disclosure Act
PSA	Political Studies Association
PSC	Police Staff Council
RPI	Retail Price Index
SGE	Service Group Executive
SNP	Scottish National Party
TUPE	Transfer of Undertakings (Protection of Employment)

(s) Data protection and the use of photography / film at UNISON Conferences

UNISON's conferences are a key part of our democracy. Delegates are able to make their voices heard and to vote on the policies which will govern our union's policy and campaigns.

As such, we want all our members to know about conferences and how important our democratic systems are – we believe this is an important part of being an open, democratic organisation. However, we also value the privacy of our members.

UNISON accredited photographers may be taking pictures of the main debates, fringe meetings and other public areas at all UNISON conferences. These photographs may be used in the union's publications for members or on our website to promote the union.

If you are NOT happy to be filmed or photographed, you can:

In an individual circumstance (i.e. the photographer is taking a picture of you specifically), request that your photograph not be taken or used.

If you are approached for a photograph or a video interview, say that you do not want to be photographed or filmed.

If you want to ensure that your image is not included in any group shot taken in the conference hall – i.e. An image of your delegation or the delegates as a whole, please speak to the Chief Steward or any of the staff in the Conference Office.

If you are planning to use a camera at Conference for the purposes of using the images on behalf of the union, whether employed by UNISON or an activist who may be using the image in a branch, regional or sector newsletter:

If you are photographing an individual, always ask for their consent

Explain the use of the picture, e.g.: these images may be used by UNISON in our own publications or on our website to illustrate Conference.

If you are taking images of large groups, such as images of delegations or the whole of the conference floor, clearly you cannot seek individual permissions. A statement will be posted at Conference explaining that the event will be photographed/filmed and individuals who object to being included in this will be told who to speak to in order to resolve their concerns.

2 Order of Business

Thursday 12 October

09.30 – 12.30	Motions
12.30 – 14.00	LUNCH
12.40 – 13.00	LGBT Caucus meeting, Conwy Room
13.05 – 13.25	Disabled Members Caucus Meeting, Deganwy Room
13.30 – 13.50	Black Members Caucus Meeting, Deganwy Room
14.00 – 17.00	Motions

Friday 13 October and Saturday 14 October

Days 2 & 3 of conference will consist of a programme of plenary and workshop sessions - Details to be advised in a separate note. The session on Saturday 14 October will end no later than 11.30am.

3 Conference Motions and Amendments

Order of Business

These are the motions and amendments approved for the 2017 Police and Justice Service Group Conference. Amendments ruled out of order are also included.

This year the Standing Orders Committee agreed a prioritisation process. The SGE, sector committees, regional service groups, national self-organised groups, national young members' and private contractor's forum were invited to prioritise up to four motions. They are listed below in ranking order in the order of business

*** Denotes possible composite**

Health and Wellbeing	
*27.	Police Staff Wellbeing – North West Regional Committee
*24.	Raising Awareness – National Disabled Member's Committee
*26.	Mental Health Awareness in the Police Service – National Women's Committee
*23.	Austerity and the Impact on Police Staff Wellbeing – Suffolk Police Sector UNISON
28.	Dealing with the menopause in the workplace – National Women's Committee
Professional and Occupational Issues	
6.	Cuts and Crime – Police and Justice Service Group Committee
6.1	National Lesbian, Gay, Bisexual and Transgender Committee
6.2	Suffolk Police Sector UNISON
2.	Workload Management – Sheffield UNISON Metropolitan
5.	Police Staff Vetting Double Jeopardy – East Midlands Regional Committee
14.	Assistive Technology – National Disabled Member's Committee
14.1	Suffolk Police Sector UNISON
3.	Her Majesty's Inspectorate of Constabulary (HMIC) Come Clean about Cuts to Policing – Leicestershire Police & East Midland's Regional Committee
11.	Police Staff Apprenticeships – Police Staff Council – England and Wales
11.1	Merseyside Police UNISON Branch

4.	Police Staff and the Independent Police Complaints Commission – East Midlands Regional Committee
	Pay, Terms and Conditions
16.	Should We Go For It? - Sheffield UNISON Metropolitan
17.	Fair pay for all probation staff – Police and Justice Service Group Committee
	Campaigning and Promoting UNISON against privatisation and cuts
32.	Shared Services – Implications for Police Staff – North West Regional Committee
31.	The case for local democratic control of probation – Police and Justice Service Group Executive
30.	The effects of austerity on our members and the service they provide – Eastern regional committee
30.1	National Lesbian, Gay, Bisexual and Transgender Committee
	Internal
33.	Format of Police and Justice Conference – Police and Justice Service Group Committee
	Equalities
20.	Promoting hope and saying no to hate in police and justice workplaces - National Lesbian, Gay, Bisexual and Transgender Committee
20.1	Suffolk Police Sector UNISON
19.	Beyond the binary in Police and Justice - National Lesbian, Gay, Bisexual and Transgender Committee
19.1	Suffolk Police Sector UNISON
19.2	Suffolk Police Sector UNISON
	MOTIONS NOT PRIORITISED
22.	Suicide Rates in the Police Service – Merseyside Police UNISON Branch
22.1	Suffolk Police Sector UNISON
1.	Working together with the IPCC – Staffordshire Police Staff UNISON
1.1	Suffolk Police Sector UNISON

29.	Building Relationships with Fire and Rescue Trade Unions - Staffordshire Police Staff UNISON
7.	Needed Yesterday! – Norfolk Police UNISON
18.	Police Staff Pay – A Latent Threat – Police Staff Scotland (UPSS)
8.	The Integration of British Transport Police into Police Scotland - Police Staff Scotland (UPSS)
8.1	Police and Justice Service Group Executive
9.	Police Scotland's VAT – The lost millions – Police Staff Scotland
9.1	Police and Justice Service Group Executive
10.	An end to false hopes apprenticeships – Suffolk Police Sector UNISON
12.	Opposing Police Officer Fitness Tests on Staff - Suffolk Police Sector UNISON
13.	Police Staff Careers for Life - Suffolk Police Sector UNISON
25.	Workplace Mental Health – Scottish Police and Justice Committee
15.	Probation: short staffed and short changed – Eastern Regional Committee
21.	Black Equality, A time for action - Suffolk Police Sector UNISON
34.	Police and Justice Branch Funding – a service group issue? – West Mercia Police Staff

Venue Cymru, Llandudno

12 - 14 October 2017

These are the motions and amendments approved for the 2017 Police and Justice Conference. Amendments ruled out of order are also included.

The following have been identified as possible composites:

Composite A Motions 27, 24, 26

Composite B Motions 23, 30

Negotiating and Bargaining

Professional and Occupational Issues

1. Working together with the IPCC

Police Staff Council of England and Wales published Guidance on Police Staff Misconduct Procedures on 15th August 2011. These guidelines, where adopted, provide a reassuring framework for staff that are being investigated for cases of misconduct or gross misconduct.

Many investigations are conducted by warranted Police Officers in Professional Standards Departments who are more used to investigating crime and dealing with potential criminals than investigating employment issues. However, this is not the only threat police staff face, across the Police Service our members are placed at an increased risk liability in terms of litigation and investigation by the Independent Police Complaints Commission (IPCC).

Police staff fulfill many front facing roles, such as Enquiry Officers, Community Support Officers, Detention Officers, Investigation Officers, Camera Team Operators, Control Room staff and others. Each of these roles carries a very real possibility of playing a part in an incident whereby a member of the public or prisoner might sustain serious injury or death.

Police Staff are involved and/or affected by these procedures in the immediate aftermath of a serious incident and in some cases many months later. Post Incident Procedures do not just result through firearms incidents, we see more through any "Police Contact" which could result in serious injury or death, as a result of placing Officers, Police Staff and the Public at risk, or through failings in command. A significant number of branches have had to deal with this process through death in custody, but our Control Room Operators, Call Handlers, Police Community Support Officers and in some cases Scenes of Crime staff have also become involved.

Conference, our members are facing shocking treatment by the IPCC. We have examples on our force whereby cases are still ongoing some 2 years post incident, information and updates are sparse and lack detail. The IPCC are telling members that they are witnesses and do not require representation so our members give their statements and cooperate and then they are told their status has changed to a "person

of interest” without explanation. More and more members are being told they must attend Coroners Court when the probability is that their evidence could have been accepted by statement.

The risks for our members from any contact from Independent Police Complaints Commission (IPCC) cannot be underestimated if they are later called to court to account for their actions, be it criminal courts or at an Inquest. The length of these investigations is unacceptable, members go through month after month of stress and worry.

Conference calls on the Service Group Executive to:

- 1) look to establish a relationship with the IPCC so that the SGE can highlight concerns and enable branches to feed into this forum.
- 2) ensure that branches have access to clear guidance on how to support members who are under investigation.

Staffordshire Police Staff UNISON

1.1

In action point 1) after ‘concerns’ add ‘regional inconsistencies and practices’ to now read:

- 1) look to establish a relationship with the IPCC so that the SGE can highlight concerns, regional inconsistencies and practices and enable branches to feed into this forum.

Suffolk Police Sector Unison

2. Workload Management

Stress kills yet every day we see ourselves and our colleagues struggling to juggle unmanageable caseloads and work demands, both within the National Probation Service and the Community Rehabilitation Companies.

Whatever happened to a Fair Days Pay For a Fair Days Work?

Conference we call upon the Service Group Executives and all relevant bodies to:

- 1) campaign against excessive workloads;
- 2) work with the National Probation Service and Community Rehabilitation Companies employers to create a fair and agreed workload measurement and management tool as a matter of urgency.

Sheffield UNISON Metropolitan

3. Her Majesty's Inspectorate of Constabulary Come Clean About Cuts to Policing

Over the course of a year, Her Majesty's Inspectorate of Constabulary (HMIC) undertakes a number of thematic inspections on the performance of Police Forces in England and Wales. These inspections assess how well a force is performing and how efficient they are. Recent inspections have paid little or no attention to the impact of the governments' austerity cuts and the impact upon the service. There seems to be an expectation that forces will continue to maintain the same level of service with less resources.

The purpose of Her Majesty's Inspectorate of Constabulary (HMIC) is to independently assesses police forces and policing. The question of independence is somewhat suspect given the lack of attention to the effects of austerity on policing.

In April 2017, the Chief HMIC Inspector claimed that only the role of Detective was affected by stress because of the complicated nature of their role. The view caused a severe backlash from the service, which created the "I took it home campaign" to highlight the absurdity of the remarks. This caused the Chief HMIC Inspector to withdraw the comments formally and issue an apology. This illustrated how out of touch the HMIC are with the effects of policing on service providers and the impact of austerity on our members.

Conference calls on the Service Group Executive to:

- 1) enter dialogue with the HMIC to determine what areas of their inspection are concerned with the impact of austerity;
- 2) discuss with the HMIC the potential and tangible impact that austerity is having on the Police Staff workforce;
- 3) where possible identify with the HMIC areas where inspections can be improved to better identify the issues facing our members because of austerity;
- 4) encourage the HMIC to put these findings into inspection reports.

Leicestershire Police

4. Police Staff and the Independent Police Complaints Commission

Since the advent of the Police Reform act 2002, our members have been prevented from raising complaints about the level of service they have received as private citizens. The act specifically prevents our members from making a complaint when they receive a poor service from the police in their own force area. The act states that as employees, our members may not make a complaint about an issue that relates to their own force as any other member of the public would. Our members are excluded from the police complaints process and encouraged to use internal grievance procedures to resolve complaints that should be dealt with under the police complaints procedure.

Conference, we have attempted to resolve this matter on numerous occasions without success. These failures must not deter us in bringing justice to our members and redressing balance. All we are asking is for the same consideration that any other citizen has in raising legitimate complaints with the appropriate authority.

Conference therefore instructs the Service Group Executive to:

- 1) raise the issue with the Home Office, Police Minister, Shadow Police Minister, Independent Police Complaints Commission and the Home Affairs select committee;
- 2) report developments to this conference in 2018;
- 3) inform branches by national circular on a regular basis as to any developments.

East Midlands Region

5. Police Staff Vetting Double Jeopardy

This conference is deeply concerned how the application of the national vetting procedures is affecting our members. There are numerous examples of staff going through misconduct procedures where the outcome has been short of dismissal. This often triggers a vetting review which will see vetting status diminished due to the outcome of the misconduct process.

The misconduct process is in place to determine an appropriate sanction when issues of discipline are identified. A change in vetting status as result of the misconduct process will very often result in dismissal, which was clearly not the wish of the employer.

This situation results in double jeopardy for our members, it is unfair and renders the misconduct process potentially invalid.

The vetting appeals process is not defined and does not follow the principles of natural justice. Appeals may be considered to be no more than a sham process, with decision makers often in possession of information that is not made known to the appellant.

Conference therefore instructs the Service Group Executive to:

- 1) develop a negotiating strategy;
- 2) make representations to the Police Staff Council, National Police Chief Council Vetting Group and College of Policing with a view to negotiating a fair process for members;
- 3) negotiate as far as is reasonably practicable, a fair and transparent appeals procedure for members who are subject to loss of vetting status;
- 4) develop guidance for branches on vetting once negotiations are concluded.

East Midlands Region

6. Cuts and crime

Conference notes that the government has cut 46,000 police jobs since 2010. These cuts have damaged the ability of the police service to keep the public safe and they are continuing despite government claims to the contrary. Conference also notes that since

the end of 2013, serious crime against the person in England and Wales has risen sharply, as police numbers have fallen.

Conference is concerned that for the year ending September 2016 the following trends in police recorded crime for England and Wales, compared with the previous 12 month period, were reported by the Office for National Statistics: a 32% increase in public order offences, a 22% increase in violence against the person, a 22% increase in homicide, a 19% increase in possession of weapons, a 13% increase in rape, a 12% increase in other sexual offences, a 7.5% increase in overall recorded crime and a 6% increase in theft.

Despite these shocking figures, the government claims that crime is falling, because they choose to selectively quote from the Crime Survey of England and Wales (CSEW), and choose to totally ignore police force recorded crime figures.

Conference notes that the Crime Survey of England and Wales is an opinion poll. It doesn't include important questions on sexual offences. Moreover, it also excludes any data on any crime against businesses, or against residents of institutions, or tourists. So, it is not based on any hard facts, and it excludes a lot of serious and volume crime categories. This is why it is popular with the politicians!

Conference notes that by comparison police recorded crime is an official record of the actual number of crimes that are recorded by each police force in England and Wales.

Conference agrees that police recorded crime figures are a much more robust measure of crime that is affecting our communities than the subjective Crime Survey of England and Wales.

Conference calls upon the Service Group Executive to:

- 1) continue to highlight the link between police cuts and the rise in serious crime;
- 2) campaign for the Crime Survey of England and Wales to be withdrawn as a measure of crime that governments and others can rely upon to justify police cuts.

Police and Justice Service Group Executive

6.1

In first paragraph, insert new third sentence: 'These cuts include many equality and specialist jobs, such as LGBT liaison and hate crime officers.'

In second paragraph, add at end of second paragraph: 'Figures for police recorded hate crime follow this upward trend. While the ONS, does not collect or hold police hate crime data, analysis of Home Office statistics by organisations such as Galop, which works on anti-LGBT hate crime, provide clear evidence of the increases.'

National Lesbian, Gay, Bisexual and Transgender Committee

6.2

At the end add new action bullet point 3):

- 3) continue to collect available open sourced Home Office police officer and police staff reductions and reported crime data and provide branches with semi-annual county specific reports to enable and enhance local campaigns.

Suffolk Police Sector Unison

7. Needed yesterday!

Conference, it has been accepted that Post Incident Procedure (PIP) training needs to be made available for all branches but this isn't rolling out quickly and meanwhile branches are at a constant risk of not confidently being able to give members involved in a PIP the informed advice and support they are entitled to.

Conference we are not asking for the world – simply an aide memoire / instruction sheet to be made available to branch secretaries / nominated rep to have at hand when we get 'that call'.

Unlike police officers there is no expectation for us to manage the incident - we just want to know that when needed we can do our jobs and support our members without putting them or the branch in legal jeopardy.

There are a few courses coming through but an aide-memoire would also save money as it could reduce the need to attend a week long residential course for those branch secretaries and / or appropriate reps who are experienced enough to follow through the PIP process from a set of instructions.

Conference calls on the Police and Justice Service Group Executive to work with the national office to develop and then circulate via email an instruction sheet to all Police & Justice branch secretaries as a matter of urgency.

Norfolk Police Unison

8. The Integration of British Transport Police into Police Scotland

Conference notes that following the publication of the Smith Commission Report in 2015, the Scottish Government announced their plans to work towards integrating British Transport Police (BTP) into Police Scotland.

This is being pursued by the Scottish Government despite numerous alternative suggestions put forward by the British Transport Police Authority (BTPA), British Transport Police Federation and Trade Unions and the condemnation from wider stakeholders.

The entire framing of the argument is that BTP would be integrated as opposed to whether it should.

There are significant unresolved questions around the implications of BTP officers having 'employee' status and what exactly this means for terms and conditions, bearing in mind the 'proposed merger' is due to be implemented in the midst of ongoing Police Scotland Staff harmonisation negotiations.

Conference calls on the Service Group Executive:

- 1) to examine what the terms and conditions implications for the integration of BTP into Police Scotland on officers and staff
- 2) to engage with stakeholders in the SPA, BTPA and Scottish Government
- 3) to challenge the proposals being developed by the SPA and Scottish Government.

Police Staff Scotland (UPSS)

8.1

after "Conference calls on the Service Group Executive"

insert

"to work with Police Staff Scotland branch and UNISON Scotland"

Police and Justice Service Group Executive

9. Police Scotland's VAT – The lost millions

Conference notes that during the 2017 General Election campaign the SNP Scottish Government launched a bid as part of their manifesto to see the return of the £140million of VAT paid by Scotlands National Police and Fire services to the UK Treasury since their creation on 1st April 2013.

Police Scotland are the only territorial emergency service in the UK, unable to reclaim VAT and this has taken £100 million out of Scottish Policing. This has been entirely to the detriment of our members and the service as a whole.

The situation was entirely avoidable, UNISON informed the Scottish Government of the implications of VAT liability in forming a single service. There is an opportunity to address the obvious inequality and build on a cross party political consensus in Scotland.

The pressures of the VAT liability are only going to get worse and increase the financial burdens facing Scottish Policing. There is political mileage for all parties across the UK to co-operate in the national interest to return the lost millions to Scottish Policing.

Conference calls on the Service Group Executive to actively campaign and challenge the UK Government to support the reimbursement of the £100m and to develop policy ensuring that Scottish Policing isn't saddled with such a massive tax burden in future years.

Police Staff Scotland (UPSS)

9.1

After "Conference calls on the Service Group Executive"

insert

"to work with Police Staff Scotland branch and UNISON Scotland"

Police and Justice Service Group Executive

10. An End to False Hope Apprenticeships

Conference welcomes the introduction of Police Staff apprenticeships and the fantastic opportunities they present for a young person to start a career in policing. The police service can be vastly improved through the recruitment of bright and enthusiastic young people without the usual reliance on retired officers filling Police Staff roles, a practice that risks stifling both diversity and ingenuity.

It is however worrying that some police employers may not have the best interests of the apprentices at the forefront of their decision making. This could lead to some apprenticeship roles being used as nothing more than cheap labour, to fill gaps where redundancies have been made and without genuine intentions of a career in policing being available at the end of their service.

It's unacceptable for police employers to circumvent the Government imposed Apprenticeships Levy and provide false hope to aspirational young members of Police Staff.

UNISON should be at the forefront of campaigning for Police Staff apprenticeships with potential for a genuine career in policing.

Conference asks the Service Group Executive to engage with the Police Staff Council Sector Committee to seek to:

- 1) have apprentices on Police Staff Council terms and conditions;
- 2) have apprentices paid a fair wage;
- 3) develop guidelines that provide a real opportunity of jobs at the end of the apprenticeship;
- 4) publicise the Service Group's efforts to aid in recruitment of apprenticeships.

Suffolk Police Sector Unison

11. Police Staff Apprenticeships

Conference notes that the police service is putting police staff apprenticeships in place to take advantage of the government's apprenticeship funding arising from the employer levy.

Conference welcomes the development of police staff apprenticeships in police forces in England and Wales as long as these provide genuine training and employment opportunities and do not undermine employment standards set by the Police Staff Council for England and Wales. There is a danger that the government's policy of setting hiring targets and a compulsory levy on employers runs the risk of apprenticeships in the police service being abused. Conference is concerned that the unregulated introduction of apprentices, at the same time as continuing cuts to police force budgets, creates the potential for these new employees to be exploited, and for existing labour standards to be undermined.

Conference wants the police service to provide apprenticeships which develop a highly skilled, diverse and motivated workforce that better reflects communities from which it recruits. Conference is opposed to quick and cheap apprenticeships which will tarnish the reputation of the police service.

Conference therefore calls on the Service Group Executive to seek to ensure:

- 1) A commitment from police forces and the police employers to offer higher level police staff apprenticeships
- 2) A guarantee of genuine employment opportunities and access to career mobility for police staff apprentices
- 3) A Police Staff Council agreement on pay for police staff apprentices, with all apprentice roles subject to job evaluation in each force
- 4) Full Police Staff Council terms and conditions, or force equivalents where local collective agreements exist, to apply to all apprentices
- 5) A joint working group involving the Police Staff Council Employers and Trade Unions and the College of Policing to agree minimum employment and quality standards for police staff apprenticeships.
- 6) The mainstreaming of public sector equality duties in the rolling out of police staff apprenticeships

Police Staff Council - England and Wales

11.1

After second paragraph insert new paragraph

'Conference further notes that police forces may offer placements to students studying degrees which include a year in industry. These students work full time for a year and do not have to be paid.'

In the original third paragraph, after 'to provide apprenticeships' add 'and placements'.

In the original third paragraph, after 'quick and cheap apprenticeships' add 'and placements'.

In point 2, after 'police staff apprenticeships' add 'and placements'.

In point 3, after 'police staff apprentices' add 'and placements'.

In point 4, after 'all apprentices' add 'and placements'.

In point 5, after 'all apprentices' add 'and placements'.

In point 6, after 'police staff apprenticeships' add 'and placements'.

Merseyside Police Unison Br

12. Opposing Police Officer Fitness Tests on Staff

Conference will know that the introduction of fitness testing was one of the more controversial Winsor Review recommendations. The review proposed the same fitness testing for officers and staff despite the vast differences in the operational requirements of the roles.

The initial recommendation (Recommendation 33) to implement fitness testing made in Winsor (Part 2) states: A fitness test should be introduced in September 2013 for all police officers and staff required to undertake personal safety training. Participants should be required to attain level 5:4 on a 15-metre shuttle run. From September 2014, those who fail the test three times should be subject to the appropriate disciplinary procedures.

If imposed, fitness testing has the potential to have a devastating impact on Police Staff members and could force the wide scale exit of dedicated and experienced police staff from the service. The recommendation to maintain a level of fitness is disjointed with the vast majority of Police Staff roles and also fails to provide exceptions for older and disabled members.

Through the work of the Police Staff Council Sector Committee, UNISON has been successful in clarifying that the recommendation has not been imposed on Police Staff and the Fitness Testing Working Group (FTWG) issued the following statement: "Fitness Testing for Police Staff - no decision has been made with respect to fitness testing for police staff. Winsor Recommendation 33, as it relates to these employees, remains outstanding. The FTWG is working in partnership with the Police Staff Council to address this."

Despite the FTWG's statement, many Forces are imposing a wide variety of different fitness tests on our members. Pre-recruitment fitness tests are excluding many excellent candidates from employment in Police Staff roles with women being disproportionately impacted.

Conference believes that Police Staff fitness tests should only be imposed on specific roles where a sound business based operational necessity can be demonstrated. In addition, considerations must be given to ensure that any fitness test is fair on our diverse workforce.

Conference requests that the Service Group Executive:

- 1) survey branches to better understand the variance of fitness tests currently imposed on Police Staff to include tests conducted as part of pre-recruitment;
- 2) to widely distribute the FTWG statement to branches to aid in resisting local tests;
- 3) conduct an Equality Impact Assessment on the impact a blanket fitness test would have on Police Staff;
- 4) to work with the Police Staff Council to seek a future decision on fitness testing of Police Staff that is necessary and fair.

Suffolk Police Sector Unison

13. Police Staff Careers for Life

Conference knows when a member of the public talks about 'police', the natural thought is of a Police Officer often not understanding that Police Staff account for around 40% of the workforce.

The role of the warranted officer will always be at the core of policing, but the modern policing workforce provides a far more efficient service when Police Staff are used to carry out specialist roles.

Unfortunately, unlike Police Officers who can have a full and varied career from starting on the beat to the potential of Chief Officer, Police Staff roles have suffered from a lack of investment and career pathways, that could utilise their skills to the betterment of the service over the long-term.

The current forecast for a working career is around 50 years (starting work at around 18, retiring at around 68) and it's very likely to increase with recent national studies showing that the average person will have six different employers during their career, and six different jobs.

It is time that the service thought of Police Staff roles as long-term investments rather than as the first option to be lost to cuts, redundancies and reorganisation.

Conference calls on the Service Group Executive to:

- 1) liaise through the Police Staff Council in seeking the College of Policing to explore true career pathways for Police staff;
- 2) campaign nationally to highlight the cost benefits of Police Staff;
- 3) produce materials to raise the profile of Police Staff.

Suffolk Police Sector Unison

14. Assistive technology

Assistive technology (AT) is an umbrella term that includes assistive, adaptive, and rehabilitative devices for people with disabilities and also includes the process used in

selecting, locating, and using them. It is an instrument for the improvement of the well-being, full social participation, and quality of life of people with disabilities, their families and professionals involved in their care. The portfolio of services and products within AT field is very extensive and includes a great diversity of solutions, from prosthetics to IT, from social access to accessibility in the work place.

AT plays a fundamental role in breaking down the social barriers by equalizing opportunities and in improving the quality of life of people with disabilities, since it provides solutions oriented to the rehabilitation or compensation of functional abilities and helping in the elimination of barriers in all kinds of environments.

Overall, employers and society will have to deal with a situation where high rates of the population will be over 60 years (25% in 2010), which, in consequence, will include a large number of people with disabilities.

Police and probation staff are no different from the rest of society and are, therefore, in a situation of necessity, but also in front of an opportunity to effect real change for all workers.

But this opportunity presents challenges; challenges that we will have to face to take advantage of the situation. These challenges include: new Technologies; technological development is moving forward and AT manufacturers need to be aware of all new opportunities this development is raising and can offer important options for suitable solutions for disabled people.

Currently there are already a number of barriers to AT within a Police and Probation setting, including the length of time it takes for the individual to get the equipment and a lack of knowledge around what AT systems are available.

Further issues include:

a) Security

- 1) Use of Dictaphones, Livescribe smartpens etc and encryption of sensitive data. For example, some disabled members are struggling to get their force/employer to agree to their provision as reasonable adjustments
- 2) Lack of support for BYO (bring your own) devices, example: where someone uses an iPad as it has specific Apps that they need to use, are not allowed to use it because of data protection issues around transferring data from the iPad to organisational IT systems as well as incompatibility issues
- 3) Due to the nature of Police Services and Probation work it is not possible to put confidential high risk data on personal IT equipment.

2. Compatibility

Recommended software packages such as, Dragon or Clara Read are not compatible with bespoke dedicated systems. Example: Crime Recording System Niche is not very compatible for users of Dragon software

The National Disabled Members Committee calls on the Police and Justice Service Group to work with them to:

- 1) Provide advice and guidance to branches on assistive technology;
- 2) Develop a model policy for police and probation employers on assistive technology;
- 3) Raise the issue of assistive technology and the barriers currently faced within the police and justice national employer negotiating bodies to plan for future developments.

National Disabled Members Committee

14.1

At the end of action point 1) add 'and the Access to Work Scheme' to read:

- 1) Provide advice and guidance to branches on assistive technology and the Access to Work Scheme.

Suffolk Police Sector Unison

15. Probation : Short staffed and Short changed

Conference notes that the coalition government's Transforming Rehabilitation agenda, which saw the split and privatisation of the Probation Service, is now complete. As predicted by our members this has not only resulted in a significant loss of staff in the privatised Community Rehabilitation Companies (CRCs) but also in a reported decline of service provision.

Conference also notes that the CRCs continue to struggle to recruit and retain staff;

- 1) As highlighted in a recent member survey workloads are unacceptably high and morale is low.
- 2) The private owners have also introduced models of working which in our opinion leave both service users and the public severely short changed when it comes to rehabilitative intervention and public protection.
- 3) The models are predicated on having a host of partnership agencies to undertake the work that probation staff used to do, however these agencies have also suffered the consequences of austerity and are often severely stretched themselves or are reliant on volunteers and are unable to meet the workload demands of the CRCs.
- 4) We have always argued that introducing a payment by results model into Probation work would lead to a loss of staff and to a decline in public protection and we maintain this position.

Conference calls on the Service Group Executive to continue highlighting the flaws in the CRC models at every possible opportunity and to work with Labour Link to advise shadow ministers on best ways forward on eventuality of having a labour government in power.

Eastern Region Probation

Pay, Terms and Conditions

16. Should we go for it?

Last year's conference saw much debate about whether we should allow the creation of separate bargaining bodies for the National Probation Service (NPS) and the Community Rehabilitation Companies (CRC).

Conference decision was that we should.

We have however tried to maintain a collective and consistent approach to pay bargaining across the NPS and the CRC's.

But, is this right? Should our members in the CRC's be fettered with Government pay freezes.

Our members in the CRC are not subject to the "protections" of the public sector, their experience in the workplace is not the same as their colleagues in the NPS.

We all face difficulties, but, work for our members in the CRC is constantly target driven, with high caseloads and threats against their job security.

We are all Probation, but, we are not all the same.

Conference allow our members in the CRC's to dictate their own paths.

Conference we call upon the SGE and all relevant bodies to give autonomy to the CRC collective bargaining bodies to negotiate the best pay deals for their members, whilst maintaining existing terms and conditions.

Sheffield UNISON Metropolitan

17. Fair Pay for All Probation Staff

Conference notes with concern that probation pay has risen only 1% since 2010, and that probation staff have therefore been treated even more harshly in relation to pay by comparison with other public sector workers. Conference notes in particular that:

- 1) The Government's public sector pay policy means that NPS staff will not get a pay increase for the next three years;
- 2) The CRCs say that they are being starved of cash by the MOJ, so decent pay rises for CRC staff look equally unlikely over this period;
- 3) The lowest NPS and CRC pay point is about to be overtaken by the National Minimum Wage;
- 4) Government cost cutting in both NPS and the CRCs has slashed the value of probation pay to a level where it is no longer competitive;
- 5) The retail prices index (RPI) of inflation hit a recent high of 3.5% in April 2017.

Conference believes that the freeze on probation pay since 2010 is the direct result of Probation employees in the NPS and the CRCs paying the price of the government's failed Transforming Rehabilitation reforms. UNISON members in the service have been

through a truly terrible experience of Transforming Rehabilitation and the fact that they have been denied any real pay increase in the last few years adds real insult to injury.

Conference believes that the interests of our NPS and CRC members when it comes to pay are the same. Conference therefore calls upon the Service Group Executive to work with the National Probation Service Sector Committee and the Community Rehabilitation Company Sector Committee to seek to:

- 1) Maintain a broadly comparable pay and grading system across the NPS and the CRCs
- 2) Ensure that a common pay and grading system is properly equality proofed
- 3) Make the case for a common approach to pay and grading across the NPS and the CRCs by referring to the work being done on creating a new comprehensive professional framework for probation

Police and Justice Service Group Executive

18. Police Staff Pay – The Latent Threat

Conference notes Police Staff pay along with the rest of the public sector has stagnated for 6 years.

When viewed in conjunction with cost of living increases our rate of pay has depreciated.

The value of total police staff pay rises in England and Wales over the last six years has been 4.2%.

While in Scotland the approval for Police Staff pay awards falls under the remit of the Scottish Government 'Public Sector Pay Policy'. This has seen pay capped at 1% since the creation of Police Scotland and the Scottish Police Authority in 2013.

At the same time the value of the economy has increased by over 12%, the cost of living has risen by over 22%.

There is a feature of our pay which is not widely appreciated and a level of risk which remains underestimated within public sector pay, amongst those who evaluate and administer it.

Our members deal with valuable information and are held to greater account. The longer police staff pay stagnates and staff are in precarious pay positions, the greater the risk around failing financial vetting and potential inducement from Serious and Organised Crime Groups (SOCG) increases for members and police forces across the UK.

This is not to say that members of Police Staff lack integrity, but in the face of unprecedented austerity measures the challenges facing even the most prudent of staff is extremely challenging.

Conference calls on the Service Group Executive:

- 1) to identify and study the impact of the threat of pay stagnation on our members and
- 2) to embed this vulnerability as a cogent risk factor in future pay claims and negotiations.

Police Staff Scotland (UPSS)

Equalities

19. Beyond the binary in police and justice

Conference notes that a growing number of police staff, probation and CAFCASS workers identify as gender fluid or non-binary – not identifying as solely male or female, rather identifying as both, neither or something entirely different. Some police and justice employers, following negotiations with UNISON, have adopted workplace policies and practice that are a best practice model across all service groups. However, this is far from the norm. Non-binary workers can face particular ignorance and prejudice at work, experience harassment and face policies, systems and procedures, from dress codes to personnel databases, which do not acknowledge or accommodate their identity.

The first UK survey of the experiences of non-binary people, which included UNISON respondents, found that the vast majority had worries about being respected at work, nearly half said their manager was never or only sometimes supportive, and a fifth had been referred to with the wrong name and pronoun on purpose. The survey also found significant issues with unnecessarily gendered dress codes or uniform policies.

Conference is clear that gender matters when it comes to tackling workplace sex discrimination, unequal pay and the host of other inequalities faced by women. However, conference believes that there are many gendered policies and practices across police and justice that have no place in furthering women's equality and which exclude and ignore the existence of non-binary workers.

Conference notes that while non-binary gender identity is not currently recognised in UK law, many organisations including the HMRC, DVLA and indeed UNISON's membership records system acknowledge it. The 2016 parliamentary inquiry on trans equality recommended that the government look in to legal recognition. In the meanwhile, our equality negotiations and campaigns have always led, rather than followed, the law.

Such negotiations position UNISON as a contemporary and forward-looking union which boosts our ability to recruit the next generation of police and justice members and activists.

Conference therefore calls on the police and justice service group executive to:

- 1) Review national and company agreements and urge branches to review local policies for unnecessary gendering;
- 2) Work with the women's and LGBT self-organised groups on guidance on inclusive language in agreements which raises awareness of non-binary identities;

- 3) Encourage the negotiation of inclusive language in police and justice agreements and policies, and of inclusive practices and procedures across our police and justice workplaces;
- 4) Publicise UNISON's work for LGBT equality and non-binary inclusion in police and justice recruitment initiatives, particularly those aimed at younger workers.

National Lesbian, Gay, Bisexual and Transgender Committee

19.1

In action point 2) after 'groups' delete the word 'on' and insert 'to produce a model agreement and provide' to now read:

Work with the woman's and LGBT self-organised groups to produce a model agreement and provide guidance on inclusive language in agreements which raises awareness of non-binary identities;

Suffolk Police Sector Unison

19.2

In third action point after 'encouraging' add 'challenges to inappropriate behaviour and encouraging' to read:

- 3) promote training for police and justice reps in recognising hate crime and incidents, supporting members, encouraging challenges to inappropriate behaviour and encouraging reporting and signposting to specialist advice and support.

Suffolk Police Sector Unison

20. Promoting hope and saying no to hate in police and justice workplaces

Conference notes that there has been a significant rise in reported hate crime and hate incidents since 2015. This impacts on police and justice workers in terms of workload - at the very time that we are under unprecedented pressure from cuts to jobs and specialist services. The climate in which hate incidents increase also impacts on workplace culture and police, probation and CAFCASS workplaces are not immune to this.

Conference notes that overt racism and xenophobia increased following the dirty EU referendum campaign. Disability, homophobic, biphobic and transphobic hate crime also increased and there is growing recognition of misogyny as a hate crime. Conference further notes that hate does not restrict itself to neat categories, with many hate incidents having more than one motivating factor.

Conference regrets the fact that the vast majority of hate crime and incidents continue to go unreported, both in and outside work. Too often, those targeted by hate do not

have the confidence that reporting will make any difference. Indeed they may fear it will expose them to further prejudice and misunderstanding.

Conference believes UNISON has a key role in identifying and tackling hate and promoting workplace cultures across police and justice that are inclusive and foster dignity and respect for all. This can support campaigns such as National Hate Crime Awareness Week #NHCAW, the second to third Saturday in October each year, 21-28 October in 2017. It can raise UNISON's profile and promote our priorities among members and potential members.

Conference welcomes national UNISON initiatives including the development of guidance for branches and reps on identifying and tackling hate, including how to support members affected by hate, encouraging reporting and signposting advice and support services. This will be supported by activists training.

Conference calls on the police and justice Service Group Executive to:

- 1) encourage police and justice branches to take a proactive approach to challenging and tackling hate crime in all its forms, highlighting the fact that hate crime and incidents can have more than one motivating factor;
- 2) urge police and justice branches to negotiate policies and procedures on workplace hate, promoting national guidance on best practice;
- 3) promote training for police and justice reps in recognising hate crime and incidents, supporting members, encouraging reporting and signposting to specialist advice and support.

National Lesbian, Gay, Bisexual and Transgender Committee

20.1

In third action point after 'encouraging' add 'challenges to inappropriate behaviour and encouraging' to read:

- 3) promote training for police and justice reps in recognising hate crime and incidents, supporting members, encouraging challenges to inappropriate behaviour and encouraging reporting and signposting to specialist advice and support.

Suffolk Police Sector Unison

21. Black Equality, A Time For Action

Conference, you may not believe it, but most people today still find it really hard to talk about race and ethnicity, particularly in the police workplace. You will also find that Black workers are mostly concentrated in the lower positions and the poorly paid jobs in society. Data and research has identified those organisations that attract and develop individuals from a wide and diverse pool of talent, consistently performs better. Unfortunately, when compared to their white counterparts in, Black individuals are less likely to progress or be developed in the police service. Black individuals are more likely to be subjected to misconduct proceedings or face harsher sanctions than their white counterpart for the same offence. This also applies to the use of police powers

such as stop and search and throughout the criminal justice system when it comes to sentencing.

Although racism and discrimination is not as overt as it was in the 1970's it still exists. The language that is now being used is more subtle, the police service now talks about unconscious bias. But unconscious bias is much more pervasive and potentially more insidious because of the difficulty in identifying it or calling it out.

Conference, disappointedly, "the experiences of many Black individuals are discrimination and bias at every stage of an individual's career, and even before it begins. From networks to recruitment and then in the workforce, it is there. BME people are faced with a distinct lack of role models, they are more likely to perceive the workplace as hostile, they are less likely to apply for and be considered for promotions and they are more likely to be disciplined or judged harshly". (Race in the workplace, The McGregor-Smith Review)

TUC General Secretary Frances O'Grady said:

"This report gives welcome guidance to businesses who want to unlock the talent of their black and minority ethnic workers. Unions stand ready to assist.

"But without government action, racist discrimination at work won't simply disappear. Actions must be taken on the report's recommendations, including requiring companies with over 50 employees to publish data on race and pay.

"Racism and discrimination at work won't be eliminated by talk – it's time for business and the government to act."

Obligatory information-gathering and monitoring can help reveal the real issues.

Conference calls on the Service Group Executive to:

- 1) survey Black Police Staff UNISON members with regards to their experiences of progression and development in their workplace;
- 2) widely publicise the results;
- 3) campaign for all police forces to publish workforce data on ethnicity of all Black staff with regards to grade and gender;
- 4) campaign for all police forces to publish ethnicity data on grievances, disciplinary and dismissal's;
- 5) campaign for all police forces to publish and report annually diversity data on promotions and representation.

Suffolk Police Sector Unison

Health and Wellbeing

22. Suicide Rates in the Police service

Conference notes that, despite a range of observational evidence pointing towards a link between working in the police service and higher rates of suicide, no research has been undertaken to quantify this risk. It is well documented that certain professions, such as vets, farmers, pharmacists, dentists and medical practitioners have statistically significantly higher suicide rates, which has resulted in control measures and prevention strategies being implemented in these groups to try and reduce that risk.

A freedom of information request to the Office of National Statistics revealed that the number of police officers whose deaths were classified as suicides or undetermined intent almost doubled from 15 in 2009 to 29 in 2013.

These rising rates in suicides are likely attributable to job cuts and the resulting increase in workloads and stress, with a MIND survey into the mental health of emergency services workers showing that 87% of respondents had experienced poor mental health, stress and low moods and UNISON's own Police Staff Stress survey in 2014 showing that 32% of police staff reported they were very stressed and 62% reported that they were moderately stressed.

With cuts to welfare departments in many police forces, staff are more regularly turning to their UNISON reps for support with their mental health and it is therefore important that reps are suitably trained to be able to support and signpost members to agencies that can give them the help they need.

A number of charities and organisations such as MIND, Call4Backup and PIPS are doing important work to tackle mental health and suicide stigma and encourage additional support for those with poor mental health in the police service and it is important that UNISON supports and promotes organisations which are in line with its values.

Conference therefore calls on the Police and Justice Service Group Executive to

- 1) Work with organisations as it deems suitable to commission formal research into the rates and risks of suicide in the police service.
- 2) Promote suitable organisations and charities working in the field of mental health and suicide awareness to Police and Justice Branches.
- 3) Consider suitable methods to ensure that training and awareness of identifying potential risks of suicide can be readily accessed by UNISON reps.

Merseyside Police Unison Br

22.1

At the end of action point 1) add 'and share the findings with branches.' To read:

- 1) Work with organisations as it deems suitable to commission formal research into the rates and risks of suicide in the police service and share the findings with branches.

Suffolk Police Sector Unison

23. Austerity and the Impact on Police Staff Wellbeing

Conference will know that the last seven years under a Conservative Government has resulted in a steady erosion of the police service through cuts to budgets.

Home Office figures show that more than twenty five thousand members of police staff and over twenty thousand police officer jobs have been lost since 2010, yet the demand on the service has steadily increased. Those left behind are trying to cope in an increasingly unmanageable situation and many are at breaking point particularly in the context of cuts and ongoing change.

Coupled with the unmanageable workload is a service that has seen its workforce starved of reasonable cost of living pay increases since 2010.

The Government's 1% annual cost of living pay cap has resulted in Police Staff wages being cut by almost 16% in real terms during the same period.

Not surprisingly Branches are seeing alarming increases in stress related illnesses where the increased pressures at work and financial pressures at home are understood to be factors.

Conference believes that effective future anti-cuts campaigning is reliant on understanding the link between austerity related pressures and mental health.

Conference calls on the Service Group Executive to:

- a) survey Police Staff members to better understand the link between cuts to staffing levels and pay to their welfare and mental health;
- b) produce a report on the findings and widely publicise;
- c) use the results to campaign against further cuts and for fair cost of living increases;
- d) work with Labour Link to oppose Government policy;
- e) further publicise the outstanding UNISON publication 'Mental Health Matters' to the membership.

Suffolk Police Sector Unison

24. Raising Awareness

One in four people will experience mental ill health at some point in their lives. Despite the success of many charities raising public awareness and drawing employers and ACAS' attention to the mental wellbeing of staff there is still considerable stigma associated with mental health impairments, leaving some police and justice staff fearful of disclosing mental health issues in the workplace.

Disabled workers still face high levels of bullying and harassment and other forms of discrimination in the workplace. Low career expectations of disabled workers and social isolation within the workplace can cause anxiety and an increase in mental distress. The current context of cuts in police and justice services, so called austerity measures and excessive workloads are likely to increase the number of people experiencing mental health crises. All too often management remedies fail to take account of pre-existing impairments; it is vitally important that the provision of support for disabled people experiencing mental ill health takes account of their own specific access needs.

Conference notes that isolation at work can place particular communities at an even further disadvantage; Black, LGBT and disabled women and Deaf people (whose first or preferred language is British Sign Language) are at increased risk of mental ill-health.

Conference calls upon the Police and Justice Service Group to work with the National Disabled Members' Committee to lobby police and justice employers to:

- 1) meet their legal duties according to the Equality Act and provide reasonable adjustments to meet the needs of staff with mental health issues;
- 2) review their wellbeing policies to ensure they offer services that are appropriate and accessible to disabled Black, LGBT, women and Deaf (first/preferred sign language) workers;
- 3) raise awareness of mental ill-health as a workplace issue and ensure campaigns address the specific concerns of all disabled workers and work towards creating Mental Health Champions in the workplace;
- 4) identify and circulate good practice by branches and regions in supporting and representing disabled members experiencing mental ill health;
- 5) ensure that mental health awareness is a compulsory training for all managers

National Disabled Members Committee

25. Workplace Mental Health

Conference notes mental ill-health within the Police and Justice Sector is a growing problem.

A recent MIND survey found that 92% of "Blue Light Workers" have experienced stress, low mood and poor mental health.

Yet less than half have taken the time off work due to poor mental health.

The independent research by MIND has also found that members of emergency services are more at risk of experiencing a mental health problem than the general population but they are also less likely to seek support.

UNISON's latest stress report 'Feeling the pressure?' highlighted that the years of austerity, job cuts and uncertainty means that 90% of respondents felt the service they

provide is suffering due to high pressure and workplace stress and almost 70% cite excessive demands of the job as causing them stress at work.

Almost 40% stated that stress was affecting their work life balance.

Due to the poor understanding of mental health and mental ill-health conditions, sufferers still recognise the negative stigma and labelling which surround them.

An institutionalised perception within policing of emotion as a weakness can make it difficult for our members to raise issues around their mental health.

However, with 1 in 20 workers having reported to MIND that they have attempted suicide there are ample warning signs and risks for our sector that more needs to be done to tackle mental health issues in policing.

Conference believes that the employer has a responsibility to address workplace stress and to support workers suffering from mental ill-health.

Conference believes the service group can play a key part in shaping policy and outcomes by raising awareness around mental ill-health within the sector.

Conference therefore calls in the Service Group Executive to:

- 1) work with UNISON's Health and Safety National Unit to develop specific guidance on mental health for emergency services.
- 2) encourage all branches to raise the issue of mental ill-health with employers and push for better, more comprehensive policies, procedures and joint guidance.
- 3) provide branches with guidance to challenge occupational health care and employee assistance programmes in their respective Forces.

Scottish Police and Justice Committee

26. Mental health awareness in the police service

Conference notes that UNISON is supporting the Blue Light Programme, which works in partnership with the emergency services to provide practical and positive ways for staff to stay well in work.

Men and women who work in the police service and other emergency services are more at risk of experiencing mental health problems than the general population, but are statistically less likely to seek support.

92% of staff have experienced stress, low mood and poor mental health at some point during their working life. Additionally, nearly two-thirds have contemplated leaving their job because of stress or poor mental health, and almost half feel that they would be treated negatively if they discussed their mental health problem. Shockingly 5% have made an attempt to take their own life.

The reasons for the levels of poor mental health are complex, but factors include experiencing distressing or traumatic events as part of their working lives; the culture of long hours, exacerbated by excessive workload, management pressure and uncertainty caused by organisations upheaval.

All of these factors are commonplace in the police workforce which has faced, and continues to face, organisational change and cuts in budgets and staffing levels, impacting hugely on staffs' working lives.

Reasons for failing to disclose mental health problems can also be complex, but staff failing to disclose may fall foul of sickness absence procedures which can further impact on the mental health issues. As women are more likely to have common mental health problem, and are almost twice as likely to be diagnosed with an anxiety disorder, this impacts significantly on their sickness absence record and potentially on their career.

Conference notes that UNISON has worked with the Blue Light Programme to produce the "Mental Health Matters" guide for branches and members working in the police and other emergency services.

The guide recommends that branches work with employers to:

- A) Sign the Mind Blue Light Time to Change pledge or deliver an existing pledge www.mind.org.uk/bluelight;
- B) Reduce the stigma that surrounds disclosing mental health issues by providing positive messages around mental health and ensuring line managers receive correct training on how to support staff with mental health issues. Including the Mind course for managers working in emergency services. (www.mind.org.uk/bluelight);
- C) Ensure that employers recognise that people experiencing mental ill-health can still be successful at work and offer the right levels of reasonable adjustment or support necessary to those who experience mental health issues;
- D) Review policies to ensure the right level of support for staff experiencing mental ill-health including proactive support for those managing complex mental health issues;
- E) Seek to reduce discrimination in recruitment and selection processes for people with mental health issues by using positive statements and ensuring practices are based on the Equality Act 2010

Conference calls upon the Service Group Executive to take positive action to promote and raise awareness of the guidance, and to encourage branches to enter into negotiations with employers to seek to ensure that the recommendations are implemented in full.

National Women's Committee

27. Police Staff Wellbeing

Conference recognises that Mental Health for all emergency service workers is high on the agenda of Unison and should be so for our employers and the in the eyes of the public as increasingly we see members becoming ill through work related stress and post traumatic injury, often as a result of dealing with the sights and consequences of serious incidents which have forced members to leave their roles because of the resultant trauma.

UNISON must be at the forefront leading and ensuring that the wellbeing and health of our members is fully recognised and dealt with by the employers quickly and effectively in order to reduce long term health issues.

Conference may recall the Deputy Chief Constable of Lancashire police and the National Police Lead for Wellbeing a few years ago extolling the importance of wellbeing, advising conference that this is taken seriously by all forces nationally for ALL staff not just police officers.

However conference , many branches will know that on the ground this is not the case and it is evident that very little has happened since, leaving branches to deal with extremely difficult situations as they occur and impact on our members, using locally negotiated policies that vary in their efficiency when there should be a national position on this serious issue.

Conference may also recall our Past president Eric Roberts, sadly no longer with us, who in chairing this conference last year spoke most eloquently on difficulties faced by emergency service staff when he proposed supporting Mind Blue Light as his chosen charity which conference fully endorsed.

In light of the atrocities that have taken place this year in London and Manchester this conference believes that our union should prioritise the issue of 'wellbeing' provision to its members. Given that it is in many more cases our members who receive the calls and are often first on the scene as was the case in Manchester. With all of the other North West Police Forces coming together as a shared resource for the incident in Manchester our members dealing with victims and the aftermath of serious and brutal incidents, they care for and support those involved and affected in the most difficult of circumstances and whilst supporting each other. They deserve and need to know that the support they require is there for them and their colleagues. WHO CARES FOR THE CARER.

This Conference is more than disappointed at the overwhelming lack of progress made with our National Employers and the College of Policing. Therefore conference calls upon the Service Group Executive to:

- I) make 'wellbeing' a priority within their work plan.
- II) Raise with the Police Chiefs Council and the College of Policing issues around the provision of 'Wellbeing support' for police staff who are involved in a serious incidents including PCSO's, CSI's, Control Room Staff, Forensic Staff, Digital Media Officers, CCTV operators etc.

- III) raise with the Police Chiefs Council that Police Staff should also be dealt with as part of Post Incident Management (PIM) process and that all policies should reflect this.

North West Region

28. Dealing with the menopause in the workplace

Conference notes with concern that little account is taken of factors which affect women going through the menopause in the police and probation service.

For some women, but by no means all, the menopause presents particular difficulties, which may include insomnia, tiredness, loss of concentration and forgetfulness, as well as the potentially lower levels of physical fitness which can affect both women and men. There are clear implications for women in policing for whom fitness may be a crucial factor in their ability to work, and for all women staff whose ability to be effective and efficient is essential to their role.

Simple adjustments to the working environment can make a huge difference to women's lives during this time, for example:

Flexible working/later start times to combat issues caused by sleep disturbance;

Alterations to shift patterns where appropriate;

- 1) Flexible sickness absence procedures to cater for menopause-related sickness absence;
- 2) Improved work facilities such as cooler office temperatures and increased ventilation; access to cold water, restrooms and private space; alternative uniforms if uniforms are worn at work (cooler fabrics, layers, more supplies if frequent changes are needed etc);
- 3) Managers being mindful as to whether symptoms are affecting performance and/or attendance at work, and working closely with occupational health specialists to identify any other reasonable adjustments that may make working life easier for menopausal women.

However, recent research on behalf of the British Association of Women in Policing has revealed that many women will not seek adjustments, often due to embarrassment at having to disclose personal issues to a manager, but also because the manager may not be sympathetic or knowledgeable, and their concerns would be dismissed. There is therefore a clear need for better information to be available to managers and colleagues in the service.

Conference calls upon the Service Group Executive to:

- a) raise awareness of the UNISON and TUC guidance on the dealing with the menopause at work;
- b) produce and promote guidance for branches on how to enter into discussions with employers on how to support women going through the menopause;

- c) use all means possible to seek to ensure that the menopause is covered in appropriate training – such as diversity and health related training, both for managers and other staff.

National Women's Committee

Campaigning and Promoting UNISON against Privatisation and Outsourcing

29. Building Relationships with Fire and Rescue Trade Unions

The Policing and Crime Act received Royal Assent on 31 January 2017, one of the main points of the act is to enable changes to the governance of fire and rescue services. It places a duty on police, fire and ambulance services to work together and enables police and crime commissioners to take on responsibility for fire and rescue services where a local case is made.

The Act seeks to collaborate all 'blue lights' through the sharing of estates, control room functions and support services. The work has started in many forces in Staffordshire, the business plan has already been accepted and work is being done to identify roles and functions that our Police Staff members are doing that can be moved to the Fire Brigade and vice versa.

Home Office statistics show that police budgets have been decimated through six years of austerity led cuts resulting in the reduction of Police Staff jobs by more than 20% and this threat will most certainly result in the loss of more Police Staff jobs. Additionally, once a service is transferred out of Force or a Local Authority, control is lost making it vulnerable to predatory private companies as a prime opportunity for privatisation.

UNISON must be progressive in forging relationships with sister trade unions and ensure that its Service Groups and structure is able to adapt to this cross sector working in an effort to minimise the impact on police staff jobs and the erosion of our hard fought terms and conditions. We believe that it is important that UNISON now recognises the changes and seeks to build a relationship with the national employer to consolidate the bargaining arrangements for our members.

Conference calls on the Service Group Executive to:

- i) seek to establish organising protocols with trade unions working in the fire sector and establish collaborative forums where trade unions are working together on common issues for the benefit of all;
- ii) work to establish relationships within UNISON at a national, regional and local level that will protect UNISON members working within both sectors and prevent a two tier workforce;
- iii) oppose all attempts to privatise within the new working arrangements;
- iv) consult branches to develop a clear UNISON vision of the future of policing in England and Wales, to identify the necessary protections for our members in any change process;

- v) look to identify all forums where the future of police structures are being discussed and seek to engage with key police stakeholders on our vision;
- vi) ask for appropriate negotiating arrangements to be put in place at the Police Staff Council for England and Wales to provide that any proposed changes to police force structures are accompanied by appropriate protections for UNISON police staff members;
- vii) ensure Regional Service Groups and Branches are in a position to respond to the challenges which will arise; it is important that we develop a coherent national strategy.

Staffordshire Police Staff UNISON

30. The effects of austerity on our members and the service they provide

Our members have lived with austerity for seven long years and as such we have seen the service to the public diminish and the consequences on our members health. In 2015 the chancellor of the exchequer announced in his budget that there would be no further cuts to policing. This was as a direct consequence of the Paris Terror attack on the 13th November. Before this attack occurred, it was expected that there would be another cut of 25% to police budgets.

The reality of the situation can best be explained with this example. if you had five red sweets and five yellow sweets, and took away four yellow and two red, you would have only four sweets left, but the proportion of red sweets would have increased.

Every day there are more calls and more crimes to investigate than there are officers and staff available.

The Home Office will tell us it has protected police budgets, but we all know a protected budget makes no allowance for increasing wage bills or inflation. And we are only now only starting to finish the cuts handed to forces in 2010.

Police budgets continue to be affected by austerity which will continue into the 2020's. Every day our members are fighting to find resources to answer demand. Our Police officer colleagues are under increasing pressure to fill the gaps. Policing has moved from being proactive to reactive. Crime is rising especially violent crime. The IPCC are conducting more investigations that our members are being pulled into because they have been unable to raise the resources needed.

All this must stop and we need to support our members as much as we can.

Conference instructs the Service Group Executive to:

- 1) work in partnership with our sister unions and Police Staff Associations in raising awareness of the effects of austerity on the police service and our respective members;
- 2) maximise media opportunities to get the message out to the public;
- 3) encourage branches to work together where possible, to raise awareness with members and the public;

- 4) publicise the efforts UNISON is making to support our Police Staff members by use of social media and UNISON publications;
- 5) engage with Labour Link to ascertain how we can maximise our political influence in fighting austerity in the police service.

East Midlands Region

30.1

Insert new paragraph before action points:

Conference welcomes UNISON's campaigns to highlight this reality to our members, potential members and the public. For example, we welcome UNISON-commissioned research by NatCen Social Research into the impact of austerity on LGBT people and services, dated November 2016, which includes many police and justice examples. We also welcome UNISON's public service champions campaign.

Add new action points 5) and 6) and renumber remaining point:

- 5) work with the self-organised groups and young members to identify their specific issues and include these in the campaign;
- 6) feed the police and justice perspective into the public service champions campaign and promote the public service champions campaign among the police and justice service group;

National Lesbian, Gay, Bisexual and Transgender Committee

31. The Case for Local Democratic Control of Probation

Conference notes the series of reports by Her Majesty's Inspectorate of Probation (HMIP) published during 2016/17, which are very critical of the performance of the privatised Community Rehabilitation Companies. Conference is particularly worried over the HMIP warnings that some CRCs are failing in their public protection duties.

Conference believes that most of the fault with CRC performance lies with the Ministry of Justice (MOJ), which privatised probation as part of a major cost-cutting exercise. Conference also believes that the MOH is too far away from the front line to successfully manage the private Community Rehabilitation Company (CRC) contracts which were let by the Government in 2015.

By all rights, Police and Crime Commissioners should have been involved in the commissioning of the CRC contracts, but they were kept firmly at arm's length by MOJ Ministers. The MOJ's instinct was to build a centralised command and control model for probation in the mould of the prison service. So PCCs were frozen out and with this any possibility of localism in the procurement process.

Conference notes that probation was first created as a local service, which was democratically accountable via local authority control in the form of the old Probation Committees. The local magistracy was also involved. This localism was the key to the success of probation which naturally had to work closely with the police, local

authorities and health service in its area. Probation Boards were deliberately aligned with Police Authority boundaries for this reason.

Conference notes with regret that with each successive reform to probation governance by central government, by administrations of both political persuasions, the local democratic control of probation was gradually stripped out. As Probation Committees were changed into Probation Boards and then into Probation Trusts and finally into Community Rehabilitation Companies, all vestiges of localism were successfully removed. The co-terminosity of Probation and Police was dealt a final coup de grace by the creation of CRCs which crossed not only force areas, but also government regional office boundaries.

Conference believes that probation is a local service which should be run in the interests of local people. Reinventing local democratic accountability for probation would ensure that public safety, effective probation services and the reduction of reoffending became the key priorities again, rather than shareholder profits. For this reason alone, it is now more politically urgent than ever to restore political accountability to the probation service.

Conference therefore calls upon the Service Group Executive to work with the Community Rehabilitation Company Sector Committee, the National Probation Service Sector Committee, the Policy Development and Campaigns Committee and UNISON's Labour Link to:

- 1) Continue to oppose the failing privatisation of probation in England and Wales;
- 2) Campaign for democratic renewal for the Probation Service across England and Wales;
- 3) Work with supportive organisations who share our vision for a democratically controlled Probation Service.

Police and Justice Service Group Executive

32. Shared Service – Implications for police staff

Conference notes the ever increasing moves across the public sector to create shared service provision following political pressure from this government and to address savings forced upon the public sector including police, despite the recent so called "protection" from budget cuts in the public sector.

Police staff are in the front line of the creation of large scale shared service provision and the implications for our members include the following-

- 1) Relocation to new work places often with 2 choices to either move or face redundancy.
- 2) The loss of identity and current focus on policing duties as larger organisations look to change the service within the community and cater for a wider agenda.
- 3) Threats to continuous service calculations particularly for redundancy purposes are taking place and affecting members as funding streams move from national to regional structures.

- 4) The failure by forces to release, calculate and be transparent on threats to future job security as police staff move from employer to employer albeit within the public sector.

Conference, the North West region is experiencing increasing issues of concern for members as they face uncertainty around devolution and what that will mean to services. Some specific examples of the world of shared services are:

- 1) Lancashire council shared services in HR with Lancashire Police
- 2) GMP shared service for HR/payroll with Trafford Council.
- 3) A proposed creation of a single Shared Service centre at Cheshire Police HQ between Cheshire Fire and Cheshire Police.
- 4) Prospective provision of a forensics service across England and Wales (a tri force provision involving Cheshire, Merseyside and North Wales forces)
- 5) Potential creations of a volunteer hub across 4 councils and Lancashire Police.
- 6) Regional serious crime prevention – TITAN, COVERT, OVERT

Conference, in the light of the above, calls upon the Police and Justice Service Group to:

- 1) Provide advice on employment matters for members facing forced redundancy, TUPE, secondment or relocation to a shared service.
- 2) Campaign to oppose the creation of a shared service where there is no substantial saving to be made but more to reinforce a political ideology.
- 3) Produce guidance to branches on how to maximise involvement and impact in negotiations that involve different public services in light of Regional devolution.

North West Region

33. Format of Police and Justice Conference

Conference notes that Police and Justice Conference has been a successful event since we combined policy making with a seminar agenda to create a two and a half day event. Conference also notes that the current arrangements whereby Retired Members Conference and Police and Justice Conference share a conference venue over one week, with the Police and Justice event taking place over Thursday, Friday and the Saturday morning is set to continue into the future as UNISON benefits from the efficiency costs of two conferences sharing the same venue.

However, Conference notes that it has proved challenging to attract outside speakers at our conference venues on Saturday and, in addition, attendance at the Saturday morning session of the event has fallen away, as some delegates travel home early on this day. Conference recognises that from a work-life balance perspective, Saturday is also a day which many delegates would like/need to spend time with family and friends.

This Conference therefore agrees to change the format of Conference as set out in the Police and Justice Service Group Constitution, from a two and a half day event to a two day event as set out below from 2018:

The format of Conference will be as follows:

Day 1, AM Session	Annual Report and motions
Day 1, PM Session	Plenary and workshop sessions
Day 2, AM Session	Plenary and workshop sessions
Day 2, PM Session	Motions

Conference notes that, under the current arrangements, the proposed two day event would be held on the Thursday and Friday of UNISON's week-long conference venue booking in October of each year. Conference believes that this format will be attractive to delegates, improve participation in all sessions of Conference and provide greater flexibility for inviting external contributors to plenary and workshop sessions.

Conference further recognises the responsibility of all delegates or their sharers to attend all sessions of Conference and encourages bodies sending delegations to stress the importance of attendance when making their nominations.

Police and Justice Service Group Executive

34. Police and Justice Branch funding - a Service Group issue?

Conference recognises the challenges that we smaller branches in UNISON face when it comes to funding. With a decline in membership and the job losses in our sector, coupled with mergers and restructures, funding in some branches is starting to become a barrier to organising and representing.

This challenge has come just as our services are even more greatly needed to deal with disciplinaries, redundancies, restructures and more fragmented workforces.

Conference recognises that the funding formulas are not a matter for the Service Group Executive or this conference, but it may be that the structures and best practice of some branches can help us meet this challenge and acknowledge where we are as a service group in assisting branches.

Conference calls upon the Police and Justice Service Group executive to:

- 1) Survey branches on whether current funding enables them to carry out representation and organising
- 2) Highlight best practice on good use of additional funding available from the GPF by branches in our service group
- 3) Highlight good use of regional pool funds which can assist branches in organising and help with recruitment and retention activities
- 4) Assess how the future financial and membership threats felt by branches in relation to funding can be mitigated and consider the risk to our Service Group

- 5) Provide a breakdown of the challenges and funding streams available to conference in 2018

West Mercia Police Staff

Amendment Ruled Out of Order

The following amendment was ruled out of order because it seeks to change fundamentally the intent of the original motion

Amendment to Motion 22: Suicide Rates in the Police service

In point 1)

delete

"commission formal research into the rates and risks of suicide in the police service"

and insert

"better understand the rates and risks of police staff suicide."

Police and Justice Service Group Executive

4 Guide to the conference venue

Venue Information

You should access Venue Cymru via the Promenade Entrance

Conference Enquiry Desk

The conference enquiry desk will be located in the atrium on the ground floor. It is responsible for all administrative and organisational matters. This is where to go if you have any queries concerning the administration of conference or if you lose your conference credentials or conference paperwork. You do not have to register on arrival if you have a photograph for your credentials and all your paperwork. The desk will be open:

Wednesday 8.30am – 5.30pm

Thursday 8.30am – 5.15pm

Friday 9am – 5.15pm

Saturday 9am – 12.00pm

Credential Photographs

If you require a photograph for your credentials, please go to the conference enquiry desk.

Conference Hall

The conference hall is the Arena. The hall is laid out with a platform and rostrum control at the front of the hall, regional seating for delegates and sharer 1s in the main part of the hall, and seating for visitors and sharer 2s at the back of the hall. A seating plan will be available at conference.

Standing Orders Committee

The Standing Orders Committee will be available throughout conference. They will be located in the Arcadia room on the ground floor. Delegates wanting to see the committee should go to the SOC waiting area outside the Arcadia room and speak to the SOC steward.

Card Vote Collection Desk

The Card Vote Collection desk is located in the Orme Suite on the ground floor. This is where you collect your card votes, preferably before conference begins. The desk will be open:

Wednesday from 2pm to 5.30pm

Thursday 8.30am to 5pm

Cloakroom

There will be a free cloakroom service in the atrium for the duration of conference. Please note that the cloakroom will close at 5.15pm on Thursday and Friday and 15 minutes after the finish of conference on Saturday.

Meeting Rooms

There are a number of rooms where workshops etc will take place. The Arcadia is on the ground floor. Conwy, Deganwy, Harlech and Rhuddlan on the 1st floor and Alwen on the 2nd.

Catering

The main conference catering area will be in the Orme Suite on the ground floor.

Exhibitions

Exhibitions and displays publicising UNISON and other services will be located in the Orme Suite on the ground floor. This will be open on Thursday from 8.30am to 5pm and Friday from 9am to 12pm

Prayer room

The prayer room is available for all delegates and visitors to use on request. Please contact the conference enquiry desk for further details.

First Aid

Please contact the conference enquiry desk if you require first aid or speak to a steward or member of staff.

Cash machine

There is a cash machine in the box office foyer of Venue Cymru which charges for withdrawals. There is a free cash point machine at the Jet Garage located behind the venue.

Wi-fi

Free wi-fi is available. This can be accessed without a password by finding the Venue Cymru's network.

UNISON conference app

The conference app includes information in this guide and gives you the chance to meet and chat to other members at the conference. The app can be used on smartphones and tablets and is available on Google play or in the app store. There is also a web version containing the agenda and online version of the conference guide.

You can browse the conference agenda and standing orders committee reports, use the floor plans of Venue Cymru to find your meeting and connect with other delegates by viewing their posts and pictures or posting your own. You can also save details of meetings you want to attend.

If you have registered your email address for the conference, you will receive an email with all details of how to access and use the app.

Charging Lockers

Charging Lockers are available to charge your mobile devices. If you would like to use these, keys are available from the conference enquiry desk.

Crèche

The crèche is located in the Crafnant room on the second floor. The crèche is only available for delegates who have reserved places for their children in advance.

Safety and Security

Safety for everyone attending conference is a key priority for UNISON. In light of recent events, we have reviewed our safety and security procedures and have in place a number of security measures to make conference as safe and secure as possible. Whilst at conference, it is important to take precautions to minimise potential risks and safeguard yourself. You will need to wear your credentials in the venue but remember to take them off when you leave. Keep your belongings close and secure whilst in the venue and report any unattended bags immediately to the venue security. No bags may be left in the conference hall during lunchtimes and any unattended bags will be removed.

Please familiarise yourself with the nearest fire exit, at the conference venue and your hotel. In the event of an emergency, please follow the venue's instruction.

If you require a Personal Emergency Evacuation Plan and have not already requested one, you can do [on](#) the Online Conference System (OCS) via My UNISON.

You can also register your emergency contact details on OCS via My UNISON.

Access and Facilitation

UNISON recognises the importance of making conference as accessible as possible. All delegates have had the opportunity to register for provision of services to make conference accessible to them.

UNISON staff member Anna Costi is the conference access officer. Questions about access and facilitation should be addressed to her via the UNISON conference enquiry desk.

Accessibility Summary for Venue Cymru

Venue Cymru is committed to ensuring that all delegates are able to fully participate in any event held in the building.

Entrance to the venue is assisted by wide, automatic doors designed for wheelchair users.

There is a dropping off point at the main entrance with plenty of room to disembark safely. In the car park at the back of Venue Cymru are 19 designated disabled parking spaces; parking is free for disabled badge holders within these spaces.

There are lifts to all floors which are wide enough for wheelchair users and with buttons at a suitable height. All steps are accompanied by wheelchair ramps and public areas are spacious enough to manoeuvre easily.

All reception areas are equipped with low counters. Accessible toilets are available throughout the venue. Interior doors are wide, light and easily opened from a wheelchair.

Fire alarms are visual as well as audible and fire exits are available for operation by disabled people.

Working/guide dogs are welcome within Venue Cymru and touch/familiarisation tours can be arranged prior to your visit. We have an Infra red loop system available within the venue.

The main hall, meeting rooms and all the breakout rooms used for conference will have induction loops systems.

Conference venue

Venue Cymru
The Promenade
Llandudno
Conwy LL30 1BB

info@venuecymru.co.uk
<https://venuecymru.co.uk/>

How to get there

Air

Venue Cymru is approximately 66 miles away from Liverpool John Lennon Airport via M56/A55.

Rail

There are two train stations serving Llandudno – Llandudno station and Llandudno junction. Most main line services take you into Llandudno junction.

Monday-Saturday - there are hourly trains from Llandudno junction to Llandudno station. The journey time takes 12 minutes. There are also bus routes (13, X5 and 5) that travel frequently between Llandudno junction and Llandudno station. The journey time take approximately 20 minutes.

Llandudno station is approximately an 8 minute walk from Venue Cymru. Turn left from Llandudno station onto Vaughan Street continue to merge onto Mostyn Broadway. Continue down Mostyn Broadway and Venue Cymru will be on your left-hand side, just past the Llandudno Swimming Centre.

For details of train services: www.nationalrail.co.uk

Taxis

A taxi from Llandudno junction costs approximately £10.00. It is recommended you pre-book a taxi to pick you up from Llandudno junction station as there are not always taxis available.

Alliance - 01492 878787
Roadrunner taxis - 01492 240 858
Castle cabs - 01492 860 033
Interlink taxis - 01492 860 033

Bus

Several bus services pass right outside the rear of Venue Cymru (in front of the car park):

For more information on Llandudno bus services, visit
<https://www.arrivabus.co.uk/wales/places/llandudno/>

Road

Venue Cymru is 4 miles away from the A55 and takes approximately 8 minutes by car, giving access from all over the North West and beyond via M62/M56. From Junction 19 of the A55, follow signs for Llandudno and take the A470 (Royal Welsh Way), from there follow the brown road signs marked Venue Cymru.

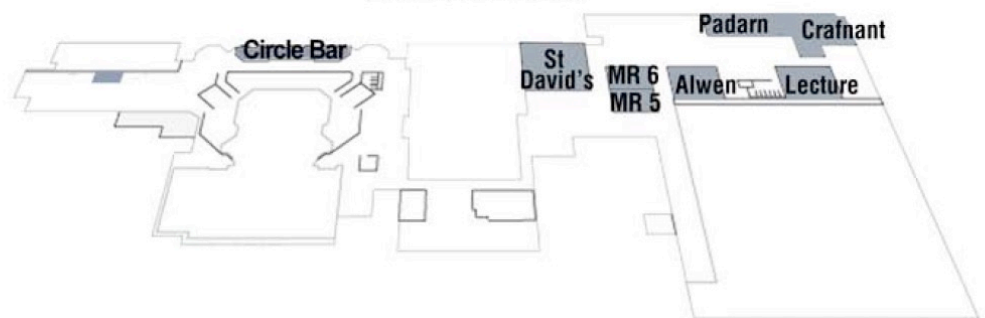
Parking

There is a 250 space pay and display car park behind Venue Cymru. There are 19 designated disabled parking bays and parking is free for disabled badge holders using these spaces only.

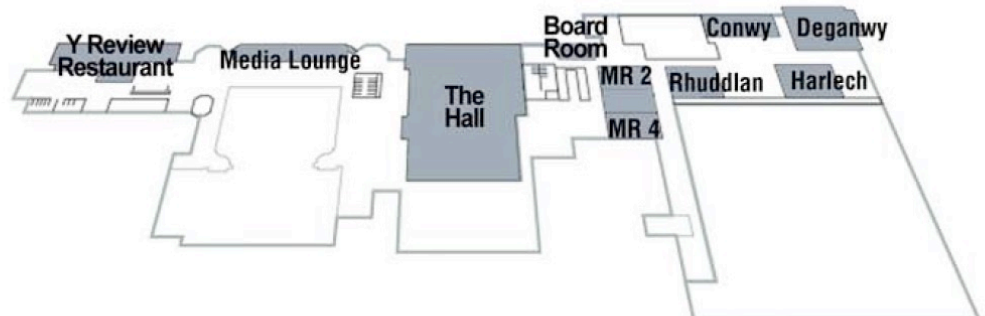
There is also parking available on the promenade in front of the venue. Parking rates on the promenade vary seasonally.



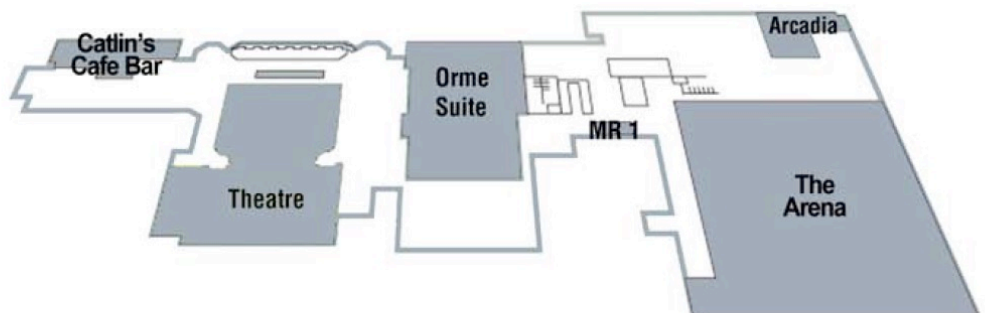
Second Floor



First Floor



Ground Floor



5 UNISON Rules and Standing Orders

UNISON RULES AND STANDING ORDERS

RULE D - SERVICE GROUP CONFERENCE

(See pages 15-16 of UNISON Rules)

- 3.4.1. Each Service Group shall hold a Conference annually, for a period not exceeding three days.
- 3.4.2. The policies of a Service Group shall be determined by the Group's Conference.
- 3.4.3 Arrangements for the Conference shall be made by the Group's Executive in accordance with the Standing Orders.
- 3.4.4 Each Service Group shall have a Standing Orders Committee comprising either a panel of members of the Standing Orders Committee of the National Delegate Conference or two representatives from and nominated by the members of the Standing Orders Committee of the National Delegate Conference, together with representatives from the Service Group.
- 3.4.5 Delegates to the Conference shall be elected annually in accordance with a scheme to be drawn up by the Group's Executive and approved by the Group Conference.
- 3.4.6 The following members shall have the right to attend the Conference and to speak, but not to vote:
 - .1 All members of the Group's Executive (subject, in the case of the members who are also members of the Standing Orders Committee, to the rules of that committee).
 - .2 The General Secretary, Deputy General Secretaries, head of group and such other staff as the National Executive Council, General Secretary, Group Executive or head of group may determine.
 - .3 One representative from each professional and sectional body.
 - .4 The chairperson of the Group's Standing Orders Committee.
 - .5 Two representatives of each Service Group Regional Committee.
 - .6 Two representatives (being members of branches in the relevant Service Group) of each Self-Organised Group at national level.
 - .7 Two representatives (being members of branches in the relevant Service Group) of the National Young Members Forum.

- 3.4.7 The Group's Standing Orders Committee shall be present at the Conference but except as provided for, shall take no part in the Conference proceedings.
- 3.4.8 In accordance with the rules of procedure each branch represented within the Service Group may submit motions and amendments to the Group's National Conference or any special conferences.
- 3.4.9 Each Self-Organised Group at the national level may submit a total of two motions to the Group's National Conference.
- 3.4.10 The National Young Members' Forum may submit up to two motions and two amendments to the Group's National Conference.
- 3.4.11 A special service group conference shall be convened on receipt, by the head of the service group, within any two month period, of requisitions to that effect, stating the business to be transacted, from branches representing not less than 25% of the service group membership.

RULE P - STANDING ORDERS FOR CONFERENCES

(See pages 54-59 of UNISON Rules) NB. These rules have been amended to refer to service group conferences only.

1. APPLICATION OF STANDING ORDERS

- 1.1 These Standing Orders shall apply to all meetings of the Service Group Conferences held under Rule D.3.4.
- 1.2 In the case of a Service Group Conference, the appropriate Standing Orders Committee shall have power (but is not required) to decide at the request of the Service Group Executive that it is necessary that certain Standing Orders shall not be applicable to the Conference.
- 1.3 In application to Service Group Conferences, these Standing Orders shall apply, subject to the following modifications:
 - 1.3.1 "the Standing Orders Committee" shall mean the Standing Orders Committee referred to in Rule D.3.4.4;
 - 1.3.2 "the President" shall mean the Chairperson or Vice-chairperson of the Service Group Executive under Rule D.3.5.12 or such other person as the Service Group Executive or the Service Group Conference may have appointed to preside at the Conference;
 - 1.3.3 "the National Executive Council" shall mean the Service Group Executive;
 - 1.3.4 "the General Secretary" shall mean the Head of the Group;
 - 1.3.5 Rule P.3.1 shall not apply. The bodies who may propose motions and amendments for the Conference shall be: each branch represented within the Service Group; the Service Group Executive; Service Group Regional Committees and (where these are established) Sector

Committees. Self-Organised Groups at the national level and the National Young Members' Forum may submit a total of two motions and two amendments to the Conference.

- 1.3.6 Standing Orders Committees for Service Group Conferences, in exercising powers in accordance with Rule P.2.3, shall have regard to the national negotiating machinery in devolved administrations. The Standing Orders Committee may make recommendations to restrict voting to representatives of members covered by that machinery which shall be subject to ratification by Conference in accordance with Rule P.2.4.

2. STANDING ORDERS COMMITTEE

- 2.1 The members of the Standing Orders Committee shall hold office from the end of one Conference until the end of the next Conference.
- 2.2 At its first meeting after it takes office, the Committee shall elect a Chairperson and a Deputy Chairperson from amongst its members.
- 2.3 The functions of the Committee shall, subject to these Standing Orders, be to:
- 2.3.1. ensure that the Union's Rules and Standing Orders relating to the business of Conferences are observed, and notify the Chairperson of any violation that may be brought to the Committee's notice.
- 2.3.2 draw up the preliminary agenda and final agenda of Conference business, and the proposed hours of business, to be circulated in accordance with the timetable stated in Rule D.1.9.
- 2.3.3 determine the order in which the business of Conference shall be conducted, subject to the approval of Conference
- 2.3.4 consider all motions and amendments submitted for consideration by Conference and, for the purpose of enabling Conference to transact its business effectively the Committee shall:
- .1 decide whether such motions and amendments have been submitted in accordance with the Rules
- .2 group together motions and amendments relating to the same subject, decide the order in which they should be considered and whether they should be debated and voted on separately or debated together and voted on sequentially
- .3 prepare and revise, in consultation with the movers of motions and amendments, composite motions in terms which in the opinion of the Committee best express the subject of such motions and amendments
- .4 refer to another representative body within the Union a motion or amendment which in the opinion of the Committee should properly be considered there; the mover shall be informed of the reason for so doing

- .5 have power to do all such other things as may be necessary to give effect to these Standing Orders.
- 2.4 Any decisions of the Committee which are to be reported to Conference shall be announced by the Chairperson of the Committee and shall be subject to ratification by Conference.
- 3. MOTIONS AND AMENDMENTS - PRE CONFERENCE PROCEDURE**
- 3.1 Motions, amendments and other appropriate business shall may be proposed for the Conference by the bodies set out in Rules D.1.10.3 and D.1.10.4.
- 3.2 Motions and amendments shall be sent to the National Secretary in order that the Standing Order Committee may consider them for inclusion in the preliminary agenda.
- 3.3 The date and time by which motions and amendments to be considered for the Conference shall be received by the National Secretary shall be stated in the timetable to be published under rule D.1.9.

4-7 CONDUCT OF CONFERENCES

- 4.1 The Service Group Conference shall meet in public session, except that by direction of the Service Group Executive or by resolution of the Conference the whole or any part of Conference may be held in private. In addition to the elected delegates and those who under Rule D.3.4.6 have the right to attend and speak at Conference, the only persons permitted to attend a private session of a Conference shall be
 - 4.1.1. such members of the staff as have been authorised by the Service Group Executive or the Head of Group to attend Conference
 - 4.1.2 such other persons as the Chairperson may determine.
- 4.2 The agenda for the Service Group Conference shall be arranged so that the first session of the Conference shall be in public, subject to Rule P 4.1 above.
- 5. Apart from the elected delegates and those persons who have the right to speak at the Service Group Conference under Rule D.3. 4. 6. no other person shall speak except by permission of the Standing Orders Committee.
- 6. Any questions of procedure or order raised during a Conference shall be decided by the Chairperson whose ruling shall be final and binding.
- 7.1 Upon the Chairperson rising during a Conference session, any person then addressing Conference shall resume her/his seat and no other person shall rise to speak until the Chairperson authorises proceedings to continue.
- 7.2 The Chairperson may call attention to continued irrelevance, tedious repetition, unbecoming language, or any breach of order on the part of a member and may direct such a member to discontinue his or her speech.
- 7.3 The Chairperson shall have power to call any person to order who is causing a disturbance in any session of Conference and if that person refuses to obey the

Chairperson, she/he shall be named by the Chairperson, shall forthwith leave the Conference Hall, and shall take no further part in the proceedings of that Conference.

8. VOTING

- 8.1 The method of voting shall be by a show of hands of the delegates present, unless a card vote is called by the Chairperson or immediately after the result of the show of hands has been declared by at least 10 per cent of the delegates registered at the Conference.
- 8.2 On a card vote, the delegate or delegates of a branch or group of branches shall be entitled to cast a total number of votes in accordance with the card issued to them in respect of their branch membership and such votes will be cast as a single block or may be divided in line with a branch mandate.
- 8.3 In the event of a card vote being called or demanded, the card vote shall be taken immediately after it has been demanded, but no business shall be suspended pending the declaration of the result of the vote except that which in the Chairperson's opinion may be directly affected by that result.

9. TELLERS

- 9.1 Conference shall appoint delegates to act as tellers for the duration of the Conference.

10. WITHDRAWALS OF MOTIONS AND AMENDMENTS

- 10.1 A motion or amendment, which is shown on the final agenda, may not be withdrawn without the consent of the Standing Orders Committee, whose decision shall be reported to Conference.

11. MOTIONS AND AMENDMENTS NOT ON AGENDA

- 11.1 A motion or amendment which is not shown on the final agenda may not be considered by Conference without the prior approval of the Standing Orders Committee and the consent of Conference, which shall be governed by the following rules:
- 11.2 Such motion or amendment shall be in writing, signed by the Secretary and Chairperson of the branch or branches on whose behalf it is submitted and shall be sent to the Standing Orders Committee at least five working days before the commencement of Conference, except if it relates to events which take place thereafter. It will state at which meeting it was debated and adopted.
- 11.3 For Service Group Conferences, the Service Group Regional Committee may submit 'Emergency Motions' in writing, signed by the Secretary and Chairperson and sent to the Standing Orders Committee at least five working days before the commencement of the Conference, except if it relates to events which takes place thereafter. It will state at which meeting it was debated and adopted.

- 11.4 If the Standing Orders Committee gives its approval to the motion or amendment being considered, copies of the motion or amendment shall be made available for delegates at least one hour before Conference is asked to decide whether to consent to the matter being considered.
- 11.5 An emergency motion will not be given priority over other motions and amendments on the agenda except where the Standing Orders Committee decide that the purpose of the motion in question would be frustrated if it were not dealt with at an earlier session of the Conference.

12. PROCEDURAL MOTIONS

The following procedural motions may be moved at any time without previous notice on the agenda:

- 12.1 that the question be now put, provided that:
 - .1 the Chairperson may advise Conference not to accept this motion if in her/his opinion the matter has not been sufficiently discussed
 - .2 if the motion is carried, it shall take effect at once subject only to any right of reply under these Standing Orders.
- 12.2 that the Conference proceed to the next business
- 12.3 that the debate be adjourned
- 12.4 that the Conference (or any part thereof) be held in private session provided that:
- 12.5 a motion under Rules P12.1, P12.2 and P12.3 shall be immediately put to the vote without discussion and no amendment shall be allowed
- 12.6 the Chairperson may at her/his discretion permit a motion under Rule P12.4 to be discussed and amendments moved.
- 12.7 no motion under Rules P12.2 or P12.3 shall be moved by a person who has spoken on the motion or amendment in question.

13. AMENDMENTS TO A MOTION

- 13.1 When an amendment to a motion is moved, no further amendment may be moved until the first one is disposed of, subject to Rule P.16.
- 13.2 When an amendment is defeated, a further amendment may be moved to the original motion.
- 13.3 When an amendment to a motion is carried, the motion, as so amended, shall become the substantive motion, to which a further amendment may be moved.
- 13.4 A delegate shall not move more than one amendment to any one motion, nor shall the mover of a motion move any amendment to such motion.

14. LIMIT OF SPEECHES

- 14.1 The mover of a motion or an amendment shall not be allowed to speak for more than **FIVE** minutes and each succeeding speaker for not more than **THREE** minutes, except where the Standing Orders Committee have decided otherwise.
- 14.2 No person shall speak more than once on a question, except that the mover of the original motion may exercise a right of reply for not more than three minutes, introducing no new material.

15. POINTS OF ORDER

- 15.1 A delegate may at any stage in a Conference raise a point of order if she/he considers that the business is not being conducted in accordance with the Union's Rules and Standing Orders.
- 15.2 Such a point of order must be raised as soon as the alleged breach occurs or at the earliest practicable moment thereafter.
- 15.3 The Chairperson's ruling on the point of order is final.

16. GROUPED DEBATES AND SEQUENTIAL VOTING

- 16.1 Where, in the view of the Standing Orders Committee, separate debates on specified motions and/or amendments dealing with the same subject matter would lead to undue repetition in the debates, a grouped debate and/or sequential voting may be adopted by Conference.
- 16.2 The following procedure will be followed:
- .1 The Chairperson will advise Conference of the order of business and of the sequence in which motions and amendments will be moved and voted on following a general debate, and of the effect of certain proposals on others.
 - .2 All motions and amendments included in the debate shall be moved.
 - .3 The general debate shall take place.
 - .4 The Chairperson shall again state the order of voting and shall advise Conference which, if any, motions or amendments will fall if others are carried.
 - .5 Voting will take place on motions, preceded by relevant amendments, in the order in which they were moved.
 - .6 A debate being conducted under this procedure may not be adjourned until after all the motions and amendments have been moved.

17. REPORTS BY SERVICE GROUP EXECUTIVE

- 17.1 After the opening of Conference the Service Group Executive shall present its report for the past year. The items of the report shall be discussed on a subject basis and in conjunction with any motion on the agenda, which bears directly upon any part of the report.
- 17.2 If the Service Group Executive presents a report to Conference, which contains proposals or recommendations requiring approval and adoption by Conference, the Executive shall submit it under a motion seeking such approval and adoption.

18. REFERENCE OF OUTSTANDING ITEMS TO THE SERVICE GROUP EXECUTIVE

- 18.1 If at the end of the Service Group Conference, the business of the Conference has not been concluded, all motions and amendments then outstanding shall stand referred to the Service Group Executive, which shall in due course report to members its decision on these matters.

19. SUSPENSION OF STANDING ORDERS

- 19.1 Any one or more of these Standing Orders may be suspended by a resolution of Conference in relation to a specific item of business properly before that Conference and to the proceedings thereon at that Conference, provided that at least two-thirds of the delegates present and voting shall vote for the resolution, or in the case of a card vote at least two-thirds of the votes cast are for the resolution.

6 Police and Justice Service Group Constitution

1 Regional Structures

1.1

UNISON Rule D 3.6.1 applies within the Police and Justice Service Group.

Rule D 3.6.1 states that:

“Except where the Service Group is organised on a non-regional basis, or where the Service Group’s Executive decides otherwise, there shall be in each Region of the Union be a Service Group Regional Committee, elected in accordance with a scheme of representation adopted by the Service Group Executive.”

1.2

In light of this decision:

- Each UNISON region/devolved nation will have a Regional Police and Justice Service Group Committee (except in Northern Ireland where UNISON does not organise Police and Justice members and London where UNISON does not organise police staff members).
- This body will need to come together as required to nominate regional representatives to the Police and Justice Service Group Conference and to submit motions to the conference and to comply with any additional rule book requirements.
- Each region will need to ensure that separate meetings of the Regional Service Group sectors can be facilitated as required if there are issues that need to be discussed and, in particular, to ensure there can be indirect elections to the national sector committees.
- Regions should determine a method for representation from branches that meet proportionality and fairness requirements.
- In effect, provided the above recommendations can be implemented; regions can determine their own structures. It is unlikely that a region will need to replicate the national structure by having a standing regional Police and Justice Service Group Committee and two sector committees. It is more likely that regions will follow one of the following options: set up a regional Police and Justice Service Group Committee which can split into sectors as required or two sectors which can meet jointly to form the regional Police and Justice Service Group Committee as required.
- Regions will provide the Police and Justice SGE with the constitution of Regional Service Group Committees, and any subsequent amendments for ratification.

2 Police & Justice Service Group Executive (SGE)

2.1

The role of the SGE should be to:

- Agree the priorities and objectives of the whole Service Group (including its committees)
- Approve the Group's (and its committees) work programmes
- Approve the Group's budget bid and monitor expenditure
- Monitor activities of the Group to ensure that work programmes are being carried out and conference decisions actioned
- Take a strategic overview of the group's activities
- Monitor fair representation and proportionality with regard to national committees and service group conference
- Liaise with national self-organised groups
- Support branch development as appropriate
- Seek to resolve policy conflicts within the Group
- Agree group policy on relevant issues
- Provide advice, guidance and support to regions and branches.

2.2

The composition of the SGE will be:

Police Staff 20 seats - directly elected by police staff members on a regional basis – 1 general and 1 female seat per region

Probation 5 seats – directly elected by probation members on a national basis – 2 general and 3 female seats

CAFCASS 2 seats – directly elected by CAFCASS members on a national basis – 1 general and 1 female seat

Police and Justice NEC representatives 2 seats directly elected on a national basis – 1 general and 1 female seat

Total 29 seats

NB: "Directly elected" means members are elected by a ballot of all members.

"Indirectly elected" means members are elected to a national committee by a regional committee.

2.3

Where national sector committee chairs are not directly elected onto the SGE, they become additional members of the SGE.

2.4

Representatives of the SGE should meet with National Self-Organised Group (SOG) representatives and National Young Members' Forum on a formal basis and attend SOG Conferences as a practical way of involving Self-Organised Groups in the work of the Service Group.

3 Sector Committees

3.1

The following National Sector Committees in accordance with Rule D 3.7 will be established, recognising that currently, in accordance with Rule 3.7.3, any sector committee established shall be indirectly elected according to the scheme of representation determined by the Service Group for the sector in question.

- • Police Staff (England & Wales) Sector Committee
- • Police Staff (Scotland) Sector Committee
- • Probation Sector Committee
- • CAFCASS Sector Committee

In accordance with Rule D.3.7.1, these sector committees will be established as the basis for policy formulation, collective bargaining and the representation of occupational and professional interests.

3.2

Police Staff Sector Committee (England and Wales)

The Police Staff Sector Committee (England and Wales) will consist of two representatives per region, (1 general seat and 1 female seat). Members will be elected for a 2 year term of office;

either:

3.2.1

Indirectly elected by regional police staff sector committees (current arrangements)

or

3.2.2

Directly by members of the sector in each region. (This option would require a rule change to allow direct elections to National Sector Committees.)

The Chair of the Sector Committee will be elected by the members of the Sector Committee at its first meeting for a 2 year term of office.

The UNISON representatives on the Police Staff Council Trade Union Side will be elected by and from the Police Staff Sector Committee (England and Wales) at its first meeting for a two year term of office.

3.3 National Probation Sector Committee

The National Probation Sector Committee will consist of two representatives per region, with 1 general seat and 1 female seat. Members will be indirectly elected by regional probation sector for a 2 year term of office. The Chair of the Sector Committee will be elected by the members of the Sector Committee at its first meeting for a two year term of office.

The UNISON representatives on the Probation National Negotiating Council will be elected by and from the National Probation Sector Committee at its first meeting for a two year term of office.

3.4 Police Staff Sector Committee (Scotland)

The Police Staff Sector Committee (Scotland) will have 12 members. Each Force area or dedicated police branch will have 1 representative, and the Scottish Police Services Authority Sub Group will have 2 representatives. In addition, the Secretary and Chair of the Regional Service Group will be members.

3.5 CAFCASS National Sector Committee

The CAFCASS Sector Committee will comprise a maximum of 3 representatives from each Area, i.e. 3 from North, Central and South (total of 9 members). There will be co-opted members from any group not represented such as Family Support Workers, Office Managers, Specialist Service Managers, and Specialist Business Support Staff.

4. Proportionality and Fair Representation

4.1

On the basis of information available, the proposed scheme of representation to the SGE and Sector Committees is reflective of proportionality. The SGE will have an important role in monitoring and ensuring that this is the case.

4.2

Fair representation may prove more difficult in application. The rule book defines fair representation on the broad balance of representation of members of the electorate, taking into account such factors as age and low pay, the balance between part time and full time workers, manual and non-manual workers, different occupations, skills, qualifications, responsibilities, race, sexual orientation, disability and gender identity.

4.3

It is important that all these principles are observed, therefore:

- The SGE in conjunction with regions monitor the composition of all national committees to ensure that the principles of proportionality and fair representation are met in accordance with guidelines drawn up by the NEC.
- The SGE be authorised to take whatever action within the Rule Book, which it believes necessary to ensure these principles are adhered to.

- That branches and regions adhere to the principles of fair representation and proportionality when making nominations to national bodies.
- That regions be authorised to monitor and take appropriate action to ensure these principles are adhered to.

5 Police and Justice Service Group Conference

The scheme of branch representation to future Service Group conferences should be as follows:

- Branches with up to 500 police and justice members are entitled to elect 2 delegates per 500 members or part thereof
- Branches with over 500 police and justice members are entitled to elect 1 additional delegate per 500 members or part thereof
- In accordance with NEC guidelines the third delegate's seat will be reserved for low paid women members earning less than £8.91 per hour and the fourth delegate's seat will be reserved for a young member age 26 or under
- Branches unable to populate seats for low paid or young members have the right of appeal to their region.

The Service Group Standing Orders Committee (SOC) shall comprise:

- 2 representatives from the National Delegate Conference SOC
- 1 Police Staff member per region
- 2 Probation members (nominated by the National Probation Sector Committee)
- 1 CAFCASS member (nominated by the National CAFCASS Sector Committee)

6 Format of Conference

The format of Conference will be as follows:

Day 1: 9:30 am to 5 pm - Annual Report, Motions

Day 2: 9:30 am to 5 pm - Plenary and Workshop Sessions including external speakers

Day 3: 9:30 am to 1 pm - Plenary and Workshop Sessions including external speakers

Arrangements for future conferences to be reviewed in light of the experience