

UNISON Police and Justice Service Group  
Conference

# Conference agenda and guide

11th – 12th October 2018

Bournemouth International Centre

Exeter Road

Bournemouth

BH2 5BH

**#upjc18**



## 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 2018**

Dear Delegate,

I wish you a very warm welcome to UNISON's 2018 annual Police and Justice Service Group Conference, especially if you are attending conference for the first time.

UNISON is proud to be a democratic union and our Police and Justice Conference is an opportunity for you to set the policies and priorities of UNISON covering the service group.

Through our collective strength in UNISON members are defending themselves against attacks on terms and conditions and the services you provide. Our ability to defend our members and improve their pay and conditions depends on the numbers of our members and the efforts of our activists. Without your commitment we could achieve nothing in these challenging times.

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 Bournemouth.

Best wishes.

A handwritten signature in black ink that reads "Dave Prentis." The signature is written in a cursive style with a large, stylized 'D' and 'P'.

Dave Prentis  
General Secretary

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# 1 Guide to the conference

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## 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	Kath Stokes
Scotland	Keith Scott
South East	***Vacant***
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	Wendy Nichols

Officers

Abi Coombs, 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 28 September 2018, 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**

Gordon McKay, UNISON's President will chair the conference. UNISON's Vice President Josie Bird and Sian Stockham will also be in attendance. 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 between 4.30pm and 6pm on Wednesday 10 October in Branksome Suite on the ground floor and from 8.30am on Thursday 11 October in the Bay view 2 on the first floor. To make an appointment prior to conference, please contact Stasoula Georgiou at [s.georgiou@unison.co.uk](mailto:s.georgiou@unison.co.uk) and at conference please speak to the SOC steward at the desk outside the SOC meeting room.

## **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 embers 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 of Delegates**

All delegates, visitors, staff and facilitators are expected to behave in a courteous manner. Aggressive, offensive or intimidatory language or behaviour will not be tolerated. This applies to all aspects of communication, including social media. Complaints will be treated seriously and may be dealt with under the union's disciplinary procedures.

As trade unionists we do not expect any of these problems to arise. However, your regional secretary and regional representatives are available in the first instance for advice and support at this conference. Issues of unsatisfactory conduct by anyone attending conference can also be raised with the conference office.

## **(r) Glossary of abbreviations**

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

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

## **(s) Filming, recording and photography 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, social media sites e.g. Facebook and Twitter, to promote the union.

If you are not happy to be filmed or photographed:

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

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

And 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 want to speak in a debate, but do not wish to be included in the recorded and live feed filming, please speak to rostrum control who will ensure that the filming does not include you.

If you are planning to use a camera at a conference (with or without voice recording) for the purposes of using the images and/or sound on behalf of the union, whether employed by UNISON or as an activist who may be using the image in a branch, regional or sector newsletter:

Always ask an individual 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.

And it involves a large group - images of a delegation or the whole of the conference floor etc - you clearly cannot seek individual permissions. Instead, 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.

## **(t) Recordings**

No recordings of any sessions during the Conference including plenary and workshop sessions should be made without informing the Chair of the session and the agreement of all those present.

## 2 - Order of Business

### 2018 UNISON POLICE & JUSTICE SERVICE GROUP CONFERENCE

#### PROGRAMME DAY 1

**Thursday 11 October**

<b>Time</b>		<b>Location</b>
09.30 – 12.30	<b>Annual Report and Motions</b>  <b>Dave Prentis, General Secretary</b>	Solent Hall
12.30 – 14.00	<b>Lunch</b>	
	<b>Labour Link Fringe Meeting</b>	Bourne Lounge
14.00	<b>Louise Haigh MP, Shadow Police Minister</b>	Solent Hall
15.00	<b>Workshops:</b>	
	<b>1. Tackling Sexual Harassment</b> Sarah Hayes, UNISON LAOS	Branksome Suite
	<b>2. Local Government Pension Scheme</b> Glyn Jenkins, UNISON Pensions officer	Meyrick Suite
	<b>3. Taking Stress Claims</b> David Coulthard, Thompsons	Tregonwell Bar
	<b>4. Using Social Media</b> Meg Burke, UNISON Communications	Durley Suite
	<b>5. Police Staff Legal Guide</b> Paula Porter, Thompsons	Bourne Lounge
16.00	<b>Break</b>	
16.30	<b>Workshops: (repeat)</b>	
17.30	<b>Close</b>	
17.30 to 18.30	<b>Thompsons Delegates Drinks Reception</b>  <b>Location: Solent Hall Foyer/Hall</b>	



## PROGRAMME DAY 2

### Friday 12 October

<b>Time</b>		<b>Location</b>
09.30	<b>Session 1:</b>	
	<b>Marcellus Baz: Switch Up Programme</b>	Solent Hall
10.30	<b>Session 2:</b>	
	1. <b>Home Office Police front line review</b>	Solent Hall
	2. <b>The Future of Probation</b>	Branksome Suite
11.30	<b>Break</b>	
12.00	<b>Sector Pay Discussions:</b>	
	1. <b>Police Staff England and Wales</b>	Solent Hall
	2. <b>Police Staff Scotland</b>	Meyrick Suite
	3. <b>National Probation Service (NPS) &amp; Community Rehabilitation Companies (CRCs)</b>	Branksome Sui
13.00	<b>Lunch</b>	
13.05 – 13.25	Disabled Members Caucus	Branksome Suite
13.30 – 13.50	LGBT Caucus	Meyrick Suite
13.55 – 2.20	Black Members Caucus	Branksome Suite
14.30	<b>Motions</b>	Solent Hall
17.00	<b>Close of Conference</b>	

### 3 Conference Motions and Amendments

#### Order of Business

These are the motions and amendments approved for the 2018 Police and Justice Service Group Conference.

\* Denotes possible composite

Negotiating and Bargaining	
4.	The Need for Pay Reform in Police and Probation – Police and Justice Service Group Executive
5.	Police Staff Council Pay and Reward Review Part 2 – Police Staff Council – England and Wales
5.1	Police and Justice Service Group Executive
6.	Pay Negotiations – Northern Region
6.1	Police and Justice Service Group Executive
7.	Police Staff Pay Negotiations – Leicestershire Police
8.	Achieving pay equality for women in the police service – National Women's Committee
9.	The Unrepresented – Leicestershire Police
10.	Suspension is not a Neutral Act – Merseyside Police
*11.	Barred Advisory List – South East Region
*12.	Barred and Advisory Lists – Hampshire and Isle of Wight Police and Justice
13.	Raising the profile of equalities in the police service – Leicestershire Police
14.	Formalising the link between UNISON and the LGBT police network – National Lesbian, Gay, Bisexual and Transgender Committee
15.	Young Members in the Police Service – Leicestershire Police
21.	Enough is Enough – Sheffield UNISON Metropolitan
23.	Police Staff PSC Pay award 2017 – Hampshire and Isle of Wight Police and Justice
Organising and Recruitment	
1.	Recruiting and representing disabled members in the Police and Justice Service

	Group – National Disabled Members' Committee
<b>2.</b>	Bargaining for good Mental Health policies in Police and Justice workplaces – National Disabled Members' Committee
<b>2.1</b>	Police and Justice Service Group Executive
<b>2.2</b>	National Lesbian, Gay, Bisexual and Transgender Committee
<b>2.3</b>	North West Region
<b>3.</b>	Members delivering services for private contractors within policing – Leicestershire Police
<b>Campaigning</b>	
<b>16.</b>	The Future for Probation after Transforming Rehabilitation – Police and Justice Service Group Executive
<b>17.</b>	Failure of the Transforming Rehabilitation (TR) Reforms – National Probation Sector Committee
<b>18.</b>	The privatisation experiment has failed....now what? – Eastern Region Probation
<b>19.</b>	Police Resources, the cuts and the impact on staff – Leicestershire Police
<b>22.</b>	The Lammy Review – National Black Members' Committee
<b>Efficient and Effective Union</b>	
<b>20.</b>	Feeling Vulnerable – Sheffield UNISON Metropolitan, Yorkshire and Humberside Region
<b>Emergency Motion</b>	
<b>EM1.</b>	Suffolk PCSOS

## **Bournemouth International Centre**

**11 Oct 2018 - 12 Oct 2018**

**These are the motions and amendments approved for the 2018 Police and Justice Conference.**

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### **Organising and Recruitment**

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#### **1. Recruiting and representing disabled members in the Police and Justice Service Group**

Conference notes that recruiting new members is a priority for UNISON. Increasing our density in the Police and Justice Service Group will increase our bargaining power with management and help us get the best deal for our members at the negotiating table.

Challenges in the Police and Justice Service Group, such as threats of redundancy, collaboration and regional working, often involving travelling significant distances, and TUPE transfers to private organisations, repeatedly hit disabled workers hardest. We need to let these members know that there is a union who understands the issues they face as disabled workers and is willing to stand up for them.

In some cases disabled members' first experience of UNISON is through their regional self organised group (SOG) which can act as a safe space to discuss workplace experiences of discrimination. It is important that workers in the Police and Justice Service Group are aware of our SOGs and that, in turn, SOGs can support them to become active in the branch.

Conference notes the UNISON recruitment leaflets "Fighting for Fairness and Equality" (which covers all SOGs and retired and young members) and "Disabled and Worried about the Future?", both of which are available for branches to order on the UNISON website.

Police and Justice branches can further support disabled members by electing a branch disabled members officer and by supporting the establishment of a branch disabled members self organised group.

It is also important that our stewards are fully aware of the legal framework and bargaining tools available so that they can better represent disabled members.

Conference notes that the following resources are available to download and print from the UNISON website:

- 1) Reasonable adjustments for disabled workers;
- 2) Disability leave question and answer factsheet;
- 3) Access to Work factsheet;
- 4) Tackling hate crime and hate incidents: a workplace issue.

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

- 1) Encourage Police and Justice branches and their regions to include specific recruitment materials aimed at disabled members on recruitment stalls and at local and regional events;
- 2) Promote our Disabled Members SOG, its regional groups and national events and actively work with branches to engage disabled members in their workplaces and to encourage the election of branch disabled members officers and the establishment of branch disabled members SOGs;
- 3) Raise awareness of the bargaining resources available to support representing and negotiating for disabled members working in Police and Justice.

### ***National Disabled Members' Committee***

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## **2. Bargaining for good Mental Health policies in Police and Justice workplaces**

Conference notes that our workplaces are changing, with members in Police and Justice facing increased workloads as targets are raised year on year and working conditions often deteriorating when services are privatised.

These pressures have made the importance of ensuring good mental health in our workplaces clear.

At least one in four of us will experience mental ill-health problems at some time in our lives and at any one time one in six workers is experiencing a mental health problem. Although mental health problems aren't always caused by work, unrealistic targets, poor management, bullying and discrimination can exacerbate them.

The cost to UK employers in mental health related sickness absence, lost productivity and staff turnover is estimated at £26 billion. However the cost to our members is incalculable.

Conference notes UNISON's recent branch guidance "Bargaining on Mental Health Policies" which includes a range of steps Police and Justice branches can take to raise the issue of mental health with their employer.

The guide outlines the legal protections for members, such as the right to reasonable adjustments for disabled people, including those experiencing mental health problems. It recommends working with employers to comprehensively review the organisation's policies to promote mental wellbeing and support staff with mental health problems.

A number of case studies are provided to demonstrate how taking mental health seriously can have benefits for both members and the employer, with increased productivity and a rise in job satisfaction. The "Time to Change" programme at Leicestershire, Kent and Hampshire police forces is also highlighted.

However, there is still more to do to and Conference therefore calls on the Service Group Executive to:

- 1) Publicise UNISON's "Bargaining on Mental Health Policies" guidance to Police and Justice branches, including encouraging branches to lobby employers to make a public commitment to mental health wellbeing in the workplace;
- 2) Seek and disseminate examples of best practice in Police and Justice branches;

- 3) Use this work as a recruitment tool to engage new members, including disabled members, in UNISON.

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***National Disabled Members' Committee***

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**2.1**

Add at the beginning of numbered paragraph 2) "Work with mental health charities to"

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***Police and Justice Service Group Executive***

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**2.2**

Add a new fourth paragraph

Conference notes the numerous studies that show that lesbian, gay, bisexual and transgender (LGBT) people have higher incidences of mental ill health, including Natcen research commissioned by UNISON in 2013 and again in 2016. This research found and reported that many mental health services targeted at LGBT people had been reduced or closed, and that both mainstream and LGBT specific counselling services had been reduced resulting in increased waiting times and certain longer-term therapies being unavailable. Conference also notes work by Public Health England (PHE) which shows that discrimination and homophobia, biphobia and transphobia have a key role in creating an environment that negatively impacts a person's self-esteem.

Add a new eight paragraph:

Conference welcomes UNISON Mental Health Matters campaign, which was initiated in UNISON's health group, but which applies across employers. This campaign covers both our demand for more investment in mental health services and the campaign for improved support for all workers experiencing mental health issues, noting that while individual workers need support, overall it is the working environment that needs to change, not the worker.

Add new action points two, three and four

2) Promote UNISON's Mental Health Matters campaign and its resources

3) Promote and encourage the use of UNISON's LGBT bargaining factsheets to provide a safe, nurturing environment for people who identify as LGBT.

4) Promote UNISON's 'How to be a good Trans Ally factsheet.

Renumber remaining action points

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***National Lesbian, Gay, Bisexual and Transgender Committee***

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## 2.3

Add an additional point at the end to read: "Liaise with the National Police Chiefs Council (NPCC) Lead for wellbeing within the police service and seek to ascertain if there is a similar contact within the Probation service and liaise with them."

### ***North West Region***

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## **3. Members delivering services for private contractors within policing**

A number of our members have been transferred to the private sector as part of TUPE transfers. These members are feeling as though they no longer fit into the wider organisation of the service group. It is essential that branches continue to offer the support necessary and to maintain a profile with the new employers.

One way of sharing information, innovation and good practice is for branches to send delegates to the private contractor seminar/conference. In complying with the need for these members to be engaged and to have a voice, conference calls upon the SGE to make details available of the conference/seminar through its normal means of communication to branches, encouraging attendance and participation.

***Leicestershire Police***

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## **Negotiating and Bargaining**

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## **4. The Need for Pay Reform in Police and Probation**

Conference notes that work has begun in both the police and probation sectors to examine the case for pay reform. Conference welcomes this work, because many police force pay and grading systems, and the sector wide pay and grading system for both the National Probation Service and the 21 Community Rehabilitation Companies, have not been the subject of review for many years and this is now long overdue.

Conference recognises that good pay equality practice requires all pay and grading systems to be regularly reviewed to ensure that they remain free of discrimination, or bias, of any description.

Conference welcomes the work that has started on Part 2 of the Police Staff Council Pay and Reward Review which is taking place in England and Wales. Part 2 of the Review will look at how police staff basic pay is determined and administered by forces and whether such arrangements remain fit for purpose including looking at job evaluation schemes and grading schemes. The review will also examine the relationship between police staff pay and the wider workforce transformation programme being led by the College of Policing and National Police Chiefs Council. Conference expects Part 2 of the Police Staff Council Pay and Reward Review to be comprehensive and potentially far reaching in the work it undertakes.

By comparison with the police service, Conference is concerned at the lack of progress on pay reform in either the National Probation Service, or the 21 Community Rehabilitation Companies. Conference notes that the National Negotiating Council (NNC) pay and grading system was created in 2006 and has not been subject to any

review by the employers since that date, despite the NNC agreeing in 2010 to undertake such a review. Conference recognises that the disastrous Transforming Rehabilitation reforms have disrupted any attempts since to undertake pay reform, including the termination of pay reform talks in the National Probation Service in 2017, due to financial mismanagement at the Ministry of Justice. For their part, the Community Rehabilitation Companies have refused, or been unable, to undertake pay reform because they are waiting for a lead from the National Probation Service and on account of the financial viability of their contracts now having collapsed.

Conference therefore calls on the Service Group Executive to:

- 1) Support all Police and Justice Service Group Sector Committees to seek to ensure that negotiations on pay reform take place in a timely and constructive way with full consultation with branches and members;
- 2) Call on the government, and all employers covered by the Police and Justice Sectors, to seek to fully fund any pay reform outcomes which are agreed via collective bargaining.

***Police and Justice Service Group Executive***

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**5. Police Staff Council Pay and Reward Review Part 2**

Conference welcomes the start of work on the Police Staff Council Pay and Reward Review Part 2.

Conference notes that:

- 1) The terms of reference for Part 2 of the Review cover how police staff basic pay is determined and administered by forces, the relationship between police staff pay and workforce reform in the widest sense and an equality impact assessment of any proposed changes to come out of the review;
- 2) Police forces have now been surveyed to gather comprehensive pay and grading data to inform Part 2 of the Review;
- 3) The Police Reform Board has charged the Service to develop proposals for a new pay and reward framework;
- 4) The National Police Chiefs Council (NPCC) 'Vision 2025' seeks the '....right reward and recognition outcomes for police officers and staff...';
- 5) The College of Policing Workforce Transformation Programme covers a range of initiatives each of which will impact on the pay and conditions of police staff pay going forward, including: apprenticeships, advanced practitioners, new entry routes in to policing, a Licence to Practice and the Police Education and Qualification Framework (PEQF);
- 6) The Home Office, NPCC and College of Policing are developing a new pay and reward framework for police officers.

Conference recognises that this is a complex employee relations environment and one in which UNISON will need to be vigilant in order to protect the interests of our police staff members in England and Wales.



Conference therefore calls upon the Service Group Executive to:

- 1) Keep branches and members fully informed as Part 2 of the Review unfolds;
- 2) Seek to ensure that any proposed changes to the terms of reference for the review are the subject of consultation with branches and members;
- 3) Seek to ensure that police staff are not bypassed, or overlooked, in the workforce transformation process;
- 4) Seek to ensure that, in recognition of the fact that police staff make up 40% of the police workforce, any new funding for police pay reform is distributed fairly across the entire workforce.

***Police Staff Council - England and Wales***

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## 5.1

In the first sentence, delete "welcomes" and insert "notes"

***Police and Justice Service Group Executive***

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## 6. Pay Negotiations

Conference recognises that the police staff pay negotiations should be approached in a different way following the extended 2017 negotiations and subsequent disappointed settlement.

Conference acknowledges this was negatively influenced by the police officers Pay Review Body award and in addition, due to the timing of the consultation process, members saw UNISON colleagues in other public sectors achieve better outcomes.

Conference therefore requests that SGE conducts a review with branches on moving the anniversary date back to April. Moving to this date would break the link to the police officers PRB, enable police branches to take part in more effective and inclusive national public sector pay campaigns and potentially improve the police staff negotiators bargaining position.

***Northern Region***

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## 6.1

In paragraph 1, after "negotiations" insert "in England and Wales"

In paragraph 3, after "review", delete "with branches" and insert "in consultation with the Police Staff England & Wales Sector Committee, police staff branches and Regional Police & Justice Committees"

***Police and Justice Service Group Executive***

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## 7. Police Staff Pay Negotiations

Police Staff in England and Wales were frustrated by the amount of time the 2017 pay negotiations took to be resolved. The very small gains that were known in January 2018 were consulted upon in February 2018. These small concessions were largely

lost due to the amount of time it took to consult with our committees, members and fellow unions.

This overly bureaucratic and seemingly unnecessary drawn out consultation, has greatly angered our members and been the source of great frustration.

This Conference instructs the Service Group Executive to review the consultation and negotiation process for the 2017 pay award and in doing so seek to:

- 1) Introduce where possible, a system that embraces the use of electronic communication for the purpose of consultation in a timely fashion with the Police Staff Sector committee, negating the need for face to face meetings;
- 2) Agree a defined timetable with Unite and GMB that is timely and reasonable for the purpose of maintaining a unified consultation ballot and system of reporting outcomes expeditiously.

***Leicestershire Police***

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## **8. Achieving pay equality for women in the police service**

Conference welcomes the start of Part 2 of the Police Staff Council (PSC) Pay and Reward Review Part 2 which will look at how police staff basic pay is determined by forces in England and Wales and whether such arrangements remain fit for purpose. The review will look at job evaluation and pay and grading systems in forces.

Conference also welcomes the recent survey of police forces in England and Wales to gather the necessary pay data to inform the Review, and in particular to help the Review examine the relative pay position of male and female police staff, of full and part time workers, black police staff and police staff who are disabled.

Conference recognises that equal pay considerations will lie at the heart of Part 2 of the PSC Pay and Reward Review. Conference is aware that some police forces in England and Wales have not carried out a full job evaluation of police staff roles for many years and that the Review will provide an opportunity to examine whether police force pay and grading systems are equality proofed.

Conference notes that the recent publication of gender pay gap data for police forces in England and Wales indicates that women are being paid less than men across the board.

Conference recognises that women make up 60% of the police staff workforce. Conference is also aware that a recent financial survey of our police staff members in England and Wales indicated that 30% of members are the primary wage earner in a single income household and 38% are the primary wage earner in a joint income household. So it is clear that many of our women members in the police service are the main breadwinner and it is essential that they are paid fairly.

In light of the above, Conference calls upon the Service Group Executive to work with the Police Staff Council Sector Committee for England and Wales and the National Womens Committee to:

- 1) Prioritise equal pay in Part 2 of the Police Staff Council Pay and Reward Review;

- 2) Seek to ensure that all proposals coming out of the Review are fully equality impact assessed.

***National Women's Committee***

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**9. The Unrepresented**

We have a group of employees who have fallen through the cracks. These are a unique group of staff who find themselves unable to join a union or be represented by the Police Federation. Many of these staff employed by the Police Service want to be able to join a trade union and have the rights of other employees in taking part in the activities of the union and the benefits of membership.

These employees are police officers who have taken career breaks to take up employment as police staff in areas of the business that they would never get access to as a police officer. The status of these individuals is not clear and the Home Office have been unable to provide exact evidenced detail of why these employees cannot join a union. This unique situation leaves them in a vulnerable position without anywhere to turn should the need arise.

Conference therefore requests that the Service Group Executive make representations to the Police Staff Council of whom the Home Office are a member, with a view to resolving the situation of trade union membership for these employees.

***Leicestershire Police***

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**10. Suspension is not a Neutral Act**

Conferences notes with concern that UNISON members who are under investigation by their force or the Independent Office for Police Conduct (IOPC) appear to be facing longer periods of suspension for misconduct reasons, where they are removed from their workplace, isolated from their colleagues and generally left to look after their own welfare and mental health needs.

Members who aren't suspended from work but remain under investigation with restrictions, which can still include being removed from their workplace and required to work in another location with another team, face the same welfare and mental health needs. This could easily be construed as 'in work' suspension.

The impact of misconduct investigations and suspension on members is serious and long term and its effects can spread wider than the individual, being felt by families, friends and colleagues.

In the police service in particular, suspension and 'in work' suspension may be more readily considered due to the high reputational risk that misconduct can have on the police service and also due to the sensitive nature of many roles, with access to official and sensitive systems becoming a more and more routine part of roles within the organisation.

The ACAS Discipline and Grievances at Work handbook states that 'any period of suspension should be as short as possible' however it is not unusual for members to be suspended from work or suspended 'in work' for over a year. In many cases, these are protracted investigations being carried out or managed by the now IOPC.

When investigations are completed and if members have no case to answer, they may well be put back into their workplace and expected to continue business as usual.

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

- 1) Consider ways to measure the impact suspension has on UNISON Police and Justice members, with a view to conducting research if appropriate and disseminating the findings and recommendations to branches and employers;
- 2) Campaign in whatever way the SGE sees fit for a maximum suspension period of 12 months;
- 3) Work with regions and branches to develop processes to monitor and if appropriate intervene in cases where members have been suspended from work for disciplinary reasons for more than 12 months;
- 4) Work with regions and branches to identify, collate and circulate best practice for supporting members suspended or placed on restricted duties in or out of work.

***Merseyside Police***

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#### **11. Barred Advisory List**

The introduction of the Barred & Advisory list in December 2017 is a disgrace. It is yet another attack on police staff.

This motion calls upon the Service Group Executive to publicise how this piece of legislation adversely impacts on police staff and to co-ordinate activity amongst branches to raise awareness of this with MPs and media sources.

***South East Region***

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#### **12. Barred and Advisory Lists**

The introduction of the Barred and Advisory lists is yet another attack on police staff and needs to be exposed and, wherever and however possible, challenged.

They add to the increasing repertoire of restrictions placed on us as employees of police forces.

Further, the impact the legislation could have on those of us who are both police staff and Special Constables deserves particular scrutiny.

We recognise that barring those who are dismissed for acts of serious misconduct is appropriate and necessary, but the all-encompassing legislation captures those who are ill or underperforming, and that is definitely inappropriate .

This motion call on the Service Group Executive to co-ordinate action in branches affected by the legislation and to highlight, using media sources, the unfairness and unjustness of the Barred and Advisory lists. Additionally it calls on the Service Group Executive to survey forces to ascertain what effect it has had on its ability to retain police staff as Special Constable volunteers.

***Hampshire and Isle of Wight Police and Justice***

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### **13. Raising the profile of equalities in the police service**

Since the advent of austerity, equalities and diversity have become less of a priority in the police service. Training where it exists, is no longer the quality that we would expect and our members have suffered as a consequence. Prior to 2010, equalities training was seen as the bedrock of delivering a fair and discrimination free service. Staff were trained to a level that enabled them to have sufficient understanding of how issues effected both themselves and the public. The implementation of the McPherson report recommendations saw the interaction with the black community improve considerably. Eight years of austerity have eroded much of that good work.

Conference therefore instructs the Service Group Executive to:

- a) Make contact with the College of Policing to ascertain its plans for equality and diversity training;
- b) Once information from the college has been forthcoming, to seek to be involved in the development of said training;
- c) Write to the National Police Chiefs Council to seek their support in raising the profile and importance of equalities training within the police service.

***Leicestershire Police***

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### **14. Formalising the link between UNISON and the LGBT police network**

UNISON has always appreciated and worked with allies, whether individuals, or organisations, but most of these have been external to members' places of work.

The National Lesbian, Gay, Bisexual and Transgender (LGBT) Police Network started from the Gay Police Association, and for over 30 years has worked with forces to encourage diversity and to fight against LGBT inequality in the workplace.

Fighting for LGBT equality, encouraging diversity, ensuring that there are policies in place to protect our LGBT members are what UNISON and the national LGBT committee campaign for. We know that some of our LGBT members in the police sector are also members of the National LGBT Police network.

Conference, the national LGBT committee believe that we could be much more powerful and effective if we worked together.

We believe that we gain more by joining our allies and 'Speaking in UNISON'.

Conference calls on the national Police and Justice Service Group Executive committee to:

- 1) Formulate a strategic plan to engage with the National LGBT police network and established local LGBT police networks;
- 2) Work with local LGBT police networks to develop a common approach that brings all parties to the table when developing equality strategies, and policies;

- 3) Conduct research with local LGBT police networks to identify good practice in terms of equality and diversity policies and procedures in order to 'spread the word', and challenge those forces who are lagging behind.

### ***National Lesbian, Gay, Bisexual and Transgender Committee***

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#### **15. Young Members in the Police Service**

Young members are the future of our union and it is important that we provide as much support as possible within the workplace, enabling them to see the value of trade union membership within the Police Service.

Not only do we need to support young members at work, we need to encourage them to become activists so that they can participate within the wider activities of the union.

When young members are confronted with misconduct, complaints and grievances, they are often vulnerable. It is this vulnerability that we need to overcome and to infuse them with the strength and confidence that comes from trade union membership.

Conference instructs the Service Group Executive to:

- 1) Liaise with the National Young Member's officer to seek information regarding young members in the police service, seeking their support in developing a strategy;
- 2) Encourage branches to hold young member events;
- 3) Consider a mechanism for ensuring that young member issues are raised as part of the bargaining agenda in the police service.

### ***Leicestershire Police***

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#### **Campaigning**

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#### **16. The Future for Probation after Transforming Rehabilitation**

Conference recognises that the government's Transforming Rehabilitation reforms to the Probation Service have failed and that plans need to be put in place now to design a local, sustainable and democratically accountable service going forward.

Conference notes successive reports over the course of 2017/18 by Her Majesty's Inspectorate of Probation, the Public Accounts Committee, the National Audit Office and the Justice Select Committee which show just how badly the 21 Community Rehabilitation Companies (CRCs) and the National Probation Service (NPS) are operating. In recognising this, Conference makes clear that the failure of Transforming Rehabilitation is not the fault of our members who struggle every day against enormous odds to deliver essential services to clients and to communities. The fault of Transforming Rehabilitation lies squarely at the door of the former Justice Secretary and those Ministry of Justice officials who drove through the reforms against all advice and reasoning at the time.

In 2014/15 the Ministry of Justice (MOJ) broke up and part privatised the probation service in England and Wales leading to a disastrous fall in performance and an increase in risk to communities.

According to Her Majesty's Inspectorate of Probation, many of the private community rehabilitation companies are no longer providing effective levels of supervision or community protection. Offenders are simply not being rehabilitated and communities are being put at risk.

The NPS, although not performing as badly as the CRCs, is yet to become a high performing organisation and its aim to merge significant probation functions into the Prison Service, will destroy the distinct values and strengths of probation. The NPS has been unable to provide adequate internal corporate services, cannot pay its staff correctly or on time, has been referred to the Pensions Regulator for pension maladministration and cannot connect with local justice partners on account of its remote central command and control ethos.

Despite the failure of its probation reforms, in March 2018 the MOJ carried out a further controversial outsourcing and privatised night waking supervision in National Probation Service hostels. As predicted by UNISON and others, this contract has not been a success and is putting residents, staff and communities at risk. Conference therefore believes that the future of probation is simply not safe in the hands of Her Majesty's Prisons and Probation Service or the MOJ.

Conference acknowledges that we agreed at our Conference last year to campaign for local democratic control of probation across England and Wales and welcomes the work which UNISON has done in the interim to help build a consensus among key stakeholders on the need for local democratic oversight of a reformed Probation Service.

Conference therefore asks the Service Group Executive to campaign for:

- 1) The dismantling of the whole failed Transforming Rehabilitation project;
- 2) The re-unification of the Probation Service;
- 3) The delegating of political control/commissioning of probation from the Ministry of Justice/Her Majesty's Prisons and Probation Service to Police and Crime Commissioners, or elected Mayors, at local level;
- 4) Separate discussions to take place in relation to the appropriate democratic oversight of probation in Cymru/Wales;
- 5) The re-creation of local public sector delivery bodies for probation, first by returning the CRCs to public ownership and then by assimilating the current work of the NPS into the new local delivery bodies;
- 6) The creation of the new local delivery bodies for probation to be the subject of consultation with probation members, activists and branches;
- 7) The protection of job security and pay and conditions of staff working for the CRCs and the NPS during and after the end of Transforming Rehabilitation and during and after the creation of the new local delivery bodies, subject to consultation with probation members, activists and branches;
- 8) New national collective bargaining machinery to support staff in the new delivery model;

- 9) Political support for our proposals for the future of probation via UNISON's political funds.

***Police and Justice Service Group Executive***

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**17. Failure of the Transforming Rehabilitation (TR) Reforms**

Conference notes that communities, service users and probation staff are all being put at risk because of the systemic failure of the Transforming Rehabilitation (TR) reforms.

Conference further notes the reports over the last 24 months by Her Majesty's Inspectorate of Probation (HMIP), and the experience of our members who work for the Community Rehabilitation Companies (CRCs) and the National Probation Service (NPS), which prove beyond doubt that TR has failed. There is no evidence that the problems identified by HMIP are being adequately addressed. Conference also notes that neither the CRC contracts, nor the centralised command and control model of the NPS have been a success, and that both need to change. The artificial split of probation has led to all the problems of communication and 'them and us' which our members and others predicted before TR was imposed.

In recognising this, Conference wishes to emphasize that the failure of Transforming Rehabilitation is not the fault of our members who come to work every day committed to deliver essential services to clients and to communities, but rather the former Justice Secretary who is solely to blame.

Conference believes that Her Majesty's Prisons and Probation Service (HMPPS) is unfit to play any part in the future of probation provision after the end of Transforming Rehabilitation because: firstly, it is dominated by Prison Service issues and Prison Service priorities; secondly, probation is not a priority for MoJ Ministers or officials; thirdly, the Offender Management in Custody (OMiC) plans of the NPS are an attempt to force probation under the managerial control of prison governors; and fourthly the values of Probation are very different to the values of HM Prison Service and are at risk in the OMiC plans.

Conference also notes that last year's Service Group Conference agreed to campaign for local democratic accountability for probation, and that it would be impossible for HMPPS to continue to provide probation services and allow democratic accountability of probation by Police and Crime Commissioners and/or elected Mayors.

Conference therefore instructs the Service Group Executive to work with relevant Service Group sector committees, UNISON's Labour Link, sister trade unions and other relevant stakeholders to campaign for:

- 1) The Probation Service to be re-unified;
- 2) The CRCs to be brought back into public ownership upon termination of the existing contracts;
- 3) The re-creation of local public sector delivery bodies for probation which could be based, either on the existing CRC boundaries, or different boundaries subject to local consultation with staff, unions and statutory partners;



- 4) All NPS work in England to be transferred into the new local delivery bodies under full public ownership;
- 5) Employment arrangements for the new local probation delivery bodies to be the subject of consultation with staff, unions and statutory partners;
- 6) Police and Crime Commissioners to be given full democratic accountability and funding for the delivery of all probation services provided by the new local public sector delivery bodies;
- 7) In Wales, the Welsh Government to consult all relevant stakeholders on the appropriate structure(s) for a publically owned and democratically accountable probation service;
- 8) A guarantee of no compulsory redundancies for staff in NPS and CRCs and the protection of pay and conditions via a national collective agreement with the employers;
- 9) Funding from the Treasury to provide for the reconstruction of probation in recognition of the failure of the TR experiment, including funding for reform to probation pay and conditions.

***National Probation Sector Committee***

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**18. The privatisation experiment has failed....now what?**

Conference will be aware that from the very beginnings of the Transforming Rehabilitation (TR) experiment, we have warned against the dangers of introducing a privatised model into Probation delivery services.

It is now absolutely clear that this model has failed and has resulted in a diminished service for both our service users and for our communities.

The Justice Select Committee report published on the 22 June 2018 has stated that the Ministry of Justice (MOJ) has to undertake a Probation Review to consider alternative models for Probation to replace TR.

In order for any future model to be successful it is crucial that it involves the views and the expertise of practitioners.

We also know that it is only a matter of time before we have a Labour government in place.

We therefore call on the Service Group Executive to work with Labour Link in order to keep the views of our members, those that actually do the work, at the top of the agenda of any future Justice ministers and to influence the future probation review.

***Eastern Region Probation***

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**19. Police Resources, the cuts and the impact on staff**

The ideological swingeing cuts that have been placed on the police service for more than seven years have had a profound impact upon our members' health and well-being. With up to 25% of force budgets being cut, we have seen a vast reduction in the

service to the public, and to police officers and staff numbers. We have seen rising crime and in particular violent crime as a consequence.

Our members strive against these cuts to maintain as good a service as possible to the public, however with less of us to do this; it is taking its toll.

Our members are dedicated to the public they serve, but these cuts have increased the burden of responsibility. which in turn is causing stress and anxiety. They are being asked to do more with less.

Conference calls on the Service Group Executive to:

- 1) Make contact with Labour Link to raise the issues facing our members and the impact on the service;
- 2) Write to the Policing Minister and Home Secretary outlining the effect the cuts are having on our members and the police service as a whole;
- 3) Mount a campaign to influence press and politicians as to the seriousness of the effects of austerity on Police Staff members.

***Leicestershire Police***

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## **Efficient and Effective Union**

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### **20. Feeling Vulnerable**

Working conditions in the Community Rehabilitation Companies (CRCs) have brought their problems. Service users are quite often let in to the building without the ability to identify who they are, who they are with, or, to subject them to any level of scrutiny. Reception areas are quite often open with little waiting space, offering little if any protection for staff.

Service users are often seen in open booths where they are asked and expected to discuss extremely sensitive and personal information.

The people who use our offices are more likely to have substance misuse issues, problems with their mental health and can quite often present in distress or in an agitated state.

Instances of actual violence are not the norm, but, staff feeling vulnerable quite often is. Every day staff face the possibility of confrontation, having to ask difficult questions and quite often being unable to provide immediate assistance or intervention, with nowhere to go and no immediate protection should things go wrong.

Staff should feel safe in their workplace. We shouldn't have to wait for things to go wrong before we look at what we should have done. Staff should know what to do, before it happens. Employers should have safe working practices and contingency plans in place.

Conference calls on the Service Group Executive to:

- 1) Work with the relevant bodies to seek to ensure that all the new employers have fully functioning H&S committees that work at all levels;

- 2) Work with all the relevant bodies to campaign for safe working environments and safe working practices in all offices;
- 3) Work with all the relevant bodies to seek to ensure that frontline staff have safe working practices and contingency plans specific to their environment should they be presented with threats or violence.

***Sheffield UNISON Metropolitan***

***Yorkshire and Humberside Region***

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## **Motions readmitted to the agenda**

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### **21. Enough is Enough**

Staff working in the Probation service, both within the Community Rehabilitation Companies (CRCs) and the National Probation Service (NPS) have had a rough ride over the last ten years with regards their pay. The last time they had an actual pay rise was back in 2009 where they got the paltry amount of 1%, probably the worst deal in the public sector. Not only have Probation staff not had a pay rise, it can take 20 years to progress through their pay band!

This cannot be right, it has to change and it has to change now.

Conference calls upon the Service Group Executive to:

- 1) Work with the relevant bodies to campaign and negotiate fair and equitable pay structures for CRCs and NPS;
- 2) Work with the relevant bodies to explore any legal implications or solutions of overly long pay bands.

***Sheffield UNISON Metropolitan***

***Yorkshire - Humberside Region***

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### **22. The Lammy Review**

This conference welcomes the report and publication of 'The Lammy Review'. An independent review into the treatment of, and outcome for Black people in the criminal justice system.

The eradication of discrimination in the criminal justice system is enshrined in UK legislation. However, since the introduction of the Equality Act 2010, report after report has shown that racial bias continues to exist throughout the justice system in the UK.

The Report by David Lammy MP contains 35 comprehensive far-reaching recommendations including a key principle that racial disparity must be "explained or changed" and the importance of achieving a workforce in the criminal justice system that is diverse and representative.

Conference welcomes the acknowledgement in David Lammy's report of the failings of the privatised Community Rehabilitation Companies and the barriers that privatisation

presents to the accountability of the private companies in relation to the collection and publication of data concerning protected characteristics.

However, it is disappointing that the government has decided not to set targets for the delivery of a representative judiciary and magistracy by 2025. This decision should be reversed if the government is truly committed to transforming the justice system to make sure it works better for Black Communities.

The over-surveillance and over-policing of Black people in the UK, with the recent report of the Metropolitan Police being four times more likely to use force against a Black person than a white person, this issue continues to be an emotive subject for UNISON Black members and the wider community.

UNISON recognises that it is an issue much wider than the workplace, but can be used to engage members and the wider Black community in important campaigns for justice as well as challenging racism in the workplace.

A justice system that works better for Black communities will work better for all.

We therefore call on the Police and Justice Service Group Executive to:

- 1) Work with the National Black Members Committee to explore how to address the specific recommendations relating to the Probation Service, and to our members who work for the National Probation Service and the Community Rehabilitation Companies, as outlined in the Lammy report;
- 2) Consider writing to the Secretary of State for Justice to ask the Government to accept Recommendation 16 in the Lammy Review to set a clear national target to achieve a representative judiciary and magistracy by 2025;
- 3) Work with the National Probation Service, the Community rehabilitation Companies and the Probation Diversity Support Network to seek to ensure tangible and fair outcomes for Black people in the judicial system;
- 4) Explore how we might engage with sister trade unions to look at some joint work across the trade union movement.

### ***National Black Members' Committee***

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#### **23. Police Staff PSC Pay award 2017**

Police staff have faced an exceptional delay in receiving their pay award from 2017.

For many this has created additional hardship.

Whilst it is recognised that the employers side of the Police Service Commission (PSC) may be in no hurry to finalise the annual pay award, the union needs to be doing everything in its power to ensure that we don't face an unacceptable delay in implementation as we have this time.

This motion calls upon those who undertake our pay negotiations to seek agreement with the employers and the other unions on a reasonable time frame to hold, and with luck conclude negotiations, and for the union to provide branches with frequent updates on the progress of those negotiations.

***Hampshire and Isle of Wight Police and Justice***

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**EM1. SUFFOLK PCSOS**

This conference is appalled by the decision of Suffolk Police in removing over 50% of its PCSO workforce. PCSOs are the visible face of policing in the community dealing with more than just Anti-Social Behaviour and low level crime. PCSOs are vital to providing much needed intelligence that may not be forthcoming if they are removed. Others services in the community have been cut or removed which means the public will have no access to vital public services, thus creating an environment that will be adrift from main stream society and bring about more crime and disorder.

Suffolk Police claim they are listening to the public and will be introducing 100 more police officers into Neighbourhood Policing. Police Staff know only too well that they will never replace or undertake the work that is done by PCSOs. It takes two years to train a Police Officer and about 6 months or more for them to get through the recruiting process. The removal of PCSOs will see a gap in community policing for up to 3 years; who will fill that gap? What will be the consequences of that vacuum?

Conference therefore calls upon the SGE to:

1. Raise awareness in our membership, the press and public about the consequences of the reduction of PCSOs in Suffolk.
2. Liaise with Labour Link and the Campaign Fund seeking support for a campaign against the reduction of PCSOs in the police service.
3. Give continued support to Suffolk Police Branch in fighting these cuts.
4. Monitor crime and ASB rates in Norfolk and Suffolk where PCSOs have been removed.
5. Liaise with the NPCC, APCC and the LGA for the purpose of raising the issues identified in the reduction of PCSOs and the effect on community policing.
6. Encourage Police branches to send messages of support to Suffolk Police Branch and to support their campaign where possible.

***Leicestershire Police***

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**Amendments Ruled Out of Order**

Introduces substantial new subject matter

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**Motion 13 Raising the profile of equalities in the police service**

After first paragraph add

UNISON's National LGBT Committee has been committed to raising the profile of equalities in all work places. This is especially true in the police service due to their unique position in tackling hate crime, and protecting communities.

Given the appalling rates of hate crime against the LGBT community (a rise of over 178% in the last year), but specifically against our trans and non-binary members. There is no need to reinvent the wheel, and the National LGBT Committee have developed excellent fact sheets and training, especially on non-binary issues and Transgender equality.

It is time for Police Services and UNISON to work together to take advantage of the knowledge that already exists to create a more equal future - TOGETHER.

Add after forthcoming, in the second action point:

"using materials already developed by the National LGBT Committee;"

***National Lesbian, Gay, Bisexual and Transgender Committee***

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Negative Amendment

**Motion 10 Suspension is not a Neutral Act**

In numbered paragraph 3), delete "and if appropriate intervene in"

***Police and Justice Service Group Executive***

**Motion 14 Formalising the link between UNISON and the LGBT police network**

At the beginning of numbered paragraph 3) insert "Seek to"

***Police and Justice Service Group Executive***

## Guide to the conference venue

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### Conference Information

#### Conference Desk

The conference desk will be located in the Solent Hall foyer on the ground floor and is responsible for all administrative and organisational matters. This is where to go if you have any questions concerning the administration of conference or if you lose your conference credentials or 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 from 2.30pm – 5.30pm

Thursday - 8.30am – 5.30pm

Friday - 9am – 5.15pm (or 15mins after the close of the final session)

#### Credential Photographs

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

#### Conference Hall

The main conference hall will be the Solent Hall on the ground floor. The hall is laid out with regional seating for delegates and sharer 1s at the front 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 to meet delegates from 4.30pm Wednesday 10 October in Branksome Suite, ground floor and from 8.30am on Thursday 11 October in the Bay view 2. To make an appointment prior to conference, please contact Stasoula Georgiou at [s.georgiou@unison.co.uk](mailto:s.georgiou@unison.co.uk) and at conference please speak to the SOC steward at the desk outside the SOC meeting room.

#### Card Vote Collection Desk

The Card Vote Collection desk is located in the Solent Hall foyer 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

Friday 9am to 5pm

Please note if a card vote is called and you have not already collected your card votes, you will not be able to collect them until after the count.

#### Cloakroom

There will be a free cloakroom service in the main foyer for the duration of conference. The cloakroom will be open:

Thursday 8.30am – 5.45pm

Friday 9am – 5.00pm (or 15 minutes after the close of conference)

### **Meeting Rooms**

There are a number of rooms where workshops etc will take place. The Branksome and Meyrick suites are on the ground floor and the Bourne Lounge and Tregonwell Bar are on the first floor.

### **Catering**

The main conference catering area will be in the Solent Hall foyer on the ground floor.

### **Exhibitions**

Exhibitions and displays publicising UNISON, UNISON Living and other services will be located in the Solent Hall foyer on the ground floor. This will be open on Thursday from 8.30am to 5pm and Friday from 9am to 2pm

### **Quiet room**

The quiet room is a space for prayer, personal reflection and meditation and is available for all delegates and visitors to use on request. Please contact the conference desk for further details.

### **First Aid**

Please contact the conference desk if you require first aid or speak to a steward or a member of centre staff. The first aid room is located just off the main foyer.

### **Wi-fi**

Wi-fi is available throughout the centre, delegates need to select the \_BIC\_Public network. You will be asked for an email address and agree to some T's & C's to be connected to the 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 smart phones and tablets and is available on Google play or in the apple 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 venue floor plans 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 desk.

### **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 centre 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 venue and your hotel. In the event of an emergency, please follow the venue's or hotel'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**

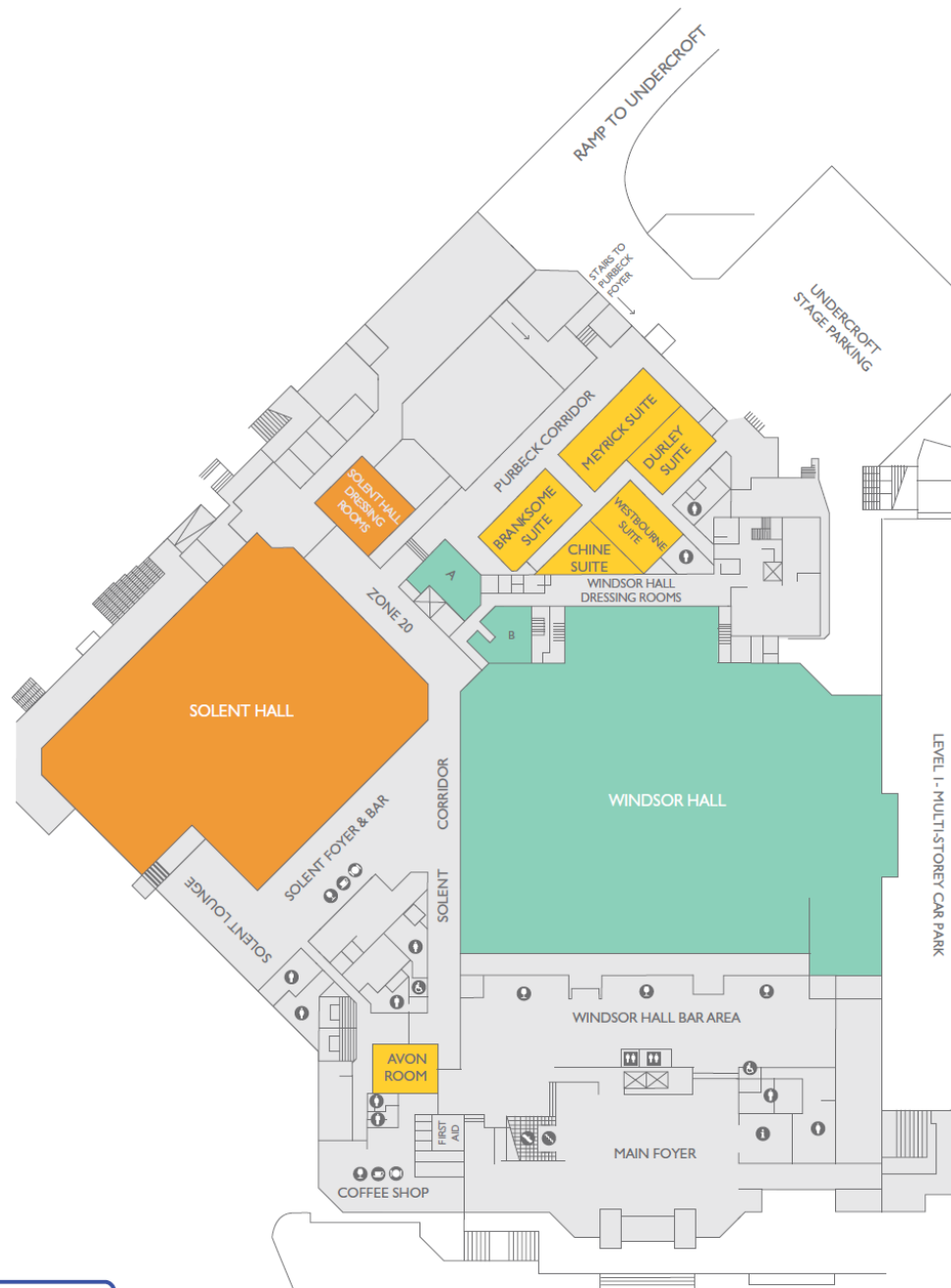
UNISON recognises the importance of making conference as accessible as possible. All delegates have had the opportunity to register for provision of services to make conference accessible to them.

UNISON staff member, Sam Barlow, is the conference access officer. Questions about access and facilitation should be addressed to her via the UNISON conference desk.

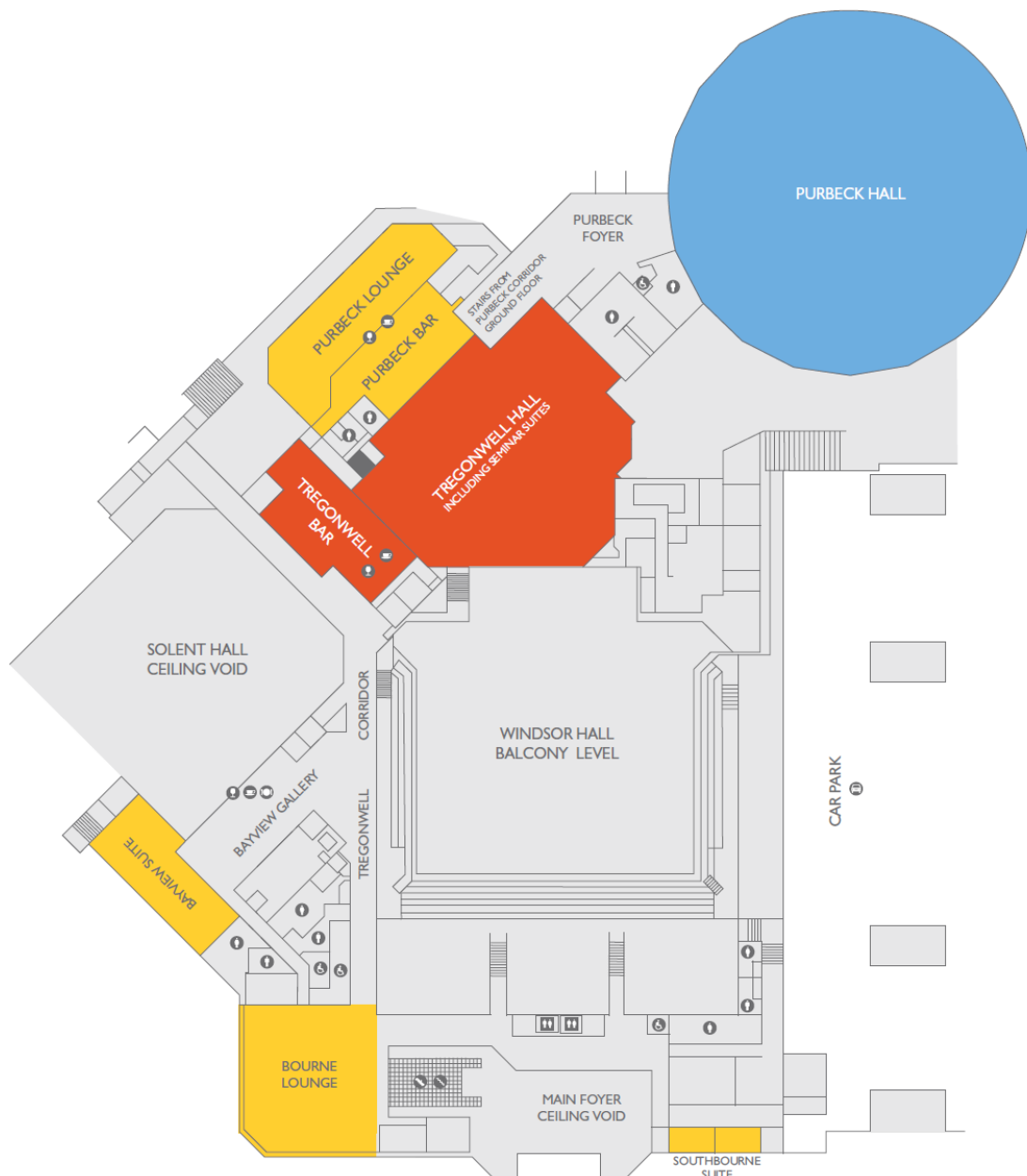
### **Social Media**

<b>Conference</b>	<b>App code</b>	<b>Hashtag</b>	<b>Facebook</b>
Police and Justice	upjc18	#upjc18	UNISONPoliceStaff

# GROUND FLOOR



# FIRST FLOOR



## 5 UNISON Rules and Standing Orders

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### 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.
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## **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 two 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 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.
- Police Staff (England & Wales) Sector Committee
  - Police Staff (Scotland) Sector Committee
  - National Probation Service Sector Committee
  - Community Rehabilitation Company 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; indirectly by the regional police staff 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 Service Sector Committee**

The National Probation Service Sector Committee will consist of two representatives per region, with 1 general seat and 1 female seat. Members will be indirectly elected by each Regional Police and Justice Committee 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 NPS negotiating machinery and the Probation Service National Negotiating Council will be elected by and from the National Probation Service Sector Committee at its first meeting for a two year term of office.

### **3.4 Community Rehabilitation Company Sector Committee**

The Community Rehabilitation Company Sector Committee will consist of two representatives per region, with 1 general seat and 1 female seat. Members will be indirectly elected by each Regional Police and Justice Committee 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 Service National Negotiating Council will be elected by and from the Community Rehabilitation Company Sector Committee at its first meeting for a two year term of office.

### **3.5 Police Staff Sector Committee (Scotland)**

The Police Staff Sector Committee (Scotland) will have 14 members. In addition, the Secretary and Chair of the Regional Service Group will be members.

### **3.6 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, 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

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