



UNISON Conference Bulletin

September 2018

Health Care Service Group Conference 2019

Conference Team 020-7121 5123
Health Group – Policy Information 020-7121 5150

This bulletin contains the timetable and information for
2019 Health Care Service Group Conference.

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

The Health Care Service Group Conference will be held at the Bournemouth International Centre from 9.30am on Monday 8 April until 1pm on Wednesday 10 April 2019.

Bournemouth International Centre
Exeter Road
Bournemouth BH2 5BH

Tel: 01202 055555

Email: enquiries@bhlive.org.uk

Conference Timetable

Deadline for Submission of Motions	5.00pm	Friday 30 November 2018
Publication of Preliminary Agenda		Friday 4 January 2019
Deadline for Submission of Delegates	5.00pm	Thursday 17 January 2019
Deadline for Submission of Creche places	5.00pm	Thursday 31 January 2019
Deadline for Submission of Amendments	5.00pm	Friday 8 February 2019
Publication of Final Agenda		Friday 8 March 2019
Deadline for Submission of reasonable adjustment requests for access	5.00pm	Monday 11 February 2019
Deadline for Emergency Motions	5.00pm	Friday 29 March 2019
Deadline for Submitting Change of Delegates on the OCS	5.00pm	Wednesday 3 April 2019

Enclosed with this Conference Bulletin, and available for download on the conference webpage <https://www.unison.org.uk/events/2019-health-conference/> are:

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

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

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

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

Which members can use the OCS? When a member is registered as a delegate to a conference, they will receive an e-mail informing them of this as long as their e-mail address is listed on the RMS. They can then also access the OCS to upload their photograph, to make online requests for services such as reasonable adjustments, crèche places and babysitting, which should be made by the stated deadline.

How will these people access the OCS? Users access the OCS via the UNISON website at www.unison.org.uk and clicking on 'My UNISON' - which is located at the top of the front page. Using your UNISON membership number and surname, register once and you will be issued with a password. For subsequent access, simply click on 'My UNISON' and then 'Sign-in now' and you will need your membership number and the password you were issued. Branch employed staff should call their regional contact.

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

What else needs to happen? It will help the system to function if these key branch people also have an e-mail address stored on their RMS records. Please contact your branch or regional RMS team urgently, to make this happen. Each delegate within a delegation should also have their date of birth stored on the RMS.

Delegates and Visitors to Conference: It is important that we collect e-mail addresses for those members wishing to participate in any way in the conference. The e-mail address can be any one that you have easy access to e.g. your personal e-mail, branch e-mail or that of a friend or relative.

- If you already have an e-mail address and access to the UNISON website, the quickest way to update your details is to go to the UNISON website and click 'My UNISON' – you will need your UNISON membership number.
- If you don't have an e-mail address or don't have access to the UNISON webpage, you can contact UNISONdirect on 0800-0-857-857 and provide them with the details of your preferred e-mail address to update your UNISON Membership records – you will need your UNISON membership number.

- Or, you can contact your local UNISON branch and provide them with the details of your preferred e-mail address to update your UNISON membership records – you will need your UNISON membership number.

Key contacts:

If you have a 'My UNISON' registration issue: UNISONdirect on 0800-0-857-857

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

Region	Contact	Tel	E-mail
Eastern	Amanda Tickner	01245 608909	a.tickner@unison.co.uk
East Midlands	Colleen Forrest (Tues & Fri only)	0115 847 5468	c.forrest@unison.co.uk
	Katrina Grace (Mon & Tues only)	0115 847 5417	k.grace@unison.co.uk
Greater London	Shelley Davey Lorraine Tant Cally Thompson	0207 535 6648	glrconference@unison.co.uk
Northern	Linda Smith	0191 245 0852	l.smith@unison.co.uk
	Allison Jackson	0191 245 0805	a.jackson2@unison.co.uk
Northern Ireland	Elizabeth Robinson	02890 270190	e.robinson@unison.co.uk
North West	Kim Scott	0161 661 6777	k.scott@unison.co.uk
	Gillian Gorman	0161 661 6743	g.gorman@unison.co.uk
Scotland	Rosaleen Rodgers	0141 342 2816	r.rodgers@unison.co.uk
	Jean Fraser	0141 342 2880	j.fraser@unison.co.uk
South East	Catherine Still	01634 285708	c.still@unison.co.uk
	Kieran Pearson	01483 406510	k.pearson@unison.co.uk
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	j.gollings@unison.co.uk
Cymru/Wales	Beverley Powell	02920 729475	b.powell@unison.co.uk
West Midlands	Claire Kenny	0121 685 3174	c.kenny@unison.co.uk
Yorkshire & Humberside	Laraine Senior	0113 218 2333	l.senior@unison.co.uk

Disenfranchised Branches

Branches are reminded that under Rule D.1.3.3.1 you will be disenfranchised from sending delegates to attend National Delegate Conference and Service Group Conferences for the remainder of the financial year following the year to which the financial return applies, if you

did not submit your annual financial returns (Rule G.10.1) to your UNISON regional office by no later than **15 March each year**.

National and Regional Representation

The following bodies are eligible to send two delegates (at least one of whom should be female) who shall be entitled to speak but not vote:

- National Self-Organised Groups
- Regional Health Committees
- National Sector Committees
- National Young Members' Forum
- Private Contractors National Forum

Each Professional and Sectional Body is entitled to send one delegate who shall be entitled to speak but not vote.

Branch Representation and Proportionality and Fair Representation

Please note that the NEC Scheme of Branch Representation for National Delegate Conference applies across all service groups.

- 1) Branches are entitled to one delegate per 1,000 members or part thereof.
- 2) If the delegation only comprises one full delegate, then this delegate may be male or female.
- 3) The gender make up of the delegation is based on the gender make up of the branch.
- 4) Branches with over 2,000 members must include one low paid, female member in the delegation.
- 5) Branches with over 3,000 members must include one young member in the delegation (ie. Age 26 or under at end of conference).
- 6) Branches can send two people, in any gender combination, to share one of the delegate places. However:
 - a. If the entire delegation entitlement comprises of just the two sharers, then at least one must be female.
 - b. if they are sharing the low paid seat, both sharers must be low paid;
 - c. if they are sharing the young members' seat, both sharers must be young members.

ie. Sending one sharer to meet either the low paid or young member requirement is not sufficient.
- 7) Branches must include Black members in their delegation in proportion to the workforce profile of the employers covered by the branch.
- 8) Branches should endeavour to include disabled members and LGBT (lesbian, gay, bisexual and transgender) members in the delegation.
- 9) Overall, branches should also consider factors such as the balance between full time and part time workers, manual and non-manual workers, different occupations and skills.

Branch representation is based on membership as at **30 September 2017**.

30 September 2018 membership figures will be available from the RMS in early January 2019. At this point the Conference Office will run a check to see if any branches are entitled to more or fewer delegates and action this as necessary. Branches can check their membership figure via their regional RMS contact.

Transgender Members

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

To ensure that branch delegations including transgender members are not rejected on grounds of proportionality, please contact the Conference Office on 020 7121 5123 with information on any delegate submissions which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

Fitness to Attend Conference

With the introduction of Fitness to Work sick notes are slightly different now. Members who are off sick from work may have an illness/condition which means they can't perform some tasks but can perform others. They may have a fitness to work certificate which means they return to work with certain caveats – e.g. places limits on the types of tasks they can perform at work and duration.

So if a member is not at work and off sick and wants to attend the Health Care Conference they need to ask for a note from their GP indicating they are fit to attend the conference (travel/sitting for long periods). We also advise them to get a note from their employer agreeing to their attendance at conference, as this may be a different activity from those at work which they are not able to do.

Members should send a copy of the Fitness to Attend note to the Conference & Events Manager and Designated Health & Safety Manager, in advance of the conference. This information will be treated with confidentiality.

Appeals

Regions monitor the delegations submitted by branches to ensure compliance with the scheme. Branches have a right of appeal against a decision by their region that their proposed branch delegation is not in line with this scheme.

Please help us to help the environment

We're doing our best to reduce the environmental impact of our conferences. This year, we are providing all delegates with the chance to opt out of being sent paper copies of our conference materials as part of the delegates' despatch. All these documents will be available online via the conference app, and on the UNISON website. You can then download them onto your laptop or tablet to view online while you are at conference. If you wish to opt out please indicate this on the 'Extras' screen options on the Online

Conference System (OCS). If you do not opt out, you will be sent all documentation in hard copy form.

Extras

Requesting 'Extras' such as Childcare, Reasonable Adjustments or Personal Assistants on the Online Conference System (OCS) can only be done by the registered delegate themselves. Once a delegate is registered, the OCS will automatically send out an e-mail to the person with a web link which they can click on to access the OCS and input the Extras they require. For any assistance please contact your regional conference contact from the list in this bulletin.

Reasonable Adjustments

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted by **Monday 11 February 2019**.

For any reasonable adjustments required, please complete the request online by the stated deadline. Authorisation for personal assistance/facilitation is required from your Branch Secretary that this expenditure will be approved.

Please remember that BSL Interpreters will only be available if requested in advance.

While we work within the context of the social model of disability this does not mean that UNISON can automatically provide all resources that are requested as adjustments. We have to consider the finite resources available both in terms of space and finances in order that we can balance our commitment to the social model with the resources available, and channel them to where they are needed most.

Members requesting seating, tables, footrests, which impact on the space available on the floor of conference, will be asked what barriers they face that require this adjustment for their participation.

While not requesting detailed personal information, UNISON will require sufficient information in order to understand the barriers faced to get the right resources to the right people for this Conference. This will assist us in making adjustments that are meaningful and appropriate to the individual.

The union will determine the allocation of limited resources. If necessary, this may include reserving the right to seek additional information.

We will apply a necessary cut off point for requests, as close as possible to the conference while not impacting on the requirements to produce regional seating plans in good time for advance circulation. The deadline is **Monday 11 February 2019**. We will retain a limited ability to respond to unexpected circumstances that affect a delegate at short notice prior to the conference.

Personal Emergency Evacuation Plan (PEEP)

If a delegate or visitor from your branch requires a PEEP for the Bournemouth International Centre, please ask them to indicate this online

Crèche and Babysitting

Please note that crèche provision is available **for delegates only** for children up to the age of 16 years. Arrangements have been made for Nipperbout, the company contracted to provide crèche facilities at all UNISON national conferences, to provide babysitting. Should you require this service please complete the request online by **5pm, Thursday 31 January 2019**. Delegates and visitors are reminded that the cost for babysitting is borne by the branch so authorisation is required from your branch secretary that this expenditure will be approved.

Change of Delegate

Branches may change delegates up to the start of Conference. A member registering as a substitute branch delegate must have been eligible to represent the branch at the closing date for registration of delegates, **5pm, Thursday 17 January 2019**. Any changes must be in accordance with the Scheme of Branch Representation.

After **5.00pm, Wednesday 3 April** no more changes can be made on the OCS. If a branch needs to make an emergency change to its delegation after this date then an 'Emergency Change of Delegate' form will need to be completed.

This form will be available on the UNISON website from Tuesday 2 April and will also be available from the Conference Desk at Bournemouth.

Travel Arrangements

Branches are asked to book all travel arrangements for Conference through Stewart Corporate Travel. Travel application forms are attached to this bulletin. Wherever possible, please ensure that train tickets are delivered to you directly as collecting them from stations incurs an extra charge. Branches are reminded that:

- Travel costs for **Delegates and Sharer 1's only** will be funded from National Office.
- Travel costs for **Visitors and Sharer 2's** must be paid for by the branch. **This is in line with Rule D.I.6 on shared delegates.**

Please note that a booking fee is applicable – further details are available from Stewart Corporate Travel.

Accommodation

Branches are encouraged to arrange accommodation through Business Events Bournemouth. Using Business Events Bournemouth supports the work of our members in local government and ensures our continuing ability, as a not-for-profit organisation, to secure guaranteed rates for our conference venues. For full details of current availability and for bookings please go to:

<http://www.bebres.org.uk/unisonhealth19/>

or you can telephone on 01202 816147 or e-mail info@bebres.org.uk

Please ensure that members have written confirmation of any booked and paid for accommodation.

Submitting Motions, Amendments, Emergency Motions

Motions should be submitted via UNISON's Online Conference System (OCS). The Preliminary Agenda will be published on Friday 4 January 2019. The Final Agenda will be published on Friday 8 March 2019.

Advice from the Standing Orders Committee (Annex 1)

Attached as Annex 1 is guidance from the Standing Orders Committee outlining issues that submitting bodies need to be aware of when formulating motions to the health conference. Please pay careful attention to this guidance.

Advice from the Health Service Group Executive (Annex 2)

The Service Group Executive has identified a number of priority areas for the Health Group's work programme in 2019. When branches meet to discuss their motions for submission to Health Conference, they are encouraged to take the SGE's priorities into account.

Prepaid Cards

Union Income Ltd have agreed to provide a corporate version of its prepaid card still with the UNISON branding. If your branch requires a prepaid card then this is the card that is the preferred option above others generally available.

An application will normally take about 14 working days to turnaround and you can request an information pack and application form by contacting:

UNISON Prepaid Plus Customer Services, 39-51 Highgate Road. London NW5 1RT or email customerservices@unisonprepaid.com.

Credit Cards

If your branch does not specifically require a prepaid card the other best option is a credit card from Unity Trust Bank called Unity Corporate MultiPay Card. It is more flexible and is linked to branch current account. Details of the Corporate MultiPay card and further information on how to apply are available from their website at www.unity.co.uk/multipay. To help branches switch to this Unity Trust credit card, the bank has agreed to waive the one off administration fee of £50 for all current ALTO card customers who apply for a Multipay card.

Data Protection

Delegates should be aware that the information collected via the online conference system, in addition to information held on UNISON's membership database, will be used for statistical purposes and for the organising and administration of Conference in compliance with the requirements of the Data Protection Act 1998.

UNISON Health Care Service Group Conference
Mon 8 - Weds 10 April 2019, Bournemouth Int'l Centre
DELEGATE RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code. 0-15-35-01

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

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

Please tick the appropriate boxes

Ticket Type Single ☐ Return ☐ Flexible ☐ Fixed ☐

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

Do you hold a Travel Discount Card? Y/N

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

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

Name _____	
Address _____	

Tel No. _____	E-mail _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: **0800 091 4272**

Fax: **0141 226 2960**

E-mail: unison@stewarttravelmanagement.com

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

GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

1. Please complete in block capitals.
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. One form should be completed per delegate.
4. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
5. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
6. Wherever possible, please ensure train tickets are delivered to you directly as collecting them from stations incurs an extra charge. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
8. If you hold a Travel Discount Card such as the Young Persons/Student or Disabled, Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
9. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Whether a seat reservation is required
 - Departure and destination stations
 - If you require a sleeper ticket
10. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
11. Stewart Travel Management address: 3rd Floor, Sterling House, 20 Renfield Street, Glasgow, G2 5AP
12. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking rail travel only.

UNISON Health Care Service Group Conference
Mon 8 – Weds 10 April 2019, Bournemouth Int'l Centre
DELEGATE AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-15-35-01

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

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

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

Name _____	
Address _____	

Tel No. _____	E-mail _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: **0800 091 4272** **Fax:** **0141 226 2960**

E-mail: unison@stewarttravelmanagement.com

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

GUIDELINES: DELEGATE AIR TRAVEL APPLICATION FORM

1. Please complete in block capitals.
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. One form should be completed per delegate.
4. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
5. If you are unsure of the time of the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
6. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
8. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Departure and destination Airports
9. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Air fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
10. Stewart Travel Management address is: 3rd Floor, Sterling House, 20 Renfield Street Glasgow, G2 5AP.
11. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking air travel only.

UNISON Health Care Service Group Conference

Mon 8 – Weds 10 April 2019, Bournemouth Int'l Centre

VISITORS RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

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

Please tick the appropriate boxes

Ticket Type Single ☐ Return ☐ Flexible ☐ Fixed ☐

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

Do you hold a Travel Discount Card? Y/N

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

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

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

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: 0800 091 4272

Fax: 0141 226 2960

E-mail: unison@stewarttravelmanagement.com

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

GUIDELINES: VISITOR RAIL TRAVEL APPLICATION FORM

1. Please complete in block capitals
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per Visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. If you hold a Travel Discount Card such as the Young Persons/Student, Disabled or Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
8. Wherever possible, please ensure train tickets are delivered to you directly as collecting them from stations incurs an extra charge. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
9. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
10. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Whether a seat reservation is required
 - Departure and destination stations
 - If you require a sleeper ticket
11. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
12. Stewart Travel Management address is: 3rd Floor, Sterling House, 20 Renfield Street Glasgow, G2 5AP.
13. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking rail travel only.

UNISON Health Care Service Group Conference
Mon 8 – Weds 10 April 2019, Bournemouth Int'l Centre
VISITORS AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE : _____ TIME OF FLIGHT : _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

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

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

Name _____

Address _____

Tel No. _____ **E-mail** _____

Listed below are contact details for Stewart Corporate Travel:

Tel No: 0800 091 4272

Fax: 0141 226 2960

E-mail: unison@stewarttravelmanagement.com

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

GUIDELINES: VISITOR AIR TRAVEL APPLICATION FORM

1. Please complete in block capitals.
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
8. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
9. Journey details must be as precise and clear as possible indicating:
 - Date of travel, both outward and return
 - Preferred time of travel
 - Departure and destination Airports
10. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Air fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
11. Stewart Travel Management address is: 3rd Floor, Sterling House, 20 Renfield Street Glasgow, G2 5AP.
12. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking air travel only.

2019 Health Care Service Group Conference

Standing Orders Committee

Guidance on submitting motions

Each year the Standing Orders Committee issues detailed guidance for branches and other submitting bodies, setting out the issues they need to be aware of when submitting motions to health group conference. Branches and other bodies who are planning to submit motions to Health Conference 2019 should read this guidance carefully.

Subject matter

All motions, amendments and emergency motions submitted to the agenda for Health Conference must be relevant to the Health Service Group. Motions may instruct the Health Service Group Executive but may not commit the union nationally to a particular policy or campaign. Motions that are relevant to the union as a whole should be sent to National Delegate Conference.

Submitting bodies

Rule P.1.3.5 sets out Standing Orders advice on those bodies which are eligible to submit motions i.e. health branches; the Health Group Executive; Regional Health Committees and National Occupational Group Committees. Self-Organised Groups at national level and the National Young Members' Forum may submit a total of two motions and two amendments to the Conference.

Service group issues

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

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

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

Citizenship

Some issues, which initially may be relevant to the Health Service Group, such as patient waiting lists in hospitals, may also be "citizenship" issues, of relevance to the whole union because members experience them as workers and as members of the public. Such motions when submitted to National Delegate Conference can instruct the whole union to adopt a policy or campaign.

Political Fund/ Labour Link

Matters relating to the Labour Party, both in relation to internal issues and in respect of matters to be pursued at Labour Party Conference, are properly dealt with by the Affiliated Political Fund through its own structures, not Health Conference. The rules governing the Political Fund include both the Affiliated and the General Political Funds. The term 'UNISON sponsored MP' is inaccurate as it is illegal to 'sponsor' MPs to undertake advocacy. A motion or amendment which uses this term will be ruled out of order. Submitters may refer to 'UNISON's parliamentary group of MPs' or the relevant group in the devolved institutions or the European Parliament.

Staffing

Motions dealing with staffing matters are not appropriate for a Service Group Conference. The National Executive Council or the General Secretary have responsibility for the employment of staff, under Rule D.2.12.1 and Rule D.2.12.2.

Industrial Action

Rule O – Industrial Action gives exclusive power to the National Executive Council to authorise industrial action. To be lawful, industrial action must relate to a trade dispute as defined by s.218 of the Trade Union and Labour Relations (Consolidation) Act 1992.

Motion Competency Checklist

The content of a motion:

- Must be appropriate for Health Conference. The subject matter must be wholly or predominantly relevant to health members. It must not relate to general (citizenship) issues which are properly a matter for National Delegate Conference; issues which relate wholly or predominantly to the business of another service group; or to policies for the Labour Party which are the business of the Political Funds.
- Must have clear action points for the Service Group Executive to carry out.
- Must only instruct the Health Service Group Executive; although it may instruct the SGE to liaise with / call upon other sections of the union.
- Cannot commit Conference to spend national funds.
- Must not contravene UNISON's rules.
- Must not contain instructions for unlawful action.
- Must not refer to legal proceedings which are a matter for the NEC.
- Must not refer to staffing issues.

A useful suggested format for the layout of a motion includes:

"This Conference believes/ supports/notes/recognises etc. This issue is relevant and important to health service members because..."

This Conference instructs/calls upon the Service Group Executive to take the following actions..."

Industrial Action (continued)

Motions calling for industrial action over privatisation or cuts to services do not fall within the legal definition of a trade dispute and so must not be debated as this would put the union in legal jeopardy. Any motions relating to industrial action must not contravene Rule O which relates to industrial action or Rule B.4.5 which requires the union to act lawfully.

Motions or amendments must not describe previous or current trade disputes as being 'against privatisation' or similar such words, as this could leave the union open to legal challenge.

Legal Proceedings

The principle applied by the SOC is that the Health Conference cannot compromise existing or potential legal proceedings for either party in a case. Proceedings include potential, past or current disciplinary issues. If there is a possibility that a motion may prejudice proceedings, the SOC will seek legal advice. If the advice is that a motion either directly refers or could lead to reference being made to a particular case either expressly or by implication, or if a decision at conference could be used in a case by any party, the SOC will rule the motion out of order. So, on some very limited occasions, it may be necessary to rule a motion out of order, not because of its content, but because it would be impossible to debate the motion without the details of a particular legal case arising. Motions that call on the union to break the law are not competent.

Amendments to Motions

Amendments should not be used to promote essentially alternative motions, or as a substitute for voting against the motion. Amendments are likely to be ruled out of order if they:

- Introduce a direct negative.
- Reduce the motion to a mere restatement of existing policy.
- Seek to change fundamentally the purpose of the motion.

Emergency Motions

An emergency motion should be submitted, in accordance with Rule P.11. Branches which submit emergency motions during conference will have to provide the Standing Orders Committee with details of their branch rules covering advance notice for convening meetings and branch quorum.

The branch will have to show:

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

The motion should be accompanied by an explanation of the reasons why it could not be submitted in accordance with the normal procedures and deadlines. The strict application of these criteria will ensure that only matters of a genuine emergency will be admitted onto the agenda.

Challenges to SOC Decisions

If the SOC rules your motion or amendment out of order, we will write to you with the reasons why. If you are not happy with the decision and want the SOC to reconsider, you must contact us to lodge an appeal. But please remember that it is not possible to re-word a motion after the deadline, to make it competent.

Submitting motions via UNISON's Online Conference System

All submitting bodies are required to submit motions, amendments and emergency motions via the Online Conference System (OCS). Guidance on using the online system is attached to this bulletin.

Best Practice on Writing Motions

Submitters are encouraged to write clear, succinct motions that include specific proposals for action. Any quotations from other sources or documents must be identified with quotation marks. Links to websites are not appropriate.

Advice is available from SOC members and the SOC office on:

- Drafting motions prior to deadlines;
- Guidance and assistance on procedures and standing orders.

If you need assistance, contact your regional SOC representative or the SOC Secretary – see next page for details. Please note that receiving advice from individual committee members does not guarantee acceptance of a motion onto the agenda. Every motion and amendment is considered by the whole committee and decisions are made collectively.

The contact details for the Health Standing Orders Committee are listed below:

Secretariat

June Chandler
j.chandler@unison.co.uk
 Alexis Pacheco
a.pacheco@unison.co.uk

Elected members

Eastern

Jan Lavender
Jan.Lavender@supplychain.nhs.uk

East Midlands

Karen Guy
kguy1@nhs.net

Greater London

Jim Mansfield
jim.mansfield@nhs.net

Northern

Rachel Shepherd
rachel.shepherd2@nhs.net

Northern Ireland

tbc

North West

Sally Ann Griffiths
Sally-ann.griffiths@srft.nhs.uk

Scotland

Katrina Murray
Katrina.murray@hotmail.co.uk

South East

Jenny Ford
Jenny.Ford@solent.nhs.net

South West

Andrew Albert
a.albert@nhs.net

Wales

tbc

West Midlands

Patricia Davies
Patricia.davies15@nhs.net

Yorkshire and Humberside

Gillian Hancock
Gillian.hancock@shsc.nhs.uk

National SOC

Kevin Judd
k.judd@poole.gov.uk

Denis Keatings
D.Keatings@unison.co.uk

Key Dates for your Diary

Health Conference: 8—10 April 2019, Bournemouth

Deadline for motions: 30 November 2018

Preliminary Agenda published: 4 January 2019

Deadline for amendments: 8 February 2019

Final Agenda published: 8 March 2019

Deadline for emergency motions: 29 March 2019

HEALTH SERVICE GROUP EXECUTIVE PRIORITIES FOR 2018

UNISON Objective: Enhance our capability to meet the recruiting, organisational and representational challenges posed by austerity measures including cuts, workforce reductions, reorganisations, attacks on facility time and privatisation. Ensuring the union is relevant to all members who provide public services – including those who work in the private sector – regardless of the economic sector in which they work.

SGE Priority: *Challenging government policy on the NHS*

- Work through formal partnership structures to engage with government in the four UK countries
- Advance UNISON policy on NHS funding, workforce and structure via the UK parliaments
- Parliamentary lobbying and liaison
- Challenge NHS funding allocation
- Oppose privatisation of NHS services
- Engage with and influence emerging policy areas
- Challenge Government policy on student funding

UNISON Objective: Protect and secure fair pay and terms and conditions, high quality employment, and pensions for UNISON members, building confidence for industrial action when required. Promoting equality and challenging all forms of discrimination, including racism, supporting migrant workers, and promoting UNISON's alternative.

SGE Priority: *Improving your terms and conditions*

- Represent members' interests through relevant collective bargaining machinery
- Implement and extend AfC pay/refresh deal across the UK
- Defend Agenda for Change
- Improve pay for NHS staff
- Improve members' earnings
- Support members through change
- Work with Skills bodies and employers in all four countries to improve access to learning and development for NHS staff
- Promote, support and protect the NHS Pension Scheme
- Promote and support job evaluation work

UNISON Objective: Develop our public service campaigns in support of quality public services, in defence of the NHS, and all public services, building our political influence, forging alliances with unions, appropriate campaigning and community groups to challenge the austerity programme, including challenging the attacks on the welfare state. To campaign for the election of governments in Westminster, and the devolved nations, which value public services and working people, rejecting the arguments of UKIP and other far-right parties.

SGE Priority: *Standing up for patients and staff*

- Staffing levels campaign
- Campaign to improve mental health services
- Better hospital food
- Promote One Team campaign
- Ensure new NHS roles are clear and well-supported
- Protect the health and wellbeing of NHS staff
- Tackle discrimination
- Seek improvements to regulatory systems
- Develop organisational consistency for health care students
- Wholly owned subsidiaries – defend NHS staff and services

UNISON Objective: Ensure that the union's structures including organisational, lay member, ICT infrastructure and internal management systems are efficient and effective to meet the changing needs of all sections of the union and its members.

SGE Priority: *Supporting members as decision-makers*

- Educate members about the NHS and encourage participation in formal structures
- Facilitate decision-making by lay activists via HSGE structures
- Support relationships with external bodies
- Encourage members to take part in our work