



# UNISON Conference Bulletin

## Police and Justice Service Group Conference 2013

April 2013

David Bryant (Policy)  
Conference Team

020-7121 5326  
020-7121 5123

This bulletin contains the timetable and information for  
**2013 Police and Justice Service Group Conference.**

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

The Police and Justice Service Group Conference 2013 will be held at the Brighton Centre, Brighton, starting **9.30am on Thursday 10 October 2013, ending 1pm Saturday 12 October 2013.**

The Thursday will consist of a conference. Then the full Friday and Saturday morning will consist of workshop and plenary sessions. Registration covers delegates for all the events across the two and a half days.

The Brighton Centre  
Kings Road  
Brighton  
East Sussex  
BN1 2GR

Tel: 01273 290131 Fax: 01273 779980

Web: [www.brightoncentre.co.uk](http://www.brightoncentre.co.uk)

### **Timetable**

Deadline for Submission of Motions	12.00 noon	Thursday 13 June 2013
Publication of Preliminary Agenda		Thursday 11 July 2013
Deadline for Submission of Delegates	5.00pm	Wednesday 31 July 2013
Deadline for Babysitting, Crèche and Reasonable Adjustment requests for access	5.00pm	Thursday 8 August 2013
Deadline for Submission of Amendments	12.00 noon	Thursday 15 August 2013
Publication of Final Agenda online		Thursday 12 Sept 2013
Deadline for Submission of Emergency Motions	12.00 noon	Thursday 3 October 2013
Deadline for Submitting Change of Delegates online on the OCS	5.00pm	Thursday 8 August 2013

Enclosed with this Conference Bulletin, and available for download on the conference webpage [www.unison.org.uk/conference/policestaff.asp](http://www.unison.org.uk/conference/policestaff.asp) are:

Delegate Travel Form  
Visitor Travel Form  
Advice from Standing Orders Committee

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

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

**Which branch officers can use the OCS?** Motions and delegations can be submitted either by 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 Secretary will be authorised to submit the motion/delegation, with the Regional Convenors 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. They can then also access the OCS to make online requests for services such as reasonable adjustments, crèche places and babysitting and uploading their photo.

**How will these people access the OCS?** Users access the OCS via an online portal called 'My.UNISON' by registering once at <https://registration.unison.org.uk> and then subsequently logging on at <https://my.unison.org.uk>. **Regional** and **national** users will receive separate communications about accessing the system. Branch employed staff should call their regional contact.

**What if the correct branch people have accessed 'My UNISON' but then cannot access the OCS?** Key to accessing the OCS is ensuring that the data held on UNISON's membership system, the **RMS**, is correct. It records which members hold the key positions of Branch Secretary and 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. Advice on how to create an e-mail address is available on the UNISON website at:  
[www.unison.org.uk/conference/email\\_setup.asp](http://www.unison.org.uk/conference/email_setup.asp)

Each delegate within a delegation should also have their date of birth stored on the RMS.

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

## Key contacts:

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

If you have an OCS issue, please contact your relevant regional contact:

Listed below are the Conference contacts for each region, who can also assist with online conference registration:

Eastern	Amanda Tickner	01245 608909	a.tickner@unison.co.uk
East Midlands	Mark Ward	0115 847 5408	m.ward@unison.co.uk
Greater London	Shelley Davey	0207 535 6649	s.davey@unison.co.uk
	Lorraine Tant	0207 535 6649	l.tant@unison.co.uk
Northern	Allison Jackson	0191 245 0805	a.jackson2@unison.co.uk
Northern Ireland	Elizabeth Robinson	02890 270190	e.robinson@unison.co.uk
North West	John Sharp	0161 661 6752	j.sharp@unison.co.uk
Scotland	Rosaleen Rodgers	0141 342 2816	r.rodgers@unison.co.uk
	Caroline Philip	0131 226 0075	c.philip@unison.co.uk
South East	Stephen Loweth	01483 406510	s.loweth@unison.co.uk
South West	Marilyn Crawley	01823 285313	m.crawley@unison.co.uk
Cymru/Wales	Sarah Evans	01792 483923	s.evans@unison.co.uk
West Midlands	Claire Kenny	0121 685 3174	c.kenny@unison.co.uk
Yorks & 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) to Police and Justice Conference who shall be entitled to speak but not vote:

- Regional Police & Justice Service Groups
- National Sector Committees
- National Self Organised Groups
- National Young Members' Forum

## Branch Representation

The Police and Justice Service Group sets the ratio of delegates per member. Representation is based on membership at **30 September 2012**.

- Branches with up to 500 members are entitled to elect 2 delegates per 500 members or part thereof.

- Branches with over 500 members are entitled to elect 1 additional delegate per 500 members or part thereof.

Proportionality and Fair Representation rules are based on the NEC's Scheme of Branch Representation for National Delegate Conference.

- The total branch delegation, including any sharers, must be made up from the same proportion of women and men as there are in the membership of the branch.
- When calculating proportionality, each sharer counts as one delegate.
- If a branch is unable to elect enough women delegates to meet proportionality, then the women's places on the delegation must remain unfilled. This is consistent with the approach to proportionality taken elsewhere in the union.
- The third delegate seat to be reserved for low paid women members earning less than £8.91 per hour.
- The fourth delegate seat to be reserved for a young member age 26 or under.
- Branches should strive to include members from all the sectors\* their membership covers in their delegation, \*i.e. police staff, probation, cafcass.
- If the delegation only comprises one full delegate, then this delegate may be male or female.
- 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 women's seat, both sharers must be low paid women;
  - c. if they are sharing the young members' seat, both sharers must be young members.

*i.e. Sending one sharer to meet either the low paid women or young member requirement is not sufficient.*

**Late delegate registrations will not be approved. There will be no exceptions to this. The appeals mechanism in the regions is for the composition of delegations, not for late submissions. Regions have to apply the deadlines strictly.**

### **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 the Police and Justice Service Group Conference as a woman, but still be attending work as a man. Members will be registered for the Police and Justice Service Group 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 online delegate submissions which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

## **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.

## **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 Wednesday 31 July 2013. Any changes must be in accordance with the Scheme of Branch Representation.

After 5.00pm, Thursday 8 October 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 Friday 9 October and will also be available from the Conference Desk at Brighton.

## **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.

## **Crèche and Babysitting**

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. Delegates 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.

## **Reasonable Adjustments**

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act.

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.

**The Conference Office will endeavour to respond positively to requests for reasonable adjustments received online after the deadline of Thursday 8 August 2013. However, requests that impact on the delegate seating plan may have to be accommodated outside of the regional seating areas.**

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

## **Personal Emergency Evacuation Plan (PEEP)**

If a delegate or visitor from your branch requires a PEEP for the Brighton Centre, please ask them to indicate this with their online request.

## **UNISON's Impact on the Environment - Important Travel Arrangements**

Please consider the impact on the environment when making your decision on how to travel to Conference.

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

- Travel costs for **Delegates and Sharer 1s only** will be funded from National Office.
- Travel costs for **Visitors and Sharer 2s** must be paid for by the branch. *Please note that a booking fee is applicable – further details from Stewart Corporate Travel.*

## **Accommodation**

Branches are encouraged to arrange accommodation through Brighton's Accommodation Booking Service, VisitBrighton. Using the Booking Service supports the work of our members in local government and ensures our continuing ability, as a not-for-profit organisation, to secure preferential rates for our conference venues. For full details of current available and for bookings please go to:

<http://resweb.passkey.com/go/upjc13>.

You can also telephone VisitBrighton on 01273 292626.

Branches are often asked for credit cards to secure deposits and payment for delegate accommodation at conferences. UNISON's Finance Department has issued advice to branches on the use of prepaid credit cards, which are a secure way of paying for such expenses, enabling branches to limit the amount that can be spent by transferring an amount onto the card. In all other respects it operates in the same way as a normal credit card but does not expose the branch to fraud or probity issues.

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

Branches can apply for a prepaid credit card from Unity Trust Bank. Details of the website are included below.

<http://www.unity.co.uk/other-services/corporate-alto-mastercard-prepaid-card/apply/>

## **Arrangements for Distribution of Card Voting Booklet**

Branches will collect card voting booklets on the first morning of Conference, before Conference starts, from the card vote collection point at the Brighton Centre.

## **Advice on Submission of Motions**

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

The Preliminary Agenda will be published on Thursday 11 July 2013. The Final Agenda will be published online on Thursday 12 September 2013. The motions and amendments will also be included in the Conference Documents which are sent to all delegates in September 2013.

# UNISON Police & Justice Service Group Conference, Thursday 10th - Saturday 12th October 2013, Brighton

## **DELEGATE RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name \_\_\_\_\_ A/C Code. 0-15-61-01

Branch Name \_\_\_\_\_ Branch No. \_\_\_\_\_

Branch Address \_\_\_\_\_

### **Additional Travellers**

Child/Facilitator name \_\_\_\_\_ Child's Age \_\_\_\_\_

Child/Facilitator name \_\_\_\_\_ Child's Age \_\_\_\_\_

### **Journey Details**

	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:

<b>Name</b> _____	
<b>Address</b> _____	
_____	
<b>Tel No.</b> _____	<b>E-mail</b> _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

**Tel No:**    **0845 872 4432**

**Fax:**    **01292 312259**

**E-mail:**    **unison@stewartcorporatetravel.co.uk**

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

# GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

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

10 Ayr Street  
Troon  
Ayrshire  
KA10 6EB

**UNISON Police & Justice Service Group Conference,  
Thursday 10th – Saturday 12th October 2013, Brighton  
DELEGATE AIR TRAVEL APPLICATION FORM**

**Please read the guidelines overleaf before completing this form.**

Delegate Name \_\_\_\_\_ A/C Code 0-15-61-01

Branch Name \_\_\_\_\_ Branch No \_\_\_\_\_

Branch Address \_\_\_\_\_

**Additional Travellers**

Child/Facilitator name \_\_\_\_\_ Child's Age \_\_\_\_\_

Child/Facilitator name \_\_\_\_\_ Child's Age \_\_\_\_\_

**Journey Details**

**OUTBOUND FLIGHT**

DATE: \_\_\_\_\_ TIME OF FLIGHT: \_\_\_\_\_

JOURNEY FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**RETURN FLIGHT**

DATE: \_\_\_\_\_ TIME OF FLIGHT: \_\_\_\_\_

JOURNEY FROM: \_\_\_\_\_ TO: \_\_\_\_\_

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

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

<b>Name</b> _____	
<b>Address</b> _____	
_____	
<b>Tel No.</b> _____	<b>E-mail</b> _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

**Tel No:**        **0845 872 4432**                      **Fax:**   **01292 312259**

**E-mail:**        **unison@stewartcorporatetravel.co.uk**

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

# GUIDELINES: DELEGATE 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 Corporate Travel address:  
  
10 Ayr Street  
Troon  
Ayrshire  
KA10 6EB

**UNISON Police & Justice Service Group Conference,  
Thursday 10th – Saturday 12th October 2013, Brighton  
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:

<b>Name</b>	_____
<b>Address</b>	_____ _____
<b>Tel No.</b>	_____
<b>E-mail</b>	_____

Listed below are contact details for STEWART CORPORATE TRAVEL:

**Tel No: 0845 872 4432**

**Fax: 01292 312259**

**E-mail: [unison@stewartcorporatetravel.co.uk](mailto:unison@stewartcorporatetravel.co.uk)**

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance. *Please note – a booking fee is applicable.*

# GUIDELINES: VISITOR RAIL TRAVEL APPLICATION FORM

1. Please complete in block capitals
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per Visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. If you hold a Travel Discount Card such as the Young Persons/Student, Disabled or Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
8. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
9. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
10. Journey details must be as precise and clear as possible indicating,
  - 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 Corporate Travel Address:  
10 Ayr Street  
Troon  
Ayrshire  
KA10 6EB

**UNISON Police & Justice Service Group Conference,  
Thursday 10th – Saturday 12th October 2013, Brighton  
VISITOR AIR TRAVEL APPLICATION FORM**

**Please read the guidelines overleaf before completing this form.**

Visitors Name \_\_\_\_\_

Branch Name \_\_\_\_\_ Branch No \_\_\_\_\_

Branch Address \_\_\_\_\_

**Additional Travellers**

Child/Facilitator name \_\_\_\_\_ Child's Age \_\_\_\_\_

Child/Facilitator name \_\_\_\_\_ Child's Age \_\_\_\_\_

**Journey Details**

**OUTBOUND FLIGHT**

DATE : \_\_\_\_\_ TIME OF FLIGHT : \_\_\_\_\_

JOURNEY FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**RETURN FLIGHT**

DATE: \_\_\_\_\_ TIME OF FLIGHT: \_\_\_\_\_

JOURNEY FROM: \_\_\_\_\_ TO: \_\_\_\_\_

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

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

<b>Name</b> _____	
<b>Address</b> _____	
_____	
<b>Tel No.</b> _____	<b>E-mail</b> _____

Listed below are contact details for Stewart Corporate Travel:

**Tel No: 0845 872 4432**

**Fax: 01292 312259**

**E-mail: [unison@stewartcorporatetravel.co.uk](mailto:unison@stewartcorporatetravel.co.uk)**

All forms must be returned to Stewart Corporate Travel at the address overleaf. *Please note – a booking fee is applicable.*

# 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 Corporate Travel address:  
  
10 Ayr Street  
Troon  
Ayrshire  
KA10 6EB



To:

Secretaries of Police Staff Branches  
Secretaries of Branches with Probation and CAFCASS Members  
Secretaries to National SOG Committees  
Secretary to the National Young Members' Committee

Cc:

Police & Justice SGE Members  
National Police Staff England & Wales Sector Committee  
National Probation Sector Committee  
UNISON Regional Staff (Police & Probation)

Dear Colleague,

## **2013 POLICE AND JUSTICE SERVICE GROUP CONFERENCE**

### **ADVICE FROM THE STANDING ORDERS COMMITTEE**

This circular sets out advice from the Police and Justice Service Group Standing Orders Committee on the submission of competent motions, amendments and emergency motions to the 2013 Police and Justice Service Group Conference.

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

#### **How to submit a motion, amendment or emergency motion**

Motions and amendments should be submitted electronically via the Online Conference System (OCS).

The date of the meeting which decided to submit the item should be recorded on the OCS, together with the type of meeting. Only the texts of motions which have been considered by the meeting are eligible for submission to Conference.

It is important to note that whilst local branch rules may include the delegation of powers to other bodies these will not be taken into account when applying the national rule requirements for Conference, instead a properly constituted and quorate branch meeting or branch committee must consider any motion. Therefore branches must state clearly on the motion form the type of meeting at which their motion was agreed. Meetings must be quorate and this may be checked, particularly for emergency motions.

Using the OCS, motions can be authorised at branch level by either the branch secretary or chair. The other will receive e-mail copies of the motion as soon as it is submitted. At regional level, the Regional Police and Justice Secretary will be authorised to submit the motion, with the Regional Police & Justice Chairperson receiving an instant e-mail copy. This process is replicated at national level for national bodies and their relevant secretaries and chairs.

All agenda items must be submitted prior to deadlines determined by the Rules. The dates will be notified by circular. It would be helpful to the SOC if submitting bodies could submit items as early as possible. The SOC advises submitting bodies not to schedule meetings too close to the deadline.

### **How to make sure your motion is competent.**

Branches are often disappointed when motions are ruled out of order by the Standing Orders Committee because of a technicality, for example where the motion has been drafted in a way which conflicts with the UNISON Rule Book.

It is important that motions seek outcomes which are within the power of the body called on to take the action. In previous years some motions were ruled out of order by the Standing Orders Committee because they called for actions which were not within the union's power to deliver. For example one such motion called on the Service Group Executive to achieve a speedy resolution to the 2011 pay negotiations. In this example it would have required the employers and the trade unions to reach an agreement. Had the motion called on the SGE **to seek to** achieve a speedy resolution to the 2011 pay negotiations it may have been accepted onto the agenda.

### **Who can submit motions?**

The bodies who can submit motions and amendments to the Police and Justice Service Group Conference are: Police and Justice Branches, Police Staff Branches, Probation Branches and Local Government Branches with Probation Members, the Police and Justice Service Group Executive, National Sector Committees and Regional Police and Justice Committees. Self-Organised Groups at national level and the National Young Members' Forum may each submit a total of two motions and two amendments to the Conference. Rule P.1.3.5 sets out Standing Orders advice on those bodies which are eligible to submit motions.

### **What can motions be about?**

All motions, amendments and emergency motions submitted to the agenda for Police and Justice Service Group Conference must be relevant to the Police and Justice Service Group. Motions may instruct the Police and Justice Service Group Executive but may not commit the union nationally to a particular policy or campaign.

Motions for the Police Service Group Conference should come under the following areas:

- determining the Service Group's general policy;
- negotiating issues:
  - ✓ Pay and conditions of service
  - ✓ Professional and occupational rules, standards, conditions and policy
  - ✓ Industrial and other relations with employers to represent its members and participate in any joint negotiating machinery with powers in these matters
  - ✓ The settlement of any disputes arising from the employment of its members.

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

### **What can't motions be about?**

- **Staffing Issues**  
Motions dealing with staffing matters are not appropriate for Conference debate. The National Executive Council and the General Secretary have responsibility for the employment of staff, under Rule D.2.10.1 and Rule D.2.10.2.
- **Political Funds**  
Matters relating to the Labour Party, both in relation to internal issues and in respect of matters to be pursued at Labour Party Conference, are properly dealt with by the Affiliated Political Fund through its own structures, not Police and Justice Service Group Conference. The rules governing the Political Fund include both the Affiliated and the General Political Funds.
- ! **Watch out for Citizenship Issues**  
Some issues, which initially may be relevant to the Police and Justice Service Group, may also be "citizenship" issues, of relevance to the whole Union because members experience them as workers and as members of the public. A good example is the funding of the Police Service – this issue affects all our members rather than just those employed in the Police Service and needs to be debated by the union as a whole.  
If you do submit a motion on a citizenship issue please make sure that it only has relevance to Police and Justice Service Group workers. For example, a motion on PCSOs would be able to call for a campaign to improve the pay and conditions or training opportunities for PCSOs, but it could not call for a campaign for more PCSOs with more enforcement powers to improve public protection as this would be a National Delegate Conference matter.

! **Watch out for Industrial Action Issues**

Rule O gives exclusive power to the National Executive Council to authorise industrial action. To be lawful, industrial action must be in relation to a current trade dispute between an individual group of employees and their employer. Therefore any motions relating to industrial action must not contravene Rule O or Rule B.4.5 Aims and Objectives “to perform such other duties and engage in such other business as a trade union may lawfully undertake.”

! **Watch out for language that could place the union in legal jeopardy**

Be careful about the language used in motions, in previous years motions have not been admitted onto the agenda because they could be considered defamatory about another party.

### **Other Important Issues**

#### **Motions relating to specific Groups.**

Rule P 1.3.6 gives the Standing orders Committee the power to recommend to Conference that, as a result of certain motions only affecting devolved bargaining groups (i.e. Scotland, Northern Ireland, England and Wales) voting should be restricted to those groups. It would be helpful if this could be noted when drafting motions so that it is clear whether the motion will apply to the whole Service Group or only certain groups.

#### **Amendments**

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

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

### **Emergency Motions**

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.

Branches, Regions and Committees will have to show that:

- The matter couldn't be raised in debate on the agenda.
- The action called for is not covered by another motion, amendment or composite.

- The facts giving rise to the subject matter have occurred since the closing date for the submission of amendments to motions. (It is not sufficient that the branch was not aware of the facts until after the closing date.)
- The subject cannot be dealt with through normal channels other than Police and Justice Service Group Conference.

The motion should be submitted via OCS, in accordance with Rule P 11.2, and accompanied by an explanation of the reasons for the item not being submitted in accordance with the normal procedures and deadlines.

The same requirements apply to emergency motions as for motions, in particular the requirement that it has been considered by a properly constituted and quorate branch committee or meeting, even if it refers to events which take place after the deadline for emergency motions. The Standing Orders Committee will not take into account delegated powers within particular branches.

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

### **Need a hand?**

The Standing Orders Committee hope that these guidelines will be useful assisting Branches, Regions and National Committees in preparing motions for Conference and will reduce the number ruled out of order and we will do whatever we can to help you in the run to conference and at conference itself.

I am happy to offer advice and assistance to branches **in advance** of the deadline for submission of motions and amendments to offer general guidance on procedures and standing orders. Please e-mail on [a.belfield@unison.co.uk](mailto:a.belfield@unison.co.uk) if I can help.

Yours sincerely,

**Andy Belfield**  
**Secretary to the Police and Justice Conference Standing Orders**  
**Committee**