



UNISON Conference Bulletin

January 2014

National Delegate Conference 2014

Conference Team

020 7121 5123

This bulletin contains the timetable and information for
2014 National Delegate Conference.

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

National Delegate Conference 2013 will be held at the Brighton Centre, Brighton starting 10am Tuesday 17 June, ending 4pm Friday 20 June 2014.

The Brighton Centre
Kings Road
Brighton
East Sussex
BN1 2GR

Tel: 01273 290131 Fax: 01273 779980

Web: www.brightoncentre.co.uk

Timetable

Deadline for Submission of Motions	12.00 noon	Tuesday 25 February 2014
Publication of Preliminary Agenda		Monday 17 March 2014
Deadline for Submission of Delegates	5.00pm	Friday 28 March 2014
Deadline for crèche places and reasonable adjustment requests for access	5.00pm	Friday 11 April 2014
Deadline for Submission of Amendments	12.00 noon	Tuesday 22 April 2014
Publication of Final Agenda		Monday 12 May 2014
Deadline for Emergency Motions	9.00am	Tuesday 10 June 2014
Deadline for submitting Change of Delegates online on the OCS	5.00pm	Wednesday 11 June 2014

Enclosed with this Conference Bulletin, and available for download on the conference webpage <http://www.unison.org.uk/about/events-and-conferences/national-conferences/national-delegate-conference-2014/> are:

Scheme of Branch Representation
Delegate Travel Form
Visitor Travel Form
Advice from Standing Orders Committee
NEC Guidance

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 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 are also able to enter motions but do not have authority to submit them on behalf of a branch.

At regional level, the regional secretary is 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 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 deadline of Friday 11 April 2014. Alternatively, the branch can enter the individual's reasonable adjustments or crèche places on behalf of the member.

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.

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 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:

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
	Gloria Akano-Williams	0207 535 6551	g.akano-williams@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 Phillip	0131 226 0075	c.phillip@unison.co.uk
South East	Kieran Pearson	01483 406510	k.pearson@unison.co.uk
South West	Jenn Gollings	01823 285336	j.gollings@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

Branch Funding

Branches are expected to send delegates to National Delegate Conference. This is reflected in the branch funding formula. If a branch does not send at least 50 per cent of its delegate entitlement to Conference, and is not represented by at least 50 per cent of the delegate entitlement at conference sessions, then the branch's funding entitlement will be reduced by 2.5 per cent.

If your branch, for whatever reason, cannot send delegates to Conference, you should notify your regional office as soon as possible of the reasons why. Depending on the branch circumstances the region will be able to provide guidance on how attendance at Conference can be achieved.

All branches contribute to the cost of providing crèche provision at National Delegate Conference. This is based on the size of the branch, and the deduction is made centrally each year through branch funding. Therefore no further action is required from branches.

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**.

Branch Representation

This will be in accordance with the Scheme of Branch Representation drawn up under Rule D.1.3, attached. **Please read the guidelines attached to the Scheme as they provide clear information on how the scheme is interpreted, in particular in relation to sharers, low paid female delegates and young members.** Representation is based on membership at **30 September 2013**. Regions will monitor the list of delegates submitted by branches to ensure compliance with the scheme.

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 National Delegate Conference as a woman, but still be attending work as a man. Members will be registered for National Delegate 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.

Data Protection

Delegates and branches 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.

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.

Regional Representation

Two representatives of each Regional Council are allowed to attend.

Self-Organised Group Representation

Two representatives of each Self-Organised Group at the national level are allowed to attend.

Service Group Representation

Two representatives from each Service Group are allowed to attend.

Young Members

Two representatives from the National Young Members' Forum and one representative from each of the Regional Young Members' Forums are allowed to attend.

Retired Members

14 Representatives of the Retired Members Organisation (two from the National Committee and one from each of the Regional Committees), each representative appointed by the appropriate committees are allowed to attend.

Crèche and Babysitting

Please note that crèche provision is available 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, Friday 11 April 2014**. 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. Requests for reasonable adjustments must be submitted online by **5pm, Friday 11 April 2014**.

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.

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.

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 **Friday 28 March 2014**. Any changes must be in accordance with the Scheme of Branch Representation.

After **5.00pm Wednesday 11 June**, no more changes can be made on 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 **Thursday 12 June** and will also be available at the regional pre-conference delegates meeting for National Delegate Conference. The form will also be available from the conference desk at Brighton.

For National Delegate Conference the regional secretary must sign the form to approve the changes and to ensure that proportionality and fair representation still apply.

Branches are reminded that changes to a delegation can only be made up to the start of a conference. There are no exceptions to this rule.

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

As part of our efforts to reduce the environmental impact of UNISON conferences we will also be providing information on public transport available in Brighton.

Accommodation

Branches are encouraged to arrange accommodation through 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 availability and for bookings please go to: <http://resweb.passkey.com/go/undc14>

Or you can telephone VisitBrighton on 01273 292626 or e-mail delegates@visitbrighon.com

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 Monday 17 March 2014. The Final Agenda will be published in newspaper format and online on Monday 12 May 2014. The motions and amendments will also be included in the Conference Documents which are sent to all delegates in June 2014.

UNISON Scheme of Branch Representation NDC 2014

INTRODUCTION

UNISON rules require the NEC to draw up a scheme for the composition of branch delegations to National Delegate Conference.

The purpose of the scheme is to ensure that branch delegates are representative of the union's diverse membership and that delegations meet the requirements of proportionality and fair representation.

It is important that all groups of members are represented at National Delegate Conference. Groups that have been consistently under-represented include low paid women, young, disabled, LGBT and black members.

SUMMARY OF REQUIREMENTS

- 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.

REGIONAL RESPONSIBILITIES

Under the terms of Rule D.1.3, regional committees have the responsibility for implementing this scheme and applying the NEC agreed criteria within their region.

Therefore regions are required to monitor the registration process to ensure branch delegations meet the requirements of the scheme.

APPEALS

Branches have a right of appeal against a decision by their region that their proposed branch delegation is not in line with this scheme. Regions are therefore asked to make early arrangements for an appropriate lay member body to hear appeals.

When considering appeals, regions must satisfy themselves that branches are providing clear, documented evidence that they cannot meet the categories of membership. For example, where branches state that they have no low paid women members, consideration must be given to the profile of the overall workforce(s) covered by that branch. Regions are also asked to consider what steps branches bringing appeals have taken to ensure their delegations meet the requirements of the scheme.

DETAIL OF REQUIREMENTS

This section provides further detail about the requirements of the scheme of branch representation, as summarised on page 1.

SIZE OF BRANCH DELEGATIONS (Rule D.1.3.1 and D.1.3.2)

Representation is on the basis of one delegate per 1,000 members or part thereof at 30 September 2011.

For example a branch with 4,300 members is entitled to 5 delegates.

SINGLE DELEGATE BRANCHES

If the delegation only comprises one full delegate, then this delegate may be male or female.

PROPORTIONALITY (Rule D.2.12.2)

UNISON's proportionality rules mean that 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.

For example if a branch has 70% women members, 70% of its delegate entitlement must be women delegates.

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.

FAIR REPRESENTATION: LOW PAY (Rule D.2.12.3)

Branches with over 2,000 members, entitled to send delegations of three or more members, must include a low paid woman delegate.

Low paid members are those with a basic hourly rate of £8.91 or less [note this figure will be inflated where London Weighting applies].

Branches must be proactive in filling the low paid members' place. In identifying low paid members, branches should ensure they consider *all* employers and *all*

workforces covered by the branch. The low paid woman delegate place may only be shared by two low paid women.

FAIR REPRESENTATION: YOUNG MEMBERS (Rule D1.5)

Branches with over 3,000 members, entitled to send delegations of four or more members, must include a young member (aged 26 or under at the end of the conference).

The young members' place may only be shared by two young members.

SHARED DELEGATES (Rule D.1.6)

Branches may elect two members to share a delegate place in order to promote proportionality, fair representation or equal opportunities.

For example a branch with 4,300 members is entitled to 5 delegates. If the branch chooses to share a delegate place the total size of the branch delegation is increased to 6.

Sharers can be any gender combination. *For example, a man and a woman, or two women, or two men.* Except if the entire delegation entitlement comprises of just the two sharers, then at least one must be female.

If you wish to share the low paid seat, both sharers must be female, low paid member. If you wish to share the young members' seat, both sharers must be young members.

FAIR REPRESENTATION: BLACK MEMBERS (Rule D.2.12.3)

Branches must include black members in their delegation in proportion to the workforce profile of the employers covered by their branch.

The NEC requires that all parts of the union include black members within all UNISON activities. Branches and regions are urged to ensure that delegations include black members in fair proportion to the workforce profile of the employers covered by the branch.

Regions have a responsibility to ensure that this requirement is applied consistently and to work with branches to identify the workforce profile of their employers.

FAIR REPRESENTATION: DISABLED MEMBERS AND LGBT MEMBERS

(Rule D.2.12.3)

Branches are asked to endeavour to include both disabled members and LGBT (lesbian, gay, bisexual and transgender) members in the delegation.

Branches should maintain these members' confidentiality as required.

**UNISON National Delegate Conference,
Tuesday 17 June – Friday 20 June 2014, Brighton Centre
DELEGATE RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code. 0-15-10-01

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: 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 National Delegate Conference,
Tuesday 17 June – Friday 20 June 2014, Brighton Centre
DELEGATE AIR TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-15-10-01

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: **0845 872 4432** **Fax:** **01292 312259**

E-mail: unison@stewartcorporatetravel.co.uk

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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

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Tuesday 17 June – Friday 20 June 2014, Brighton 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: 0845 872 4432

Fax: 01292 312259

E-mail: unison@stewartcorporatetravel.co.uk

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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.
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Ayrshire
KA10 6EB

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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.

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Name _____	
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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

The Standing Orders Committee consists of 15 elected lay members of the union as specified by the rule book.

Each region elects one member annually and the National Executive Council elects three.

The contact details for the SOC are listed below:

Soc office
soc@unison.co.uk

Eastern
Liz Davidson
liz.davidson@herts.pnn.police.uk

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Jeanette Lloyd
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South West
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West Midlands
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Yorks & Humberside
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NEC
Nicole Berrisford
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NEC
Kevin O'Grady
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NEC
Abiola Kusoro
a.kusoro@unison.co.uk

2014 National Delegate Conference

Standing Orders Committee

Guidance on submitting motions

Each year the Standing Orders Committee (SOC) reviews the guidance it issues to submitting bodies on what to be aware of if you are interested in submitting motions to National Delegate Conference.

The SOC is not able to vet or approve motions prior to their being submitted, however the following guidance is detailed and branches or other bodies planning on submitting motions should read it carefully.

If you want further advice on motions you are planning on submitting then this is available in your region from regional council officers and your region's standing orders committee representative.

Subject matter

All motions and amendments for National Delegate Conference must be relevant to the union as a whole, rather than a Service Group (Rule D 1.10.2).

Citizenship

A motion deals with a citizenship (union-wide) issue if it is beyond the remit of a service group/self-organised group conference and/or it is of relevance to the whole union and/or the outcomes can only be achieved by the whole union, and/or it

calls for action that only the whole union can act on.

However, due to devolution, proposals in some motions may not apply across the UK, because of devolved governmental structures.

The Standing Orders Committee would encourage branches to consider all parts of the UK in drafting motions, but rather than stipulate exact language, we will presume that, if carried, the National Executive Council will act on the

motions as best it can, based on the devolved governmental structures.

The government

Motions can be submitted on the policy or actions of the government and motions relating to UNISON's relationship with the coalition government. When using the phrase 'Labour', motions must be clear if they are referring to past or future Labour governments or the Labour Party (see below).

Affiliated Political Fund/Labour Link

Issues that are internal to the functioning of matters affecting the Labour party, both in relation to internal issues and in respect of matters to be pursued at Labour party conference are dealt with by the Affiliated Political Fund (Labour Link), not National Delegate Conference.

The SOC's approach is that motions which seek to give instruction or direction in relation to Labour party matters are ruled out of order, while motions which ask, urge or call on are not.

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 of motions and amendments may refer to UNISON's parliamentary group of MPs or the relevant group in the devolved institutions or the European Parliament.

KEY DATES FOR BRANCHES

Deadline for Motions and Amendments to Rule
12.00 noon
Tuesday 25 Feb 2014

Publication of Preliminary Agenda
Week commencing
Monday 17 March 2014

Deadline for Amendments
12.00 noon
Tuesday 22 April 2014

Deadline for Priorities from NEC, regions, self-organised groups, young members, retired members (branches should contact their region about this process).
12.00 noon
Friday 2 May 2014

Publication of Final Agenda
Week commencing
Monday 12 May 2014

Priorities published
Friday 16 May 2014

Draft Composites circulated to relevant branches
Friday 16 May 2014

Deadline for agreement on Composites
Friday 23 May 2014

Composites published
Friday 30 May 2014

Order of Business published
Friday 30 May 2014

Deadline for Emergency Motions
9.00 a.m.
Tuesday 10 June 2014

National Delegate Conference
Tuesday 17 June –
Friday 20 June 2014

Industrial action/ unlawful action

The National Executive Council has exclusive power to authorise industrial action (Rule O). 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. **Motions calling for industrial action over privatisation or over ‘the cuts’ 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 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 National Delegate 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 or indirectly refers or could lead to reference 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. For this reason, motions relating to equal pay will not be put on the agenda.

Motions that call on the union to break the law are not competent.

Legal advice on Equal Pay and UNISON Conferences

As you will be aware, the union, its activists and staff have been under threat by no win no fee lawyers (NWNF) contesting the union’s equal pay strategy. In addition, there are currently proceedings brought by employers against UNISON arising out of its equal pay negotiations. UNISON continues to need to take great care when dealing with equal pay issues and a cautious approach must be adopted in relation to communications on equal pay matters within the union.

As has been the case in previous conferences, it remains crucial therefore that the union not allow any motions relating to equal pay on the agenda at UNISON conferences owing to the current litigation and the continuing potential for allegations of negligence and sex discrimination against the union. This is because NWNF lawyers and others are able to gain access to everything which is said in union

forums, including motions and debate at conference, and use this to further their claims against the union, our activists and staff. The union’s legal advice is that our defence of these claims may be seriously weakened if there are speeches impinging on litigation. For this reason the SOC are advised not to allow any motions relating to equal pay on the agenda.

Calls vs. Instructs

Branches should be aware that the SOC does see a distinction between motions that call on another body or part of the union to do something and one which instructs them. When using ‘instruct’ submitters of motions should be clear that National Delegate Conference does indeed have the power to instruct this body and in addition that the body being instructed has the power to undertake or ensure the action. Even when using ‘call’ or ‘seek to ensure’ submitters should still check National Delegate Conference has the power to call on this body and the body has the power to undertake or ensure the action.

Pension Schemes

Individual occupational pension schemes are normally debated as bargaining issues at service group conferences but there are circumstances where National Delegate Conference can debate general public sector pension policy and the finance and administration of the schemes without straying into individual bargaining issues. Submitters are reminded, if doing so, that the Local Government Pension Scheme has membership across more than one UNISON service group.

Amendments

Amendments to the rules

If a rule change or a new rule is required to fulfil the aims of your proposal, you must submit this as an amendment to rule using the Online Conference System (OCS).

Remember to check whether your proposal impacts on existing rules, and if so, take this into account.

If you are submitting several linked amendments to rule, please indicate this. This aids the SOC considerably in making decisions and placement on the agenda.

To aid transparency the SOC asks all union bodies to propose rule amendments directly rather than submitting motions asking the National Executive Council to do so on their behalf.

Amendments to the political fund rules

Rule J 8.2 delegates exclusive control of the administration of each

section of the political fund to a committee of the National Executive Council.

This means that the Labour Link committee is the only body that can make decisions affecting any aspect of the internal running of the APF, and that the GPF Committee is the only body that can make decisions affecting any aspect of the internal running of the GPF.

The union could find itself in legal jeopardy if the rules governing the political fund were to be changed at National Delegate Conference without the prior agreement of the relevant political fund.

In the case of the APF or the GPF, members of the relevant fund should take any proposed changes to the fund rules through either the APF or GPF as relevant, and then onwards to the NEC, which, at its discretion, may submit rule amendments to conference.

Along with the above restrictions, no amendments may be made without the

approval of the Certification Officer or the union could find itself in legal jeopardy.

Amendments to branch funding

Amendments to the 2001 branch funding formula need to be internally consistent. **They need to be clear if they are changing the proportion, currently 23.5%, of UNISON's income allocated to Branches or not.**

The document is available from the finance department.

Amendments to motions

These 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 purposes of the motion.

Online Conference System

Branches, regions and national bodies will submit their motion/ amendments to rule electronically using the Online Conference system (OCS). As well as supporting UNISON's environmental policy by moving away from a paper-based system, this allows greater transparency and accuracy in all submissions.

Using the OCS, motions/ rule amendments can be authorised at branch level by either the branch secretary or chair. The other will receive email copies of the item as soon as it is submitted. At regional level, the regional secretary will be authorised to submit the item, with the regional convenor receiving an e-mail copy. The process is replicated at national level for national bodies and their relevant secretaries and chairs.

Other features within the OCS will make it easier to submit items that meet the agreed criteria as the submission will not be able to take place without supplying key data, such as the date of the meeting at which the motion was agreed, contact details, etc. And all items will be time and date stamped by the system to ensure there is no dispute about the date and time of submission.

For 2014 all correspondence between the Standing Orders Committee and submitters will be via OCS and you will be advised of procedures at the appropriate time.

Staffing

Motions which deal directly or indirectly with staffing matters will need to bear in mind that the National Executive Council and the General Secretary have responsibility for the employment and terms and conditions of UNISON staff, including legal obligations under employment law (Rules D 2.10.1 and D 2.10.2).

As such the conditions of existing post holders cannot be changed or challenged by conference.

Best practice on writing motions and rule amendments

Submitters are encouraged to write clear, succinct motions that include specific proposals for action.

Any quotations from other source documents must be identified with quotation marks.

Links to websites are not appropriate in motion text.

The wording of rule amendments in particular must be precise and unambiguous.

General advice is available from SOC members on:

- *drafting motions and rule amendments, prior to deadlines;

- *guidance and assistance on procedures and standing orders.

However, receiving advice from individual committee members does not guarantee acceptance on to the agenda.

Wording should avoid language which may cause offence.

Each motion, rule amendment and amendment to motions is considered by the whole committee and decisions are made collectively.

Emergency motions

Only branches or the National Executive Council can submit emergency motions.

Only matters of a real emergency affecting the members of the union will be admitted on to the agenda as emergency motions.

The same requirements apply to emergency motions as for motions, even when referring to events which take place after the deadline for emergency motions. The motion must be considered by a meeting of the National Executive Council, branch or branch committee. The SOC will not take into account delegated powers within branches.

Branches that submit emergency motions during conference will need to provide details of branch rules concerning advance notice for convening meetings, and branch quorums.

The SOC applies the following criteria to emergency motions:

- *the facts giving rise to the subject matter have occurred since the closing date for motions and amendments. (It is not sufficient that the National Executive Council or branch was not aware of the facts until after the closing date.);

- *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 action must refer to the new information in the motion;

- *the subject cannot be dealt with through normal channels other than National Delegate Conference.

The Emergency motion procedure asks for an explanation of the reasons for the item not being submitted in accordance with the normal procedures and deadlines.

If the SOC approves an emergency motion for debate, it will propose where to place it on the order of business.

Emergency motions amendments

Amendments to emergency motions can be considered for admission to the agenda by the SOC. However the same criteria that applies to the submission of emergency motions must be adhered to.

Also any amendments must meet the same criteria as other amendments submitted to the agenda.

Challenges to SOC decisions

If the SOC rules your motion or amendment out of order, a letter will be sent by the SOC with the reasons why, via the Online Conference System (OCS).

If you are not happy with the decision and want the SOC to reconsider, you must contact us **in writing via the OCS**. Please remember that it is not possible to reword a motion after the deadline, to make it competent.

To appeal against motions and amendments to rule ruled out of order the deadline is: **12.00 noon Tuesday, 22 April 2014.**

To appeal against amendments ruled out of order the deadline is: **12.00 noon Friday, 23 May 2014.**

Please note that appeals concerning rule amendments cannot be dealt with after the Final Agenda has been published in accordance with Rule N 3. This rule requires that all amendments to rule must be published in the Final Agenda.

Amendments to rule will not be readmitted to the agenda once the Final Agenda has been published.

Note: It will not be possible to start an appeal on the Conference floor. Only those that have corresponded with the SOC will be able to ask supplementary questions on the Conference floor.

Our ref:
Your ref: DP/JW
When telephoning please ask for: 0207 121 5487



UNISON Centre
130 Euston Road
London NW1 2AY
Tel: 0845 355 0845
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TO: BRANCH SECRETARIES

January 2014

unison.org.uk

Dear Colleague

NATIONAL DELEGATE CONFERENCE 2014 – GUIDANCE

2014 will see tough challenges for the union, with further attacks on public services and continued attempts to squeeze the incomes of our members.

It is crucial that we use our National Delegate Conference to discuss and debate these critical issues and set out a clear programme to organise and campaign to defend members' jobs, public services and living standards.

I would encourage every branch to consider submitting motions around these issues in order to shape our agenda.

Please find enclosed a document outlining the topics which can contribute to the overall theme of the conference.

Yours sincerely

**DAVE PRENTIS
GENERAL SECRETARY**

Conference planning 2014

Theme: fighting cuts & austerity - defending public services and protecting living standards up to the general election

Strand 1	Strand 2	Strand 3	Strand 4	Strand 5	Strand 6
The political and economic context	Public services	Social policy agenda,	Bargaining	Organising and Unison internal	International
<p>1) Campaigning, Cuts and Austerity in UK and Europe – leading to general election</p> <p>2) A new manifesto for trade unions – boosting collective bargaining and facility time</p> <p>3) Rebalancing the economy – building secure work across all of the UK</p>	<p>1) Future of Local Government?</p> <p>2) An NHS for the Future (strand 3.1)</p> <p>3) Procurement, privatisation, mutuals – UK, EU and international (see 6.2)</p> <p>4) Providing Decent Housing</p> <p>5) Education for All</p> <p>6) An Energy Policy to Protect Consumers and Maintain Supply</p> <p>7) Policing Our Communities and probation privatisation</p>	<p>1) Integrating Health and Social Care- Providing funds for Quality Care and Carers (see 2.2)</p> <p>2.A New Deal on social security and welfare</p> <p>3) 21st Century Pensions</p> <p>4) Creating a new agenda on equalities</p> <p>5) Migration, immigration, UKIP and tackling the far right after the euro elections</p>	<p>1) Reversing the Squeeze on members pay and incomes – the Worth it campaign and the living wage</p> <p>2) Maintaining national bargaining under pressure</p> <p>3) Tackling vulnerable employment – impact of flexible labour market, low pay, zero hours contracts and agency work</p> <p>4) Attacks on health and safety and criminal injuries compensation scheme</p>	<p>1) Branch resources review</p> <p>2) Recruiting and organising – latest initiatives</p> <p>3) Learning and organising</p>	<p>1) Europe and austerity (see also Strand 1.1)</p> <p>2) Transatlantic Trade and Investment Pact (TTIP) (see also strand 2.3)</p> <p>3) Guatamala</p>