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When telephoning please ask for:

To: Secretaries of Higher Education Branches



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HE/01/2014

30 January 2014

Dear Colleague

2014 Higher Education Service Group Annual Report

Please find enclosed the Annual Report of the Higher Education Service Group. The report will be presented to the Higher Education Service Group Conference at Brighton on Thursday 27 February 2014 from 9.30am at the Brighton Centre, Kings Road, Brighton and Hove, Brighton, East Sussex BN1 2GR.

If your branch wishes to raise questions on the Annual Report, you must do so in writing. Written questions must be received by 9.00am Thursday 20 February 2014. Please contact Donna Rowe-Merriman, Senior National Officer at UNISON Centre, 130 Euston Road, London NW1 2AY or D.Rowe-Merriman@unison.co.uk

If you have not received an acknowledgement of receipt of your question within 5 working days, you should contact Jennifer Mitchell on the above number.

The link to the conference web pages with further details about the conference, venue and accommodation arrangements is here <http://www.unison.org.uk/about/events-and-conferences/national-conferences/higher-education-conference-2014>

If any branches have supplementary questions to their original written question then it would be helpful if advance written notice could be given of this, so that any additional information requested can be sought prior to the start of Conference. We believe this process will enable Conference to deal with the Annual Report simply and quickly and leave more time for the discussion of motions.

Emergency motions should be received by 20 February 2014 at 12:00, *except if the motion relates to an event/events that take place after this deadline.*

Proposers of emergency motions 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;
- The facts giving rise to the subject matter have occurred since the closing date for the submission of amendments to motions;
- The subject cannot be dealt with through normal channels other than the service group conference;
- The emergency motion should be accompanied by an explanation of the reasons for the item not being submitted in accordance with the normal procedures and deadlines (see UNISON Rules P11).

Emergency Motions should be submitted via UNISON's Online Conference System (OCS). Using the OCS, motions and delegations can be submitted at branch level by either the branch chair or secretary (the other will receive email 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

General Secretary Dave Prentis



submit the motion/delegation, with the chair of the regional committee receiving an instant email 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 email 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.

How will these people access the OCS? Current and new users will continue to gain access to the OCS via a new 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>. 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 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 contact details can be found in the Conference bulletin available from the HE Conference webpage.

Standing Orders Committee

Please note that the Standing Orders Committee will be meeting at 3.00 pm – 5.30pm on Thursday 26 February 2013 at the conference centre, meeting room 5. The Committee will be there in permanent session for the duration of Conference. If you wish to raise an issue with the SOC before or during the commencement of the Conference you will have to make an appointment if it is before the commencement of Conference, please contact the SOC Secretary, Simon Dunn 07944 191578 or Mandy Roper (m.roper@unison.co.uk) on 0207 1211365 SOC Administrator.

New Delegates' Briefing

There will be a briefing for delegates and visitors in Auditorium 2, Brighton Centre, from **6.00pm to 6.45 pm on Wednesday 26 February 2014**. All new delegates and visitors are encouraged to attend the briefing, which will provide a helpful introduction to conference procedures and arrangements. This will also provide a useful point of contact for lone delegates as we are keen to ensure that everyone enjoys the event and does not feel isolated. We will be providing refreshments at the meeting

Fringe and Caucus Meetings

We will be holding a fringe meeting at the Conference on Zero Hours Contracts at the lunchtime of the conference in Syndicate 3. A LGBT Caucus will also be held at the lunch time in Syndicate 4. Sandwiches and refreshments will be provided at these events

Visitors and Sharers Seating Arrangements

Visitors will be seated at the back of the conference together with sharers. If conference goes into closed session, visitors may remain on production of their UNISON membership cards.

Yours sincerely



Jon Richards
National Secretary Education & Children's Services