



# UNISON Conference Bulletin

## UNISON Retired Members' Conference 2015

April 2015

Conference Team 0207-121 5123  
 Colin Derrig (policy) 0207-121 5587  
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This bulletin contains the timetable for 2015 Retired Members' Conference

**Please note that both motions and delegations can only be submitted online. However, the Preliminary Agenda will be available online on the UNISON website and the Conference Guide will be printed and sent to all delegates in advance, as in previous years. There are no paper forms for registration.**

**UNISON Retired Members' Conference 2014 will be held at the Brighton Centre, Brighton from 2.15pm on Tuesday 6 October to 4pm Wednesday 7 October 2015. Caucus meetings start from 12noon Tuesday 6 October for those choosing to attend.**

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	Wednesday 17 June 2015
Deadline for Submission of Amendments to Standing Orders	12.00 noon	Wednesday 17 June 2015
Publication of Preliminary Agenda		Wednesday 8 July 2015
Deadline for Submission of Delegates	5.00pm	Friday 31 July 2015
Deadline for Submission of Amendments	12.00 noon	Wednesday 12 August 2015
Deadline for Submission of reasonable adjustment requests for access	5.00pm	Friday 14 August 2015
Publication of Final Agenda		Wednesday 9 September 2015
Deadline for Submitting Change of Delegates online on the OCS	5.00pm	Thursday 1 October 2015
Deadline for Submission of Emergency Motions	9.00am	Wednesday 7 October 2015

Enclosed with this Conference Bulletin and available for download from the UNISON Conference webpage at <http://www.unison.org.uk/about/events-and-conferences/national-conferences/retired-members-conference-2015/> are:

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

**Which branch officers can use the OCS?** Using the OCS, motions can be submitted at branch level by the Branch Secretary, the branch Equal Opps Officer or the Branch Retired Members' Secretary. The others will receive e-mail copies of the motion 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. Delegates can be submitted at branch level by either the Branch Secretary, the Branch Chair or the Branch Retired Members' Secretary. Delegates must be approved by the Branch Secretary or the Branch Chair.

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 14 August 2015. Alternatively, the branch can enter the individual's reasonable adjustments 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](http://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 retired 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 on '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 Region 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:

Region	Contact	Tel	E-mail
Eastern	Amanda Tickner	01245 608909	<a href="mailto:a.tickner@unison.co.uk">a.tickner@unison.co.uk</a>
East Midlands	Mark Ward	0115 847 5408	<a href="mailto:m.ward@unison.co.uk">m.ward@unison.co.uk</a>
	Colleen Forrest (Thurs & Fri only)	0115 847 5468	<a href="mailto:c.forrest@unison.co.uk">c.forrest@unison.co.uk</a>
Greater London	Shelley Davey	0207 535 6649	<a href="mailto:s.davey@unison.co.uk">s.davey@unison.co.uk</a>
	Diana Da Silva	0207 535 6648	<a href="mailto:d.dasilva@unison.co.uk">d.dasilva@unison.co.uk</a>
Northern	Allison Jackson	0191 245 0805	<a href="mailto:a.jackson2@unison.co.uk">a.jackson2@unison.co.uk</a>
Northern Ireland	Elizabeth Robinson	02890 270190	<a href="mailto:e.robinson@unison.co.uk">e.robinson@unison.co.uk</a>
North West	Val Rothwell	0161 661 6701	<a href="mailto:v.rothwell@unison.co.uk">v.rothwell@unison.co.uk</a>
Scotland	Rosaleen Rodgers	0141 342 2816	<a href="mailto:r.rodgers@unison.co.uk">r.rodgers@unison.co.uk</a>
	Caroline Philip	0131 226 0075	<a href="mailto:c.philip@unison.co.uk">c.philip@unison.co.uk</a>
South East	Kieran Pearson	01483 406510	<a href="mailto:k.pearson@unison.co.uk">k.pearson@unison.co.uk</a>
	SE Communications Team	01634 285719	<a href="mailto:communicationsteam@unison.co.uk">communicationsteam@unison.co.uk</a>
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	<a href="mailto:j.gollings@unison.co.uk">j.gollings@unison.co.uk</a>
Cymru/Wales	Sarah Evans	01792 483923	<a href="mailto:s.evans@unison.co.uk">s.evans@unison.co.uk</a>

West Midlands	Claire Kenny	0121 685 3174	<a href="mailto:c.kenny@unison.co.uk">c.kenny@unison.co.uk</a>
Yorkshire & Humberside	Laraine Senior	0113 218 2333	<a href="mailto:l.senior@unison.co.uk">l.senior@unison.co.uk</a>
	Tracy Shearon	0113 218 2349	<a href="mailto:t.shearon@unison.co.uk">t.shearon@unison.co.uk</a>

### **Branch Representation**

**To be able to attend this conference as a delegate you must be a current retired member of UNISON.** Branch representation will be based on the following allocation:

Up to 2 delegates for branches with a retired membership of 250 or less, and then 1 additional delegate per 500 or part thereof, to a maximum of 4 delegates.

- Up to 250 retired members - maximum of 2 delegates
- Up to 750 retired members - maximum of 3 delegates
- Over 750 retired members - maximum of 4 delegates

### **Regional Representation**

Regions can send one delegate each.

### **Proportionality and Fair Representation**

The principles of proportionality and fair representation contained in the NEC's Scheme of Branch Representation must be strictly maintained. Specifically for Retired members Conference:

### **Branches**

- The gender make up of the delegation is based on the gender make up of the Retired Members in the branch.
- If the delegation comprises one full delegate, then this delegate may be male or female

### **Regions:**

- 1 Delegate per region. Delegate can be a woman or a man.

### **Visitors**

Branches can also apply for visitor places, subject to availability, on a first come, first served basis. Visitors do not have to be retired members.

### **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.

## **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 14 August 2015**.

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.

## **Childcare**

Any delegate requiring childcare should make direct contact with the Conference Office at UNISON, 130 Euston Road, London NW1 2AY or e-mail Clare Cresswell at [c.cresswell@unison.co.uk](mailto:c.cresswell@unison.co.uk) so that appropriate arrangements can be made.

## **Motions/Amendments to Standing Orders**

Motions for the Conference agenda will be accepted from retired members' groups/sections registered with regions and from regional retired members' committees, as well as from the National Retired Members' Committee. There is no limit to the number of motions which can be submitted by any of these groups.

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 online on Wednesday 8 July 2015. The Final Agenda will be published on Wednesday 9 September 2015.

## **Amendments to Motions**

Submission rights for amendments to motions are the same as those for motions and amendments to standing orders.

## **Emergency Motions**

Submission rights for emergency motions are the same as those for motions and amendments to standing orders.

## **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 on **Friday 31 July 2015**. Any changes must be in accordance with the scheme of branch representation.

After **5.00pm Thursday 1 October**, 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 **Friday 2 October** and will also be available at the conference desk at the Brighton Centre.

### **Important Travel Arrangements**

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

- Travel costs for **Delegates only** will be funded from National Office
- Travel costs for **Visitors** 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 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. Accommodation can be booked online at:

<https://resweb.passkey.com/go/urmc15>

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**

One card vote booklet per branch will be issued and these will be distributed at Conference. The booklet will show the voting strength of the branch based on the number of retired members.

## **Caucus Meetings**

Caucus meetings will be held on Tuesday 6 October between 12.00pm and 2.00pm.

The caucus meetings are informal meetings open to retired members who identify themselves as belonging to the following groups: women members, Black members, disabled members and lesbian, gay, bisexual and transgender members. There is a specific meeting for each group.

Due to the informal nature of these meetings there will be no staff involvement and members attending are free to identify the issues of mutual interest they wish to discuss in a confidential environment. However it is advisable for each meeting to agree a person to facilitate debate by ensuring that everyone, who wishes to, has a chance to participate in discussions.

Members wishing to attend caucus meetings will find details of their location in the venue in the Conference Guide.

## **Workshops**

Workshops will be held between **2.15pm** and **3.45pm** on **Tuesday 6 October 2015**. Space in workshops is strictly limited and only delegates from regions and branches are eligible to apply for a workshop place. There will be no pre-registration this year and delegates will register for workshops when they arrive at conference.

## **Panel Debate**

It is intended to organise a panel debate in the main conference hall between **2.15pm** and **3.45pm** on **Tuesday 6 October 2015**. Delegates who have not registered for a workshop place and visitors will be eligible to attend.





**UNISON Retired Members' Conference,  
Tuesday 6 October – Wednesday 7 October 2015, Brighton  
DELEGATE RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name \_\_\_\_\_ A/C Code. 0-24-15-00

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:**    0800 091 4272                      **Fax:**    0141 226 2960

**E-mail:**    [unison@stewarttravelmanagement.com](mailto:unison@stewarttravelmanagement.com)

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

## GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

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

**UNISON Retired Members' Conference,  
Tuesday 6 October – Wednesday 7 October 2015, Brighton  
DELEGATE AIR TRAVEL APPLICATION FORM**

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

Delegate Name \_\_\_\_\_ A/C Code 0-24-15-00

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:**      **0800 091 4272**                      **Fax:**   **0141 226 2960**

**E-mail:**      [unison@stewarttravelmanagement.com](mailto:unison@stewarttravelmanagement.com)

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

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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.
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Sterling House  
20 Renfield Street  
Glasgow G2 5AP

**UNISON Retired Members' Conference,  
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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: 0800 091 4272                      Fax: 0141 226 2960**  
**E-mail: [unison@stewarttravelmanagement.com.uk](mailto:unison@stewarttravelmanagement.com.uk)**

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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.
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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: \_\_\_\_\_

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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.
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**STANDING ORDERS FOR THE CONDUCT OF  
UNISON RETIRED MEMBERS' CONFERENCES  
(as amended at 2014 Conference)**

**1. COMPOSITION OF STANDING ORDERS COMMITTEE**

1.1 The Standing Orders Committee shall consist of one retired member from each UNISON region.

**2. FUNCTIONS OF STANDING ORDERS COMMITTEE**

2.1 The members of the Standing Orders Committee shall hold office from the end of one Retired Members' Conference until the end of the next Retired Members' Conference.

2.2 At its first meeting after it takes office, the Committee shall elect a Chairperson and a Deputy Chairperson from amongst its members.

2.3 The functions of the Committee shall, subject to these Standing Orders, be to:

2.3.1 ensure that the Union's Rules and Standing Orders relating to the business of Conferences are observed, and notify the Chairperson of Conference of any violation that may be brought to the Committee's notice

2.3.2 draw up the preliminary agenda and final agenda of Conference business, and the proposed hours of business, to be circulated in accordance with the timetable stated in Rule D.1.9 of the National Rules

2.3.3 determine the order in which the business of Conference shall be conducted, subject to the approval of Conference

2.3.4 consider all motions and amendments submitted for consideration by Conference and, for the purpose of enabling Conference to transact its business effectively the Committee shall:

- 1) decide whether such motions and amendments have been submitted in accordance with the Rules
- 2) group together motions and amendments relating to the same subject, decide the order in which they should be considered and whether they should be debated and voted on separately or debated together and voted on sequentially
- 3) prepare and revise, in consultation with the movers of motions and amendments, composite motions in terms which in the opinion of the Committee best express the subject of such motions and amendments
- 4) refer to the body within the Union a motion or amendment which in the opinion of the Committee should properly be considered there; the mover shall be informed of the reason for so doing

- 5) have power to do all such other things as may be necessary to give effect to these Standing Orders.
- 6) issue guidelines from time to time in order to assist with the smooth running of Conference. Such guidelines shall be consistent with these Standing Orders.

2.4 Any decisions of the Committee which are to be reported to Conference shall be announced by the Chairperson of the Committee and shall be subject to ratification by Conference.

### **3. SPEAKING**

3.1 Those empowered to speak shall be delegates appointed by branches or representatives appointed by regions, members of the National Committee and those members of UNISON staff so appointed by the National Committee, plus the Chairperson of the Standing Orders Committee. Any member of a regional Retired Members' Committee attending the conference as a regional or branch delegate may be appointed by their regional Retired Members' Committee to move a motion or amendment submitted by that regional Retired Members' Committee. A regional delegate may move a motion or amendment submitted by a Branch within that Region if the Branch concerned is unable to be present at the Conference.

3.2 Members of the National Committee may speak from the platform to Committee policy on any motion or amendment on the Conference agenda, at any time during debate, as agreed by the Chairperson of Conference and the National Committee.

3.3 Apart from the elected delegates and those persons who have the right to speak at the Conference under Standing Order 3.1, no other person shall speak except by permission of the Standing Orders Committee.

### **4. LIMIT OF SPEECHES**

4.1 The mover of a motion or an amendment shall speak for not more than five minutes and each succeeding speaker for not more than three minutes, except where the Standing Orders Committee have decided otherwise.

4.2 No person shall speak more than once on a question, except that the mover of the original motion may exercise a right of reply for not more than three minutes, introducing no new material.

### **5. VOTING**

5.1 The method of voting shall be by show of hands of the delegates appointed by branches and present at Conference. A card vote may be called by the President or,

immediately after the result of the show of hands has been declared, by at least ten per cent of the delegates registered at the Conference.

5.2 In the event of a card vote being called or demanded, the vote shall be taken immediately after it has been demanded, but no business shall be suspended, pending the declaration of the result of the vote except that which in the President's opinion may be directly affected by the result.

## **6. TELLERS**

Conference shall appoint delegates to act as tellers for the duration of the Conference.

## **7. PROCEDURE**

7.1 Any questions of procedure or order raised during the Conference shall be decided by the Chairperson of Conference whose ruling shall be final and binding.

7.2 Upon the Chairperson of Conference rising during a Conference session, any person then addressing Conference shall resume her/his seat and no other person shall rise to speak until the Chairperson of Conference authorises proceedings to continue.

7.3 The Chairperson of Conference may call attention to continued irrelevance, tedious repetition, unbecoming language, or any breach of order on the part of a member and may direct such a member to discontinue her or his speech.

7.4 The Chairperson of Conference shall have power to call any person to order who is causing a disturbance in any session of Conference and if that person refuses to obey the Chairperson of Conference, she/he shall be named by the Chairperson of Conference, shall forthwith leave the Conference Hall, and shall take no further part in the proceedings of the Conference.

7.5 The following procedural motions may be moved at any time without previous notice on the agenda:

- (i) that the question now be put, provided that:
  - (a) the Chairperson of Conference may advise Conference not to accept this motion if in her/his opinion the matter has not been sufficiently discussed;
  - (b) if this motion is carried, it shall take effect at once, subject only to any right of reply under these Standing Orders.
- (ii) that the Conference proceed to the next business;
- (iii) that the debate be adjourned;

No motion under (i), (ii) or (iii) above shall be moved by a person who has spoken on the motion or amendment in question.

7.6 Any person empowered to speak as in Standing Order 3.1 above may at any stage in the Conference raise a point of order if she/he considers that the business is not being conducted in accordance with the Union's Rules and the Standing Orders of this Conference.

7.7 Such a point of order must be raised as soon as the alleged breach occurs or at the earliest practicable moment thereafter.

7.8 The Chairperson of Conference's ruling on a point of order is final.

## **8. MOTIONS AND AMENDMENTS**

8.1 Motions and amendments will normally be considered in the order in which they appear on the final agenda.

8.2 Other than items appearing on the Final Agenda, and those relating to procedure, the only motions allowed for debate shall be those submitted under the emergency procedure previously agreed by the Retired Members Conference Standing Orders Committee and which have been approved for debate by that Committee. Any such motions will be circulated at the commencement of Conference proceedings.

8.3 The Retired Members Conference Standing Orders Committee will decide before the Conference the place on the Final Agenda at which any emergency motions should be heard.

8.4 When an amendment to a motion is moved, no further amendment may be moved until the first one is disposed of.

8.5 When an amendment is defeated, a further amendment may be moved to the original motion.

8.6 When an amendment to a motion is carried, the motion, as so amended, shall become the substantive motion, to which a further amendment may be moved.

8.7 Any person empowered to speak as in Standing Order 3.1 above shall not move more than one amendment to any one motion, nor shall the mover of a motion move any amendment to such motion.

## **9. WITHDRAWALS OF MOTIONS AND AMENDMENTS**

9.1 A motion or amendment which appears on the Final Agenda may not be withdrawn without the consent of the Standing Orders Committee, whose decision shall be reported to Conference.

9.2 If a motion be withdrawn with the consent of the Standing Orders Committee, any amendment to that motion will fall.

## **10. REFERENCE OF OUTSTANDING ITEMS**

10.1 If, at the end of the Conference, the Final Agenda has not been concluded, outstanding motions and amendments shall be referred to the National Retired Members Committee which shall report to members its decisions on those matters. All such motions and amendments shall be responded to at least one month before the deadline for submission of motions and amendments to the following year's Conference.

## **11 SUSPENSION OF STANDING ORDERS**

11.1 Any one or more of these Standing Orders may be suspended by a resolution of Conference in relation to a specific item of business properly before the Conference and to the proceedings thereon at the Conference, provided that at least two-thirds of the delegates present and voting shall vote for the resolution.