

UNISON Police and Justice Service Group  
Conference

# Conference agenda and guide

6 – 8 October 2016

Southport Theatre and Convention Centre

The Promenade,

Southport,

PR9 0DZ



## Checklist:

Please remember to bring the following documents with you when you come to Conference.

	Tick
This Conference Guide	<input type="checkbox"/>
The Annual Report	<input type="checkbox"/>
Voting Cards	<input type="checkbox"/>
Credential Card with Photograph	<input type="checkbox"/>
Confirmation of childcare arrangements	<input type="checkbox"/>
Confirmation of your own accommodation details	<input type="checkbox"/>

## Welcome to the UNISON Police and Justice Service Group Conference 2016

A very warm welcome to UNISON's 2016 Police and Justice Service Group Conference, particularly if this is your first time at the event.

I would like to acknowledge the work of police and justice branches and activists over the last twelve months for the tireless work you have undertaken on behalf of your members. As your Annual Report sets out, you have responded to some very difficult demands since your last service group conference.

I know that police staff in England, Scotland and Wales face the continued pressures of on-going budget cuts, redundancies and re-organisation. Collaboration and strategic partnerships have added additional pressures that police branches have been dealing with. And now the Government wants to merge the police service with the fire and rescue service in England! You will have my full support in challenging those changes which impact detrimentally on our members.

Nearly two years on from probation privatisation, members in the Community Rehabilitation Companies are also facing job losses and new working arrangements which have been challenging to say the least. I know that you have been campaigning against the worst aspects of privatisation and, in this, you will have the on-going support of the union. And in the National Probation Service, the E3 project has raised many difficult issues which you have been fighting on members' behalf.

Whether you work in police, probation, the private sector, or in CAFCASS, have an enjoyable and productive conference.

A handwritten signature in black ink that reads "Dave Prentis." The signature is written in a cursive, flowing style.

Dave Prentis  
General Secretary

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# 1 Guide to the conference

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## a) The Police and Justice Standing Orders Committee

The Standing Orders Committee (SOC) is responsible for the running of the motion based element of Conference in accordance with Rule P (See p.54 of UNISON's Rule Book)

The conference is convened in accordance with Rule D. 3.4.4

**The SOC consists of up to 14 members, 1 police staff members from each region, 2 probation members, 1 CAF/CASS member and two from the National Standing Orders Committee.**

**The members of the Committee this year are:**

Eastern	Elizabeth Davidson
East Midlands	Gary Jacques
Northern	Robin Sword
North West	Adam Hodgson
Scotland	Pamela Dowds
South East	Henry Fardell
South West	Mark Jones
Cymru/Wales	Kim Shurmer
West Midlands	Alison Fulton
Yorkshire & Humberside	Lynsey Swales
Probation	Wendy Stuart
Probation	Imtiaz Khan
National SOC Rep	Jeanette Lloyd
National SOC Rep	Mike Maley

### Officers

Caroline Hennessy	Secretary of Standing Orders Committee
Kathleen Jowitt	Committee Administrator

The Chair of the committee will report to conference at its start. The first SOC report will be available at the commencement of Conference. Conference will be asked to approve the report, which will detail any changes in programme, emergency motions and procedures. Subsequent reports will be moved as necessary.

## **b) Annual Report**

The annual report of the Police and Justice Service Group Executive will be moved after the Chair's address. The Service Group Executive will introduce the report, updating it as necessary.

Branches should have submitted any questions on the annual report by Wednesday 28 September, earlier if possible as advised by email communication. Responses should have been received prior to conference. Branches will be allowed to ask questions on the annual report from the conference floor only as supplementary questions to the written questions submitted as above.

For the purpose of the annual report, delegates may move reference back of a paragraph of the report they do not agree with. If accepted by Conference, the effect of moving reference back in this case is not accept the particular paragraph of the annual report.

## **c) The chairing of Conference**

Eric Roberts, UNISON's President will chair the conference. The Chair's role at Conference is set out in the Rules and Standing Orders, and Chair's ruling shall be final in accordance with Rule P.6 (see p.56 of UNISON's Rule Book).

The Chair will announce the Service Group Executive policy before each motion.

## **d) Appointments to see the SOC**

The Standing Orders Committee will be available to meet delegates who request a meeting, and make an appointment between 4.30pm and 6pm on 5 October in Waterfront Suite 5 and from 9am on the first day of Conference in Lakeside Suite. To make an appointment, please contact Kathleen Jowitt at [k.jowitt@unison.co.uk](mailto:k.jowitt@unison.co.uk) prior to Conference or speak to the SOC steward outside the SOC meeting room during Conference.

## **e) Visitors to Conference**

There are a number of visitors to Conference, who are welcome, but must not participate in Conference business or seek to influence it during the motion-based element of Conference. Visitors will be able to participate in the plenary sessions and workshops on day 2 and 3.

Visitors will be seated at the back of the conference together with sharers during day 1 of Conference.

If Conference goes into closed session, visitors who are UNISON members may remain on production of their membership cards.

## f) Delegate's credentials

Please remember that you will need a passport size photograph to be attached to your credentials, which should be worn at all times while at the conference.

## g) Progressing business

If a delegate is not present in the hall to move a motion or amendment when it is called for debate, that motion or amendment will fall.

Pages 45 to 53 of this guide set out the rules and procedures which govern conference. They include voting methods, changes to the agenda, procedural motions, points of order, unfinished business and suspension of standing orders.

## h) The business of Conference

At the start of Conference the first Standing Orders Committee report will be moved and voted on. That will decide the timetable for Conference. You will see the proposed timetable for motions and amendments set out in section 2 of this guide.

The following steps explain how a motion **without amendments** is debated:

- 1) The mover speaks to the motion
- 2) Speakers are taken against and for the motion
- 3) After all the speakers are finished or after a successful move to close the debate, either by someone moving the question be put, or moving next business, or on advice of the Chair, the mover of the motion has the right of reply
- 4) Vote on motion

The following steps explain how a motion **with amendments** is debated:

- 1) The mover of the motion is called to speak
- 2) The mover of the first amendment is called to speak. An amendment must be formally moved, even if it is accepted by the mover of the motion.
- 3) Speakers are called against and for the amendment
- 4) After there are no more speakers or a successful move to close debate, the mover of the motion may take the right of reply
- 5) Vote on amendment
- 6) If there is another amendment, points 2-5 are repeated

7) Once all amendments have been voted on, there is the opportunity for a debate on the main (or substantive) motion. There is then the final opportunity for the right of reply to be used, if it has not been taken before.

8) Vote on main (substantive) motion

The right of reply lies with the branch which moves the original motion in all debates. The branch may use the right of reply before the vote on any amendment or before the final vote.

For **Grouped debates**, the following procedure applies:

- 1) All motions and amendments are moved in order
- 2) General debate, for and against anything in any motion or amendment
- 3) All movers of motions have a right of reply, taken in the same order as motions were moved
- 4) Vote in order in which motions were moved, with amendments taken first.

## **i) Speaking at Conference**

We want to encourage as many people as possible to speak in debates at Conference.

Speakers should come to the front of the hall in good time. The **rostrum control staff** at the front of the hall can also give advice. Speakers should give their name and branch and whether they are moving, supporting or opposing the motion.

There are reserved seats at the front of the hall for people waiting to speak 'for' or 'against' the motion and for the right of reply speaker, so that it is easy for the **President**, who chairs Conference, to call speakers in the right order and ensure there is a balanced debate.

The **mover** of a motion or amendment can speak for up to **five minutes**. **Subsequent** speakers can speak for up to **three** minutes. When the green light changes to yellow, there is one minute left. The red light shows that the speaker's time is up. A speaker can continue if two thirds of the delegates indicate that they should. No one can speak more than once in a debate, except the mover of the motion who can exercise the right of reply.

In some cases we know there will be a lot of speakers because the motion is about a major issue for the union. There may also be some motions that have a lot of amendments, composite motions and grouped debates that can be confusing if the seating order for speakers is not arranged properly. In these circumstances it is helpful for the rostrum control staff to know in advance who would like to speak so that Conference can run smoothly. Rostrum control staff keep a list for popular or difficult debates likely to be heard during the day.



**Remember:**

If you are moving a motion or speaking in the debate, then please come to the front of the hall in good time so you are ready.

There is no specific provision for a seconder.

When you go to the front of the hall to speak, show your credential card to rostrum control.

When you speak, remember to give your name and branch, say which motion you are speaking about, and whether you are moving, supporting or opposing it.

Keep an eye on the lights. When the yellow light comes on, you have one minute left. When the red light comes on, you must stop.

**(j) Raising a point of order**

A delegate may raise a point of order if she/he considers that the business is not being conducted in accordance with the union's Rules and Standing Orders or wishes to move a procedural motion.

Only the President can interrupt a speaker. Delegates must raise a point of order after a speaker has finished. The point of order is raised with the President, not Conference.

There is a seat at the front of the rostrum reserved for points of order and a special microphone. A green light indicates that a point of order is about to be taken.

If you wish to raise a point of order you should make your way to the point of order seat, make yourself known to the member of staff operating the lights at the rostrum control, and identify the point of order.

Delegates are reminded that they should approach the point of order microphone in an orderly manner.

The President will call you to speak

Some points of order may be new to delegates.

**A delegate may move at any time:**

- 1) **That the question be now put.** If Conference votes in favour of the question being put, you move to a vote on the motion/amendment under debate. The right of reply may be taken if it has not been used already.
- 2) **That Conference proceeds to the next business.** If Conference votes in favour of next business, you move to the next motion/amendment, with no opportunity for the right of reply or a vote.
- 3) **That the debate be adjourned.** If Conference votes in favour of adjournment, you move to the next debate without voting on the current debate. The Chair will advise on when Conference will return to the adjourned debate.

Each of these motions shall be put to the vote without discussion and no amendment is allowed, but in the case of the motion **that the question be now put**, the President may advise Conference not to accept the motion if she feels that the matter has not been sufficiently discussed, and if the motion is carried, it will take effect only after any existing right of reply has been exercised.

No one who has already spoken in a debate may move either **next business** or **adjournment of the debate**.

A delegate may also move at any time:

- 4) That Conference move into private session.** In this case, the President may, at her discretion, permit discussion and amendment.

### **(k) Remit**

The Service Group Executive announces its policy on motions in advance. Remit means that the Service Group Executive is asking Conference not to vote on the motion, but to refer the issues raised in the motion to the Service Group Executive for further clarification, elaboration or investigation.

Where the Service Group Executive policy on a branch's motion is remit, the following procedure will apply:

- i) If the branch accepts remittal, the proposal is put to Conference, for Conference to approve.

If Conference rejects remittal, the motion is then voted on, for and against by Conference.

- ii) If the branch does not accept remittal, Conference votes on the motion for and against.

In both cases, Conference makes the final decision.

### **(l) Withdrawing motions or amendments**

Submitting bodies wishing to withdraw a motion or an amendment should notify the Standing Orders Committee. A withdrawal form is available from the Standing Orders Committee.

Where the SOC has to give Conference short notice of withdrawals by oral reports, the process will take the form of a two-part report: first to give a factual notification; second, after a short period to allow Conference time to consider the effects of such withdrawals, to seek approval of the withdrawal.

## **(m) Emergency motions**

Emergency motions will only be considered by the Standing Orders Committee if they are signed by the Secretary and Chairperson of the submitting body and provide details of the date of the meeting at which the motion was adopted. The subject matter giving rise to the emergency must have occurred after the deadline for motions and amendments. The Standing Orders Committee will apply strict criteria to proposed emergency motions.

## **(n) Card votes**

- a) All delegates with voting rights will be issued with an A4 size brightly coloured card with the words 'VOTING CARD' printed on it.
- b) Each branch (or group of branches with indirect delegate) has been issued with a book of voting cards, consisting of 8 cards to be used if there is a card vote
- c) Each card has the total voting strength for the branch (or group of branches) printed on it which will be the total number of members in the branch (or group of branches)
- d) Each card has two boxes FOR and AGAINST. Delegates must write in the total number of votes to be cast FOR and AGAINST
- e) A branch (or group of branches) may:
  - i) Cast all of their votes either for or against a motion
  - ii) Split the total voting strength between for and against, particularly if the branch (or group of branches) have mandated the delegation to do so. The delegation split their vote by entering the number of votes for the motion in the FOR box and the number of votes against the motion in the AGAINST box
- f) In either (i) or (ii) the delegation must ensure that the total of the FOR and AGAINST boxes does not exceed the total voting strength on the card. If it does exceed the total, the card will be deemed spoilt. However, the total votes cast can be less than the total voting strength, and in this case the card will be acceptable.
- g) You must not mark the boxes with a cross or tick
- h) For a voting card to be valid, in addition to the points raised in d), e), f) and g) above, a card must:
  - Be signed by the delegate
  - Have the branch name/group entered on it

- Be the correct card for that card vote: that is card vote 1 card 1 etc.
- i) The President will announce the arrangements for collection of the completed card vote
- j) Any queries about the voting cards allocated to the branch should be directed to the Conference Office.

These points will be printed on the front cover of the book of voting cards to remind delegates.

### **(o) Card vote procedure**

As soon as it has been decided that a card vote will be held, the President shall ring a bell. This is picked up by TV monitors throughout the building.

The President will ensure Collectors are in their places. The vote will then be called. The President reminds delegates which card number to use and advises that NUMBERS, not ticks or crosses must be put in the boxes on the card.

Cards will be placed in boxes controlled by members of staff. Cards may be passed along rows, except where a delegate objects to this procedure, in which case the box will be passed to her/him, provided it remains in the sight of the Officer. Boxes will also be stationed within the hall.

The President shall ask delegates whether all votes have been cast. When the President is satisfied that all votes have been cast, she then rings the bell for a second time to indicate the end of the voting period. No cards will be accepted after this time. This voting period will not be less than five minutes.

Boxes will be removed from the hall and taken to the appropriate place for votes to be counted under the supervision of the Tellers. Results will be announced as soon as possible.

The doors remain open during a card vote for health and safety reasons.

### **(p) Collections**

Delegates are advised that only official collections which take place at Conference are those which take place within the conference venue with the approval of the Standing Orders Committee. Any approved collections will be announced to Conference and organised by the Chief Steward.

## (q) Conduct during Conference

It is important that Conference is conducted courteously and in accordance with UNISON's Rules.

Racist, sexist, homophobic or other discriminatory language or behaviour will not be tolerated.

The Chair of Conference can instruct a speaker to discontinue their speech and can exclude them from further participation. It is hoped that delegates will support each other and that Conference will be friendly and enjoyable as well as constructive.

## (r) Glossary of abbreviations

<b>ACPO</b>	<b>Association of Chief Police Officers</b>
<b>APA</b>	<b>Association of Police Authorities</b>
<b>APCC</b>	<b>Association of Police and Crime Commissioners</b>
<b>BMH</b>	<b>Black Mental Health</b>
<b>CAFCASS</b>	<b>Children and Family Court Advisory Support Service</b>
<b>CPI</b>	<b>Consumer Price Index</b>
<b>CRC</b>	<b>Community Rehabilitation Company</b>
<b>CSR</b>	<b>Comprehensive Spending Review</b>
<b>GPF</b>	<b>General Political Fund</b>
<b>HMIC</b>	<b>Her Majesty's Inspectorate of Constabulary</b>
<b>IPCC</b>	<b>Independent Police Complaints Commission</b>
<b>LGBT</b>	<b>Lesbian, Gay, Bisexual and Transgender</b>
<b>LGPS</b>	<b>Local Government Pension Scheme</b>
<b>MNRs</b>	<b>Member Nominated Representatives</b>
<b>NEC</b>	<b>National Executive Council</b>

<b>NOMS</b>	<b>National Offender Management Service</b>
<b>NNC</b>	<b>National Negotiating Council</b>
<b>NPS</b>	<b>National Probation Service</b>
<b>PACE</b>	<b>Police and Criminal Evidence Act</b>
<b>PCC</b>	<b>Police and Crime Commissioners</b>
<b>PCSO</b>	<b>Police Community Support Officer</b>
<b>PIDA</b>	<b>Public Interest Disclosure Act</b>
<b>PSA</b>	<b>Political Studies Association</b>
<b>PSC</b>	<b>Police Staff Council</b>
<b>RPI</b>	<b>Retail Price Index</b>
<b>SGE</b>	<b>Service Group Executive</b>
<b>SNP</b>	<b>Scottish National Party</b>
<b>TUPE</b>	<b>Transfer of Undertakings (Protection of Employment)</b>

### **(s) Data protection and the use of photography / film at UNISON Conferences**

UNISON's conferences are a key part of our democracy. Delegates are able to make their voices heard and to vote on the policies which will govern our union's policy and campaigns.

As such, we want all our members to know about conferences and how important our democratic systems are – we believe this is an important part of being an open, democratic organisation. However, we also value the privacy of our members.

UNISON accredited photographers may be taking pictures of the main debates, fringe meetings and other public areas at all UNISON conferences. These photographs may be used in the union's publications for members or on our website to promote the union.

If you are NOT happy to be filmed or photographed, you can:

In an individual circumstance (i.e. the photographer is taking a picture of you specifically), request that your photograph not be taken or used.

**If you are approached for a photograph or a video interview, say that you do not want to be photographed or filmed.**

**If you want to ensure that your image is not included in any group shot taken in the conference hall – i.e. An image of your delegation or the delegates as a whole, please speak to the Chief Steward or any of the staff in the Conference Office.**

**If you are planning to use a camera at Conference for the purposes of using the images on behalf of the union, whether employed by UNISON or an activist who may be using the image in a branch, regional or sector newsletter:**

**If you are photographing an individual, always ask for their consent**

**Explain the use of the picture, e.g.: these images may be used by UNISON in our own publications or on our website to illustrate Conference.**

**If you are taking images of large groups, such as images of delegations or the whole of the conference floor, clearly you cannot seek individual permissions. A statement will be posted at Conference explaining that the event will be photographed/filmed and individuals who object to being included in this will be told who to speak to in order to resolve their concerns.**

## 2 Order of Business

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### Thursday 6 October

**09.30 – 12.30          Motions**

**12.30 – 14.00          LUNCH**

**14.00 – 17.00          Motions**

### Friday 7 October & Saturday 8 October

To be advised in separate guide to Days 2 and 3 of conference



### 3 Conference Motions and Amendments

These are the motions and amendments approved for the 2016 Police and Justice Service Group Conference. Amendments ruled out of order are also included:

<b>Professional and Occupational Issues</b>	
<b>1.</b>	Policing on the cheap – Exploiting the unemployed – <i>Police Staff Scotland</i>
<b>1.1</b>	Policing on the cheap – Exploiting the unemployed – <i>Police and Justice Service Group Executive</i>
<b>2.</b>	Volunteers – policing on the cheap – <i>Northern Regional Police and Justice Committee</i>
<b>2.1</b>	Volunteers – policing on the cheap – <i>Police and Justice Service Group Executive</i>
<b>Pay, Terms and Conditions</b>	
<b>4.</b>	Primacy of the NNC in future bargaining arrangements – <i>North West Region Probation and CAFCASS</i>
<b>5.</b>	Stand-by rules take advantage of members – <i>Suffolk Police Sector UNISON</i>
<b>5.1</b>	Stand-by rules take advantage of members – <i>Hampshire and Isle of Wight Police and Justice</i>
<b>Equalities</b>	
<b>6.</b>	Black worker representation in police and justice workforces – <i>National Black Members' Committee</i>
<b>6.1</b>	Black worker representation in police and justice workforces – <i>Police and Justice Service Group Executive</i>
<b>7.</b>	Survey of branches and members – disability related matters – <i>Hampshire and Isle of Wight Police and Justice</i>
<b>7.1</b>	Survey of branches and members – disability related matters – <i>Police and Justice Service Group Executive</i>
<b>8.</b>	Budget cuts and the effect on equalities training – <i>National Lesbian, Gay, Bisexual and Transgender Committee</i>
<b>9.</b>	Improving Workplace Equality and Diversity in the National Probation Service and Community Rehabilitation – <i>National Disabled Members' Committee</i>

<b>Health and Safety</b>	
<b>10.</b>	Health and Safety in the probation service – <i>National Women’s Committee</i>
<b>Health and Wellbeing</b>	
<b>11.</b>	Flexible Working in operational roles – <i>West Midlands Police Staff Branch</i>
<b>11.1</b>	Flexible Working in operational roles – <i>Lancashire Police</i>
<b>12.</b>	An inflexible police service – <i>National Women’s Committee</i>
<b>Organising and Recruitment</b>	
<b>13.</b>	Recruiting and Organising LGBT members in Police and Justice – <i>National Lesbian, Gay, Bisexual and Transgender Committee</i>
<b>14.</b>	Staff Care = Staff Retention – <i>Eastern Region Police and Justice Committee</i>
<b>Campaigning and Promoting UNISON against Privatisation and Outsourcing</b>	
<b>15.</b>	Blue Light Proposals – A threat to police staff jobs – <i>Eastern Region Police and Justice Committee</i>
<b>16.</b>	Crime Reporting – <i>Hampshire and Isle of Wight Police and Justice</i>
<b>17.</b>	Dispel the Myths around protected police budgets - <i>Scottish Police and Justice Committee</i>
<b>Internal</b>	
<b>18.</b>	Police and Justice Constitution – <i>Police and Justice Service Group Executive</i>
<b>19.</b>	Sector Committees for the national probation service and the community rehabilitation companies – <i>Probation Committee</i>

## **Southport Theatre and Convention Centre**

**6 - 8 October 2016**

### **Negotiating and Bargaining**

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#### **1. Policing on the cheap – exploiting the unemployed**

Conference notes that Renfrewshire Council has announced an initiative to “offer 11-month, full-time ‘traineeships’” whereby the unemployed can be trained up as special constables but paid the National Living Wage. The local commander appears to support this “innovative” initiative.

The Scottish Police Federation describe this as a “cynical attempt to deliver policing on the cheap” and have questioned the legality of this intention.

In Scotland we have observed police officers ‘backfilling’ for redundant police staff and this appears to be an attempt to seek out a cheaper alternative which will further undermine the role of police staff to satisfy the cost cutting agenda. Conference calls on the Service Group Executive to oppose this practice.

***Police Staff Scotland (UPSS)***

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#### **1.1**

At the end of the 3rd paragraph after “Conference calls on The Service Group Executive” insert, “to work with the Police Sector Committee (Scotland)”

***Police and Justice Service Group Executive***

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#### **2. Volunteers – Policing on the Cheap**

Conference welcomes and commends the work done by the Service Group Executive over recent years to oppose volunteers as a replacement for the committed, experienced, well trained and accountable police staff lost due to the brutal budget cuts imposed since 2010.

While the introduction of volunteers has not been consistent throughout all forces, what is evident is the Home Secretary’s belief that volunteers should not only be used as a staff replacement but they should also be given more powers than existing police staff.

Conference recognises some Chief Constables will see this as a cost cutting opportunity resulting in the loss of yet more police staff jobs regardless of the gamble this would be with the safety of the public.

Conference therefore calls upon the Service Group Executive to:

- (i) Continue to highlight the threat of volunteers and oppose the introduction of powers to police staff volunteers.

- (ii) Work with the College of Policing to try and limit the scope of volunteers with the introduction of recognised roles and standards.
- (iii) Work with the Labour Police Crime Commissioners to lobby the Home Office on the serious risks to public confidence in the police if work that requires trained and accountable staff is handed over to volunteers.

***Northern Region Police and Justice Committee***

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**2.1**

At iii) delete “Work with the Labour Police Crime Commissioners” and replace with “Work with Labour Link and supportive Police and Crime Commissioners”

***Police and Justice Service Group Executive***

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**3. Powers for Community Support Volunteers and Police Support Volunteers**

Conference notes with concern the proposals in the 2016 Policing and Crime Bill to award significant police powers to community support volunteers and police support volunteers, by:

- 1) creating two new designated volunteer roles - Community support volunteer (volunteer PCSO) and Police support volunteer;
- 2) creating a reserve list of police powers to be exercised only by police constables, including the following powers: arrest, stop and search, custody officer, counter terrorism powers, powers relating to official secrets and the Regulation of Investigatory Powers Act 2000 (RIPA);
- 3) allowing chief officers to award all other current police officer powers to community support volunteers and police support volunteers;

Conference is totally opposed to these proposals for the following reasons:

- 1) As UNISON’s 2014 report ‘Home Guard of Police Support Volunteers to fill in for Police Cuts’ makes clear, a bewildering range of police functions has been given to well meaning amateurs at a time of massive cuts to the police staff workforce. This has happened without any public debate and there are real questions over the use of police support volunteers and the public interest.
- 2) Most importantly, there is a current consensus between the Home Office, NPCC, the College of Policing and the police staff trade unions that police support volunteers should bring ‘additionality’ to the police workforce, but should under no circumstances replace, or substitute for, paid police staff. The above proposals would subvert and destroy this fragile consensus that exists in relation to which police staff roles are appropriate for volunteers.
- 3) On 5 March 2014, the Professional Committee of the College of Policing rejected a proposal to support the creation of a volunteer PCSO role.
- 4) There is no evidence that police support volunteers would be prepared to submit to the necessary lengthy training, without pay obviously, that would be required in order to allow them to safely assume police powers.

- 5) The cost of training a special constable up to be able to undertake independent patrol is in the region of £14,000 per individual. Whilst the cost of training a police support volunteer to deploy with powers may not be as high, the Bill does not recognise the substantial costs which forces would face in designating police support volunteers with powers.
- 6) It would not be possible to deploy volunteers with powers at short notice, as is the case with police staff currently, simply because the engagement of the volunteer is not governed by a contract of employment. Neither is it possible to roster volunteers effectively within shift systems for the same reason.
- 7) The experience of volunteers in many police forces is that they can sometimes be unreliable, simply because they are not required to be anywhere at any time by virtue of working without a contract. The idea of expecting such volunteers to discharge police powers is worrying for an emergency service.
- 8) Police support volunteers are to become subject to the Independent Police Complaints Commission (IPCC) investigation under proposals in the Bill, however, it is very unclear what hold the IPCC could have over an individual who had no contractual relationship with the force that he or she was working in. There is clearly no accountability to the general public in this respect and this will bring the proposal to give volunteers powers into complete disrepute.
- 9) If the Home Office simply wants to allow financial investigators from private industry to act as volunteers with forces, or the National Crime Agency, these volunteers should simply be sworn in as special constables, which is what already happens in the City of London Police.

Overall, the proposals in the Bill to award police support volunteers all the powers which might in future be available to police staff is fundamentally flawed and dangerous for the reasons set out above.

The general public will not be fooled into thinking that, in the context on on-going severe cuts to the Home Office grant for police forces, this is anything other than a very thinly disguised attempt to replace directly employed, properly trained and accredited police staff with well-meaning (in most cases) amateurs. It really is policing on the cheap and the idea should be abandoned immediately.

Conference therefore instructs the Service Group Executive to:

- 1) Continue to oppose the award of police powers to community support volunteers and police support volunteers;
- 2) Work with branches and regions to oppose the award of any such powers at a local level.

***Police Staff Council - England and Wales***

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## **Pay, Terms & Conditions**

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### **4. Primacy of the National Negotiating Council in future bargaining arrangements**

Conference notes that 'Transforming Rehabilitation' has resulted in numerous different employers becoming involved in the rehabilitation agenda.

The increased number of employer representatives and objectives will inevitably lead to frictions and conflicts of interest between interested parties in future negotiations. Notwithstanding the changing employer landscape, Conference instructs the Service Group Executive to do all in its power to retain the primacy of the National Negotiations Council (NNC) in future bargaining arrangements.

The recent formation of pan employer representative councils for negotiation purposes, while a welcome development in lay representative involvement, should not be in a position to undermine existing NNC bargaining arrangements and Terms and Conditions.

Conference calls upon the Service Group Executive to campaign for the right of pan employer bodies to seek to improve Terms and Conditions wherever possible subject to the overarching authority of the existing national bargaining arrangements.

### ***North West Region Probation and CAFCASS***

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### **5. Stand-by Rules Take Advantage of Members**

Conference recognises the difficulties that Forces are having in maintaining 24 hour operational cover as a direct consequence of police budget cuts. Many departments have experienced redundancies coupled with an increase in the use of stand-by as a way to provide night-time cover when unsocial enhancements have been withdrawn.

Colleagues such as Crime Scene Investigators (CSI's) can be expected to work a full shift and then assume a stand-by role only to be called into duty and work throughout the night. The impact on police staff trying to undertake a professional service to the public is further complicated as the expectation exists to report on time for the following days shift. The situation creates a serious health and safety risk to our members who after being called out feel it necessary to return to the workplace having not had the adequate 11 hours of rest under their statutory entitlement under the Working Time Directive. To comply with their contracts of averaging a 37 hour week, police staff are having to take TOIL or hours from their annual leave allocation to make up their time when they're unable to arrive on time for their next shift and are not reaping the benefit of the paid overtime accrued as a result of the call out. Managers are pressurising staff to take TOIL etc. rather than having to pay short notice of change of start time additional payments and the subsequent knock on effect on subsequent shifts.

Conference calls on the Service Group Executive to:

- 1) Survey members to see how widespread the problem is, the impact on member wellbeing and the implications on pay and loss of accrued TOIL and annual leave;
- 2) Campaign for the return of 24 hour cover in all areas of business that the survey shows to be problematic;

- 3) Contact branches seeking negotiated best practice policies that can be shared;
- 4) Work with the Police Staff Council to see if corrective additions to the Police Staff Council Conditions of Service Handbook could be considered for negotiation.

***Suffolk Police Sector Unison***

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**5.1**

Insert new paragraph after the second paragraph that ends 'knock on effect on subsequent shifts':

Staff who are contractually required to be on stand-by on a roistered rest day are also disadvantaged because they are not free to enjoy that day owing to the restrictions imposed, namely being fit for work & being within 30 minutes of the workplace. We have been told that contractually the employer is allowed to put a member of staff on stand-by on a rest day & that the stand-by payment is adequate recompense for this. Similarly a requirement to be on stand-by on a Bank Holiday date means that the member of staff is not benefitting from the days Bank Holiday leave that they are contractually entitled to.

In action point 1 after 'annual' insert 'and Bank Holiday'

***Hampshire and Isle of Wight Police and Justice***

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**Equalities**

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**6. Black worker representation in police and justice workforces**

According to police force recruitment statistics widely published in January 2016 a white applicant to the police force has a better chance of getting a job than a Black applicant in more than 2/3rds of UK forces. Further, Theresa May, Home Secretary stated that 'diversity profiles' showed no force had a Black representation reflecting the local population. In April the Home Affairs Committee held an evidence session on police diversity investigating unrepresentative workforces. The figures have portrayed the need for action and greater scrutiny of police chiefs who should be held accountable for failing to ensure that their forces reflect the communities that they serve.

Based on the findings in police forces conference believes that there is a need to investigate the representation of Black staff more broadly in the police and justice sector including those working in support roles and in probation. There is strong evidence to suggest that representative workforces that can relate to diverse communities deliver better services. This is particularly important in light of research that continues to show Black people overrepresented in the criminal justice system. While Black people only make up 14% of the population in England and Wales they make up over 25% of the prison population raising questions on the fairness of administrative process, court systems, prisons and rehabilitation.

Where underrepresentation of Black workers is persistent it can often indicate discriminatory processes and practices relating to the recruitment and selection process. Conference recognises the benefits of being able to draw from a wider pool of talent as a positive step in ensuring confidence in the police from underrepresented communities.

In other service groups such as local government and health where there has been persistent under representation of Black people in workforces and at senior levels positive frameworks such as the Workforce race equality standard and the Local government equality framework have been developed. These frameworks have focused on workforce staff experience and broad composition which includes employment and promotion opportunities as well as experiences relating to discrimination, fairness and dignity at work.

Conference therefore calls on the police and justice service group executive to seek to work with the National Black members committee to:

- 1) undertake a mapping exercise identifying the representation of Black workers in employment and in senior positions amongst employers in the service group;
- 2) survey Black members in police and probation to get information on their experiences in the workplace and to help inform what needs to change and what initiatives need to be developed;
- 3) work across employers in the service group to seek to develop initiatives or frameworks that seek to increase the employment, promotion and fair treatment of Black workers;
- 4) continue to work with the National Black Police Association and Association of Black Probation Officer (ABPO) to improve equality, further the interests of Black staff working for police and probation services in England, Scotland and Wales and to enhance work within the criminal justice system in respect of Black communities more widely.

### ***National Black Members' Committee***

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#### **6.1**

In the second paragraph, after “Black staff more broadly” insert “within employers”

In the second paragraph, after “in the police and justice” delete “sector including those working in support roles in probation.” and replace with “service group.”

At 2) after “survey Black members” delete “in police and probation” and replace with “across the service group”

### ***Police and Justice Service Group Executive***

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#### **7. Survey of branches and members - disability related matters**

Conference, in years past much welcomed legislation has been introduced to protect the rights of people with disabilities, including protections relating to work.



Despite that, it is possible that these supportive words don't always translate to the workplace, resulting in our colleagues who are disabled being treated inappropriately or less favourably.

Others who witness such behaviours may be deterred from declaring their own health or disability issues.

Whilst we recognise that people of all ages can have disabilities we will, in the future, have an increasingly older workforce because of the changes to pensions regulations and other financial pressures, and these people may well be diagnosed with conditions covered by the Equality Act 2010 .

Those of our colleagues who are employed in frontline roles, for example the PCSO or Detention Officer could find that their disability renders them unable to fulfil the full duties of their role, leaving them at risk of being dismissed on the grounds of capability .

The Windsor review included provision for police officers who find themselves unable to fulfil the role of Constable, albeit with financial penalties, but there is no such protection for police staff.

This motion calls upon the Service Group Executive to survey members and branches to find out:

- 1) about the experiences of disabled staff in forces;
- 2) any good practice;
- 3) what work needs to be done to eradicate problems and to improve equality;
- 4) and to collate and publish the findings of the survey by September 2017

### ***Hampshire and Isle of Wight Police and Justice***

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#### **7.1**

In the 7th paragraph, after “This motion calls upon the Service Group Executive to” insert, “work with the National Disabled Members Committee to”

### ***Police and Justice Service Group Executive***

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## **8. Budget cuts and the effect on equalities training**

Conference notes that in-service equality training for police and justice staff has many important functions. It helps make the workplace a safe place for all, gives staff the chance to have more equal access to career development and opportunities; and improves service delivery. For example, it can help staff to see beyond societal stereotypes and norms, combating prejudiced attitudes towards colleagues and assisting them in meeting the needs of the diversity of children and adults they work with.

Conference further notes the increasingly challenging environment in which our members work to protect and support communities, with xenophobia and anti-immigrant rhetoric an increasingly common currency in politics.

Conference is concerned about the impact of multi-million pound budget reductions across our service group on staffing levels and on training for the remaining staff. Such training as remains is increasingly cheaper online modules, offering little or no opportunity for learning by discussion. This comes at a time when public spending cuts are biting hard in all areas, and much specialist community support is disappearing.

Conference welcomes the research commissioned by UNISON and being carried out of this summer by NatCen Social Research into the effect of public spending on lesbian, gay, bisexual and transgender (LGBT) people and services. This research is not just for LGBT people and not just for UNISON members. It aims to collect information from all who observe what is happening. The findings will inform UNISON's campaigns.

Conference calls on the police and justice service group executive, in liaison with the national LGBT committee, to:

- 1) Seek information from across the sectors of the police and justice service group on the effect of budget cuts on equality training;
- 2) Promote the NatCen research into public spending cuts and LGBT people and services, encouraging police and justice members to make submissions to the online survey
- 3) Once the findings of the NatCen research are published, publicise them across the service group and consider the implications for the police and justice.

### ***National Lesbian, Gay, Bisexual and Transgender Committee***

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## **9. Improving workplace equality and diversity in the National Probation Service and Community Rehabilitation Companies**

Conference, Disabled members are concerned about monitoring, or the lack of it, within the National Probation Service (NPS) and Community Rehabilitation Companies (CRCs)

In the 2016 report "Equality Analysis of NPS Operating Model: Service Users and Staff" shows that staff declaration rates for disabled staff (and many other protected characteristic) in the NPS are at 42% which is well below the 60% threshold on which meaningful analysis can be provided.

Conference, this is unacceptable. The collection of diversity information is essential, it helps organisations to identify where they need to focus their resources on strengthening diversity, measure progress and build a successful and diverse workforce.

Disabled workers face barriers even in getting a job and once in work can face barriers in carrying their role or getting promotion, without effective monitoring these barriers will not be identified and there will be no change to the workforce make up.

Conference calls on the Police and Justice Service Group Executive to work with the National Disabled Members Committee to:

- 1) Raise the concerns about workforce monitoring within NPS and CRCs
- 2) Seek to improve response rates amongst our members and promote workplace monitoring to our members
- 3) Seek to work with NPS and CRCs to improve workforce monitoring generally amongst their workforces

***National Disabled Members Committee***

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## **Health and Safety**

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### **10. Health and Safety in the probation service**

Conference notes with concern that the new contracts in the Probation Service agreed by the Ministry of Justice do not take account of many health and safety and data protection issues.

Members working in the service report that:

- 1) the layout of the workspace leads to interviews with clients being conducted in open-plan offices, with no privacy;
- 2) reception areas have been removed, consequently unauthorised people can access the work area, creating disturbance and potentially creating dangerous situations for workers and clients;
- 3) there is no security in the event of an aggressive client, intruder or interviewee;
- 4) little consideration is given to the safety requirements for lone workers – again potentially increasing the risk to both the staff and client;
- 5) the introduction of mobile working has not involved appropriate risk assessment and adjustments as necessary, leading to staff suffering shoulder and back injuries from transporting case files.

Conference calls upon the Service Group Executive to:

- 1) raise these concerns with all appropriate bodies, and to seek to ensure that these health and safety and confidentiality considerations are properly addressed;
- 2) issue guidance to branches on conducting risk assessments, the rights of workers in the Probation Service and the responsibilities of employers to ensure the safety of their staff.

***National Women's Committee***

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## Health and Wellbeing

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### 11. Flexible Working in Operational Roles

Over the last 4 years we have seen a wholesale reduction in police staff work forces across the country

At the time of the general election in 2015, police staff budgets have been cut by 20%. The impact of this funding reduction has fallen disproportionately on police staff.

Police staff, rather than police officers, have borne the brunt of police funding cuts

Between March 2010 and September 2013 total police staff numbers in England and Wales have declined by 18.73%.

- 1) A remarkable variation exists in the cuts to the police staff workforce in different forces;
- 2) 18 forces have cut their police staff numbers by more than the average reduction of 18.73% and 24 have cut by less than this figure;
- 3) 71% of police staff numbers have been cut in Lincolnshire and Cleveland as a result of the transfer of police staff to the private sector;
- 4) Northamptonshire has the highest level of police staff cuts, which do not involve privatisation, at 35%;
- 5) At the other extreme, there has been an actual increase in police staff of 1.97% in Leicestershire.

These cuts have had a dramatic impact on the remaining staff and in particular those staff in operational roles who request flexible working.

It has become common place to see a disproportionate impact on those staff who perform operational duties being refused flexible working over those staff who perform non- operational roles.

This in-turn has forced highly skilled operational police staff to take up lower paid roles where their skills and expertise have simply gone to waste at a huge cost to the force and the individual staff member.

We are concerned that if this trend continues staff who require flexible working for caring responsibilities will be sidelined into lower paid roles with fewer opportunities for career progression which will ultimately lead to the down skilling of a section of police staff.

A high proportion of flexible working applications are made by our female members of staff, and we believe this could result in a unequal balance for female members of staff in higher graded operational roles.

Conference calls on the Service Group Executive to:

- a) conduct a survey across all forces to obtain accurate data on this issue;

- b) work with the college of policing through the equality and diversity forum to raise our concerns;
- c) work with the Association of Police and Crime Commissioners and the National Police Chiefs Council to highlight this issue and address it at a national level to formulate a strategy to address this growing issue.

**West Midlands Police Staff Branch**

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**11.1**

In action point 1) after 'survey' insert 'of members'

In action point 1) after 'all forces' insert 'and use the Freedom of Information Act request to seek the same information from all forces, including Scotland,'

**Lancashire Police**

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**12. An inflexible police service**

The College of Policing guidance on flexible working states that “Policing is a demand led, 24/7 service where its people are key to its successful delivery. By providing flexible working arrangements for staff, organisations are shown to have a more motivated and productive workforce.... it is about gaining a balance that provides an opportunity for people to give their best at work and at home.”

However, in practice the opportunity for police staff to work flexibly, and to “give their best” is severely restricted by inflexible management, who refuse to consider changing existing working patterns, claiming that to do so would be time consuming; that flexible and part-time working would exacerbate workload problems, and would have too great an impact on other staff. For staff with caring responsibilities, such inflexibility can ultimately lead to them having to resign from the force.

Underlying the reluctance of managers to allow flexible working is the ongoing issue of increased workload with decreased resources. Cuts and savings have been made in an attempt to avoid compulsory redundancies, but in many cases posts are being 'disestablished' with workers taking voluntary redundancy or voluntary early retirement and the workload being absorbed by colleagues. Flexibility is often the first casualty of staff cuts, as there is little room for manoeuvre with limited resources.

Inevitably this causes greater stress within the workplace and there is little resilience left amongst workers to cover when other colleagues are off sick, on leave or on maternity/paternity leave etc.

Conference believes that, whilst the issue of workload and resources needs to be addressed as a priority, the continued reluctance and refusal to consider flexible working, despite the College of Policing guidance, can and should be able to be resolved independently.

Conference therefore calls upon the Service Group Executive to work with the national women's committee to:

- 1) Raise these concerns with all appropriate bodies, including the College of Policing, to seek to ensure that managers have a greater understanding of both their obligations and the benefits of flexible working, for both employers and staff;
- 2) Issue further guidance to branches on the existing rights of workers and how to negotiate flexible working arrangements;
- 3) Raise awareness of the College of Policing guidance.

***National Women's Committee***

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## **Organising and Recruitment**

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### **13. Recruiting and organising LGBT members in police and justice**

Conference notes the sustained attack on trade unions and trade union members carried out by the Tory government through what is now the 2016 Trade Union Act. Conference welcomes UNISON's strong response during the passage of the Bill and affirms that our response now must be to increase our strength, recruiting more members and encouraging members to become activists.

Conference welcomes the track-record of the police and justice service group in promoting self-organisation as a core part of our organising strategy. Self-organisation brings members into UNISON and is often a starting point for new activists. It gives a platform to build a trained and active membership in our police and justice branches and a place to identify and challenge workplace discrimination, bringing issues to the attention of police and justice negotiators.

Conference welcomes the national training programme for branch lesbian, gay, bisexual and transgender (LGBT) officers and contacts, which runs in February each year. An important part of the role of the branch LGBT officer is to support LGBT self-organisation within the branch. While we continue to aim for active LGBT groups in every branch, conference acknowledges that this is not yet a reality across police and justice. Where there is only one or a small number of activists, conference welcomes the practice of members from branches in a local area coming together to support each other and plan appropriate activities in a 'cluster' self-organised group. This has been successfully trialled by Black members in two police and justice branches in eastern region.

Conference calls on the police and justice service group executive, in liaison with the national LGBT committee, to:

1. Promote the benefits of self-organisation in police and justice branches;
2. Publicise the national training for branch LGBT officers and contacts, which next takes place on 7 February 2017;
3. Publicise initiatives and opportunities for branches in a geographical area to come together and support 'cluster' self-organised groups;

4. Circulate up to date LGBT materials, including organising and bargaining materials, to police and justice branches.

***National Lesbian, Gay, Bisexual and Transgender Committee***

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**14. Staff care = staff retention**

Conference is concerned to note the impact that the previous government's 'Transforming Rehabilitation (TR) agenda' had had on a previously successful and effective Probation Service. As well as a significant dramatic loss of jobs in the Community Rehabilitation Companies (CRCs) we have also seen the imposition of untested payment by results models of working, and as such previously 'good' or 'excellent' trusts are now failing in their delivery to supervise offenders and properly protect the public.

The speed at which these changes have been imposed has meant that many staff have felt unsupported and deskilled in their roles, many continue to leave as a result of these changes.

Conference will be concerned to note that the E3 programme in the NPS will also mean significant changes and we do not want to see the same thing happen to our colleagues in the National Probation Service.

Conference calls on the Service Group Executive to:

- 1) Highlight the impact that these changes have had on staff retention, staff morale and on service delivery with the view to lobbying employers in both the CRC and NPS to ensure that better support is available to staff throughout on-going changes.
- 2) To ensure that branches are well supported in dealing with significant changes, loss of members, changes in communications and the high levels of stress that members are enduring throughout this period.
- 3) Continue to highlight the impact of these changes to Labour Link in order to reassess TR when we finally have a change of government.

***Eastern Regional Police and Justice Committee***

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**Campaigning and Promoting UNISON against Privatisation and Outsourcing**

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**15. Blue light proposals - a threat to police staff jobs**

Conference is concerned that the Government proposals on emergency service collaboration is a threat to the further erosion of Police Staff roles. The initiative seeks to collaborate all 'blue lights' through the sharing of facilities, control rooms and support services and poses a further threat to Police Staff jobs. The work has started in many Forces where Senior Fire Brigade Personnel are currently identifying roles that Police Staff are doing that can be moved to the Fire Brigade and vice a versa.

Home Office statistics show that police budgets have been decimated through six years of austerity led cuts resulting in the reduction of Police Staff jobs by more than 20 percent and the latest threat will most certainly result in the loss of more Police Staff jobs. Additionally, once a service is transferred out of Force or a local Authority, control

is lost making it vulnerable to predatory private companies as a prime opportunity for privatisation.

UNISON must be progressive in forging relationships with sister trade unions working in an effort to minimise the impact on police staff jobs and the erosion of our hard fought terms and conditions.

Conference calls on the Service Group Executive to:

- 1) seek to establish organising protocols with trade unions working in the fire sector and establish collaborative forums where trade unions are working together on common issues for the benefit of all;
- 2) work to establish relationships with sister trade unions on a national, regional and local level that will protect UNISON members working within the sector and prevent a two tier workforce;
- 3) oppose all attempts to privatise within the new working arrangements;
- 4) work with Labour Link to prevent further collaboration and seek to reverse the proposed arrangements.

#### ***Eastern Region Police and Justice Committee***

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### **16. Crime Recording**

Conference, the message from the Government is that crime is falling - we who work within policing and criminal justice believe that the Government message is not true.

We know that certain crimes are no longer investigated, merely recorded for insurance purposes.

We suspect that many crimes go unreported and therefore unrecorded, footfall in custody centres has fallen, criminal Justice units are receiving fewer cases to deal with and this trend will undoubtedly lead to further job losses.

Conference believes that the Government message is misleading and calls upon the Service Group Executive to:

- 1) seek to gather information about the recording and investigation of crimes from police forces;
- 2) use the information obtained from police forces to publicise the reality about crime recording.

#### ***Hampshire and Isle of Wight Police and Justice***

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### **17. Dispel the Myths around Protected Police Budgets**

Conference notes that in his November 2015 Spending Review, Chancellor George Osborne stated "Now is not the time for further Police cuts, now is the time to back our Police and give them the tools to do the job" (BBC News 25 November 2015).



Yet in April 2016, the South Yorkshire Police outline policing plan showed that to balance the budget, 850 officers and staff jobs would have to go.

In May 2016, it was widely reported that Kent police would have to lose up to 150 staff “backroom” posts, again to balance the budget.

In Scotland, Nicola Sturgeon promised “Scotland’s Policing Budget will be protected and Officers will receive an additional £100 Million to combat terrorism”, a statement echoed by her Justice Secretary, Michael Mathieson at the UNISON Police Staff Scotland Seminar in March 2016 and the Association of Scottish Police Superintendents Conference in May 2016.

Yet the Audit Scotland reports that Police Scotland faces an £85million funding gap for 2016 and the Scottish Police Authority, at its Board meeting on the 31st May 2016 reports that “There remains an ongoing financial challenge which must be met”, whilst the published budget settlement shows a drop in budget settlement compared to the previous year.

The Question facing us nationally is 'how much more do we have to do to publicise and dispel these austerity myths?'

The simple fact is, that in real terms, the Police Financial Budget Settlement, is decreasing across the UK.

Service is declining, public confidence is falling. The service provided is very much reactive and not proactive. All of the good work carried out in previous years is fast being destroyed on the back of political rhetoric.

Conference therefore calls on the Service Group Executive to:

- 1) Develop a locally targeted but nationally coordinated campaign to highlight and illuminate these issues to the UK and Scottish Governments to ensure an open debate is had about the realities of Police Budget Settlements.
- 2) Capitalise on this to illustrate that the majority of these cuts fall on the shoulders of our members who provide a value for money service ensuring best value policing.
- 3) Lobby English & Welsh Police Crime Commissioners and The Scottish Police Authority to highlight that the service needs review to ensure best value by providing a balanced workforce with staff fulfilling all non-policing functions at greatly reduced cost compared to police officers.

***Scottish Police and Justice Committee***

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**Internal**

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**18. Police & Justice Constitution**

This Conference agrees to update the Police & Justice Constitution to reflect that Conference in 2015 did not support a proposal to introduce direct elections for sector committees.

Conference therefore agrees the following amendments to the current Constitution

In Section 3 Sector Committee, 3.1 Delete

“recognising that currently, in accordance with Rule 3.7.3, any sector committee established shall be indirectly elected according to the scheme of representation determined by the Service Group for the sector in question.”

In Section 3.2 Police Staff Sector Committee (England and Wales)

Paragraph 1, delete “either” and insert “indirectly by regional police staff sector committees.”

Delete

“3.2.1 Indirectly elected by regional police staff sector committees (current arrangements)

or

3.2.2 Directly by members of the sector in each region. (This option would require a rule change to allow direct elections to National Sector Committees.)”

In Section 3.4 Police Staff Sector Committee (Scotland)

Delete all existing text under the title and insert:

“The Police Staff Sector Committee (Scotland) will have 14 members. In addition, the Secretary and Chair of the Regional Service Group will be members.”

### ***Police and Justice Service Group Executive***

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## **19. Sector Committees for the National Probation Service and the Community Rehabilitation Companies**

Conference notes that:

- 1) The existing national negotiating machinery for the Probation Service is now under review following the split of the Service into the National Probation Service and the 21 Community Rehabilitation Companies (CRCs);
- 2) The National Probation Service (NPS) is a civil service employer covering England and Wales with a workforce of 9,400 staff;
- 3) UNISON members transferred from their former Probation Trusts to the NPS and CRCs in June 2014 as part of the Government’s Transforming Rehabilitation reforms;
- 4) UNISON is recognised by the NPS and each CRC for the purpose of collective bargaining;
- 5) Since the transfer of staff, the collective bargaining machinery for the NPS has been under review by the NPS and its recognised trade unions;

- 6) The NPS and the unions are now in the process of setting up specific bargaining machinery for the NPS only;
- 7) Eight private companies now own and run the 21 Community Rehabilitation Companies;
- 8) These private companies are setting up local, or cross-CRC, consultation and bargaining machinery with the recognised trade unions;
- 9) The probation unions are in the process of negotiating the future of the National Negotiating Council (NNC) which remains the single table bargaining machinery covering both NPS and the CRCs;

Conference believes that it is important that UNISON now recognises the independent status of NPS as a national employer with employer level bargaining arrangements, and the separate bargaining machinery now emerging in the Community Rehabilitation Companies.

In order to protect our NPS and CRC members' terms and conditions and to ensure that UNISON is able to play a full role in the emerging NPS and CRC level bargaining machinery, Conference instructs the Service Group Executive to:

- 1) Abolish the existing National Probation Sector Committee and in its place -
- 2) Establish a National Probation Service Sector Committee
- 3) Establish a Community Rehabilitation Company Sector Committee
- 4) Amend the Service Group Constitution as follows:

In section 3 'Sector Committees':

In section 3.1: Delete 'Probation Sector Committee' and replace with 'National Probation Service Sector Committee' and 'Community Rehabilitation Company Sector Committee'

Delete section '3.3 National Probation Sector Committee' and insert new sub-sections as follows:

### 3.3 National Probation Service Sector Committee

'The National Probation Service Sector Committee will consist of two representatives per region, with 1 general seat and 1 female seat. Members will be indirectly elected by each Regional Police and Justice Committee for a 2 year term of office. The Chair of the Sector Committee will be elected by the members of the Sector Committee at its first meeting for a two year term of office.'

The UNISON representatives on the NPS negotiating machinery and the Probation Service National Negotiating Council will be elected by and from the National Probation Service Sector Committee at its first meeting for a two year term of office.'

### 3.4 Community Rehabilitation Company Sector Committee

The Community Rehabilitation Company Sector Committee will consist of two representatives per region, with 1 general seat and 1 female seat. Members will be indirectly elected by each Regional Police and Justice Committee for a 2 year term of office. The Chair of the Sector Committee will be elected by the members of the Sector Committee at its first meeting for a two year term of office.

The UNISON representatives on the Probation Service National Negotiating Council will be elected by and from the Community Rehabilitation Company Sector Committee at its first meeting for a two year term of office.'

Renumber successive sub-sections in section 3.

***Probation Committee***

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## **Motion Ruled Out of Order**

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The following motion was ruled out of order because the motion is in breach of rules D. 2.14, 2.14.1, 2.14.2, 2.14.3 because it seeks to exempt a service group from an aspect of the implementation of proportionality and fair representation

### **MOTION 20. AMENDMENT TO 'POLICE AND JUSTICE CONFERENCE SCHEME'**

The foundation stones of the union are formed by a recognition that Equalities are fundamental to everything we do. This is without question the guiding light of our democracy and must continue to be upheld.

However, Conference notes that there are particular and unique issues for Police and Justice branches that are not apparent in other sectors of the union. For example, it is a fact that members within in the Police and Justice Sector enjoy a level of pay at least 80p above the Living wage level set by the Union. It is also a fact that very few if any of the branches that make up our sector have members or can recruit members from that group of workers who would fall within the "Low paid Woman" rules, for attendance at Conference. Why is this? The simple answer is that, we do not have those people in the Police and Justice Sector who would qualify for membership of our branches.

This fact has a detrimental effect on the ability of branches to send Activists to the Police and Justice Conference and dilutes the democracy within the Conference and within the Sector itself. Democracy must be about participation and when guidelines designed to ensure that proportionality is recognised damage the ability to be democratic, then the guidelines need to be adapted to suit the current working environment within the service group.

Conference notes that Rule D 1.4 refers to the issue of maintaining Proportionality and Rule D.3.4.5 provides that a service group may have a "scheme" by which they elect delegates to their conference.

Scheme changes such as this have been applied with other UNISON conferences such as the Lesbian, Gay, Bisexual and Transgender (LGBT) conference.

Conference therefore calls upon the Police and Justice Service Group Executive to take to amend the Police And Justice Conference scheme in accordance with Rule 3.4.5 and absolve any branch, who is able to demonstrate that they cannot meet the criteria for the above reasons, from the rule concerning "Low Paid Women" when attending conference and meetings, to include an undertaking that:

- 1) Proportionality is maintained in branch delegations where possible.
- 2) Where a branch does not have any Low Paid Women members, another member of the branch may take the seat, within the rules of proportionality.

***South East Regional Police and Justice Committee***

**Amendment to Motion 20: AMENDMENT TO 'POLICE AND JUSTICE CONFERENCE SCHEME' falls as motion 20 has been ruled out of order**

In action point 1 DELETE 'where possible'

***Lancashire Police***

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**Amendment Ruled Out of Order**

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The following amendment was ruled out of order because it seeks to change fundamentally the intent of the original motion

**Amendment to Motion 16: Crime Recording**

Add at end of first paragraph:

'Further, following the EU referendum vote on 23 July, fear of hate crime and hate crime itself had increased within our communities. Some of this is targeted at our own members who work in the police and justice service group.'

In third paragraph, after 'fewer cases to deal with' insert 'and prosecutions in relation to most reported offences have decreased'.

Add at end of third paragraph:

'Hate crimes are particularly likely to go unreported and unrecorded and there have historically been low levels of prosecution'.

Insert new action point 2:

2. monitor information on hate crime increases post-Brexit and continue to support police and justice members who themselves experience hate crime;

Renumber existing point 2 and add new action point at end:

4. highlight to our members the importance of reporting hate crime.

***National Lesbian, Gay, Bisexual and Transgender Committee***

## 4 Guide to the conference venue

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### The Southport Theatre & Convention Centre

#### HOW TO FIND THE VENUE



### The Southport Theatre & Convention Centre

The Promenade,  
Southport,  
PR9 0DZ,

**Telephone: 01704 540 454**

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The Southport Theatre & Convention Centre is situated on The Promenade, Southport.

#### From the South

- Join the M6 and continue north until Junction 26.
- Leave at J26 and go straight ahead onto the M58 heading towards Southport/Skelmersdale
- Exit the M58 at J3 signposted for Ormskirk
- From here follow signs for Southport (You will be traveling along the A570), after approx 10 miles you will enter Southport
- Continue to follow signs for the Promenade/Town Centre. The venue is situated on the main promenade next to the Floral Gardens and to the right of Funland (as you look at it). The entrance to the car park is at the far end of the building.

## **From the North**

- Join the M6 and continue North until Junction 31
- Leave at J31 and follow signs for the A59 towards Southport
- After approx 8.5 miles you will lead straight onto the A565 which will lead you into Southport
- The venue is situated on the main promenade next to the Floral Gardens and to the right of Funland (as you look at it). The entrance to the car park is at the right hand side of the building.

## **By Rail**

A frequent rail service runs from Liverpool Central Station to Southport. There are rail connections to Southport from most parts of the country via Wigan (from the North and South of England and from Scotland and Wales) and from the North East via Manchester stations. To check current timetables, availability and prices please contact National Rail Enquiries on 0845 7484950

## **Parking**

There is on-road pay and display parking around Southport as well as a number of off-road car parks. There are also two 'park and ride' car parks, one situated on The Esplanade at the Eco Centre and the other at Fairways.

The Sefton Council Car Park is situated close to the venue, this is a 24hr and pay and display. The address is Sefton Council Car Park, Floral Hall, Promenade, Merseyside, Southport PR9 0DY. The tariffs are:

£4.50 - max

## **Taxi**

Once you have arrived in Southport, it's easy to get around with a number of local taxi companies who can transport you door to door. If you require a taxi when you're in the town, Kwik Cars provide a reliable service and they can be contact on 01704 547 000.

## ***Directions by Bus/Coach:***

### **By Bus**

Call Travel Line on: 0870 608 2608

### **By Bus or Coach**

With a network of travel centres across Merseyside, Merseytravel operate a number of bus services to and from Southport. National Express coaches serve Southport from all major UK towns and cities making the town easily accessibly by coach.



### ***Directions by Air***

There are three airports less than an hour away:

**Liverpool John Lennon Airport** is located 7 miles from Liverpool City Centre and is fully integrated into the North West's Public transport system and located just ten minutes from the major motorway network making it easily accessible.

**Blackpool International Airport** is located at the end of the M55 which links up with the M6 and has public transport links nearby.

**Manchester International Airport** the UK's most accessible international gateways operating to more than 200 destinations. You can connect to the airport via a number of options including train, coach and road links.

### **IN TOWN**

There are lots of sandwich shops, restaurants and take aways within five minutes' walking distance. These are located on Lord Street and the side roads leading from the venue to Lord Street.

### **Photo facilities**

The nearest photo booth is five minutes' walk away and is located at the main post office in Lord Street. There is also a photo facility at the conference desk located at the promenade entrance foyer.

### **IN THE VENUE**

#### **Conference and Venue information**

You should enter the venue via the promenade entrance. These are the doors closest to the Ramada Plaza hotel. There is also an internal link from the hotel.

#### **Conference Hall**

The main conference hall will be in the Floral Hall on the lower promenade level. Delegate seating will be at the front of the hall and visitor seating at the back of the hall.

#### **Standing orders committee**

The standing orders committee room is on the Waterfront Suite 5 on the lower level promenade.

#### **Crèche**

We be located in the Ramada Hotel

#### **Card vote collection desk**

Branches can collect their card vote booklet from the card vote collection in Promenade entrance foyer. The collection point will be open from 2pm until 4.30pm on Wednesday 5<sup>th</sup> October and Thursday 6<sup>th</sup> October from 8.30am. Branches must collect their card vote booklet as early as possible, ideally before the commencement of conference.

### **Conference enquiry desk**

The conference enquiry desk will be located at street level in the promenade entrance foyer. The conference enquiry desk will be open:-

Wednesday 2pm – 6pm

Thursday 8.30am – 5.30pm

Friday 8.30am – 5.30pm

Saturday 8.30am – 1.30pm

### **Meeting rooms**

Meetings will take place in the Waterfront suites

### **Exhibitions**

The exhibition area will be located in the Foyer Promenade on the lower level.

### **Smoking**

The venue is non-smoking.

### **Catering**

Refreshments are available from the Promenade bar which is on street level.

### **Cloakroom**

A free cloakroom will be available on the lower level promenade. Opening times are: 9am – 5:30pm

### **First Aid**

If you require First Aid please ask a UNISON steward or contact the conference enquiry desk.

### **Public telephones**

The nearest public telephone is on Lord Street by Nat West bank.

### **Cash machine**

The nearest free cash machines are also at Nat West Bank on Lord Street which is a 10 minute walk away.

### **Wi-fi**

Free wi-fi is available.

### **Access and Access Officer**

The Southport Convention Centre is a purpose built conference venue and offers good wheelchair access. There are two passenger lifts located in the promenade foyer which take you down to the lower level promenade. There are wheelchair accessible toilets in the Promenade bar, in the lower level lobby next to the Waterfront Suites and in the ladies toilet at the back of the Floral hall.

UNISON staff member Raj Vekaria will be the access officer at conference. Questions at conference about access and facilitation at conference should be addressed to Raj (email address: [R.vekaria@unison.co.uk](mailto:R.vekaria@unison.co.uk)) and via the conference enquiry desk.

Delegates are reminded that their branch should provide them with expenses to purchase their meals.

## **Fire evacuation notes for delegates**

1. It is essential that delegates familiarise themselves with the nearest exit routes which are indicated by running men signs.
2. The venue management & staff are in control of emergency evacuation therefore the delegates must follow the instructions of the staff at all times. Conference Stewards and organisers are not required to assist and are requested to evacuate the building with the delegates.
3. Fire exits are clearly marked above door ways and by running men signs
4. Please note there are no scheduled fire alarms during your event.
5. There is no audible alarm – however in the event of an emergency an announcement will be made – following the announcement please follow the instructions of the venue staff.
6. Please do not attempt to use the lift – this cannot be used in the event of an emergency.
7. Once the venue has been evacuated please make your way to the pier forecourt.
8. **DO NOT ATTEMPT TO GAIN ACCESS TO THE VENUE UNTIL GIVEN CLEARANCE BY THE FIRE OFFICER AND VENUE MANAGER**

## 5 UNISON Rules and Standing Orders

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### UNISON RULES AND STANDING ORDERS

#### RULE D - SERVICE GROUP CONFERENCE

(See pages 15-16 of UNISON Rules)

- 3.4.1. Each Service Group shall hold a Conference annually, for a period not exceeding three days.
- 3.4.2. The policies of a Service Group shall be determined by the Group's Conference.
- 3.4.3. Arrangements for the Conference shall be made by the Group's Executive in accordance with the Standing Orders.
- 3.4.4. Each Service Group shall have a Standing Orders Committee comprising either a panel of members of the Standing Orders Committee of the National Delegate Conference or two representatives from and nominated by the members of the Standing Orders Committee of the National Delegate Conference, together with representatives from the Service Group.
- 3.4.5. Delegates to the Conference shall be elected annually in accordance with a scheme to be drawn up by the Group's Executive and approved by the Group Conference.
- 3.4.6. The following members shall have the right to attend the Conference and to speak, but not to vote:
  - .1 All members of the Group's Executive (subject, in the case of the members who are also members of the Standing Orders Committee, to the rules of that committee).
  - .2 The General Secretary, Deputy General Secretaries, head of group and such other staff as the National Executive Council, General Secretary, Group Executive or head of group may determine.
  - .3 One representative from each professional and sectional body.
  - .4 The chairperson of the Group's Standing Orders Committee.
  - .5 Two representatives of each Service Group Regional Committee.
  - .6 Two representatives (being members of branches in the relevant Service Group) of each Self-Organised Group at national level.
  - .7 Two representatives (being members of branches in the relevant Service Group) of the National Young Members Forum.

- 3.4.7 The Group's Standing Orders Committee shall be present at the Conference but except as provided for, shall take no part in the Conference proceedings.
- 3.4.8 In accordance with the rules of procedure each branch represented within the Service Group may submit motions and amendments to the Group's National Conference or any special conferences.
- 3.4.9 Each Self-Organised Group at the national level may submit a total of two motions to the Group's National Conference.
- 3.4.10 The National Young Members' Forum may submit up to two motions and two amendments to the Group's National Conference.
- 3.4.11 A special service group conference shall be convened on receipt, by the head of the service group, within any two month period, of requisitions to that effect, stating the business to be transacted, from branches representing not less than 25% of the service group membership.

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## **RULE P - STANDING ORDERS FOR CONFERENCES**

(See pages 54-59 of UNISON Rules) NB. These rules have been amended to refer to service group conferences only.

### **1. APPLICATION OF STANDING ORDERS**

- 1.1 These Standing Orders shall apply to all meetings of the Service Group Conferences held under Rule D.3.4.
- 1.2 In the case of a Service Group Conference, the appropriate Standing Orders Committee shall have power (but is not required) to decide at the request of the Service Group Executive that it is necessary that certain Standing Orders shall not be applicable to the Conference.
- 1.3 In application to Service Group Conferences, these Standing Orders shall apply, subject to the following modifications:
  - 1.3.1 "the Standing Orders Committee" shall mean the Standing Orders Committee referred to in Rule D.3.4.4;
  - 1.3.2 "the President" shall mean the Chairperson or Vice-chairperson of the Service Group Executive under Rule D.3.5.12 or such other person as the Service Group Executive or the Service Group Conference may have appointed to preside at the Conference;
  - 1.3.3 "the National Executive Council" shall mean the Service Group Executive;
  - 1.3.4 "the General Secretary" shall mean the Head of the Group;
  - 1.3.5 Rule P.3.1 shall not apply. The bodies who may propose motions and amendments for the Conference shall be: each branch represented within the Service Group; the Service Group Executive; Service Group Regional Committees and (where these are established) Sector

Committees. Self-Organised Groups at the national level and the National Young Members' Forum may submit a total of two motions and two amendments to the Conference.

- 1.3.6 Standing Orders Committees for Service Group Conferences, in exercising powers in accordance with Rule P.2.3, shall have regard to the national negotiating machinery in devolved administrations. The Standing Orders Committee may make recommendations to restrict voting to representatives of members covered by that machinery which shall be subject to ratification by Conference in accordance with Rule P.2.4.

## **2. STANDING ORDERS COMMITTEE**

- 2.1 The members of the Standing Orders Committee shall hold office from the end of one Conference until the end of the next 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 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.
- 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 another representative 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.
- 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. MOTIONS AND AMENDMENTS - PRE CONFERENCE PROCEDURE**
- 3.1 Motions, amendments and other appropriate business shall may be proposed for the Conference by the bodies set out in Rules D.1.10.3 and D.1.10.4.
- 3.2 Motions and amendments shall be sent to the National Secretary in order that the Standing Order Committee may consider them for inclusion in the preliminary agenda.
- 3.3 The date and time by which motions and amendments to be considered for the Conference shall be received by the National Secretary shall be stated in the timetable to be published under rule D.1.9.

#### **4-7 CONDUCT OF CONFERENCES**

- 4.1 The Service Group Conference shall meet in public session, except that by direction of the Service Group Executive or by resolution of the Conference the whole or any part of Conference may be held in private. In addition to the elected delegates and those who under Rule D.3.4.6 have the right to attend and speak at Conference, the only persons permitted to attend a private session of a Conference shall be
  - 4.1.1. such members of the staff as have been authorised by the Service Group Executive or the Head of Group to attend Conference
  - 4.1.2 such other persons as the Chairperson may determine.
- 4.2 The agenda for the Service Group Conference shall be arranged so that the first session of the Conference shall be in public, subject to Rule P 4.1 above.
- 5. Apart from the elected delegates and those persons who have the right to speak at the Service Group Conference under Rule D.3. 4. 6. no other person shall speak except by permission of the Standing Orders Committee.
- 6. Any questions of procedure or order raised during a Conference shall be decided by the Chairperson whose ruling shall be final and binding.
- 7.1 Upon the Chairperson 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 authorises proceedings to continue.
- 7.2 The Chairperson 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 his or her speech.
- 7.3 The Chairperson 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, she/he shall be named by the Chairperson, shall forthwith leave the Conference Hall, and shall take no further part in the proceedings of that Conference.

## **8. VOTING**

- 8.1 The method of voting shall be by a show of hands of the delegates present, unless a card vote is called by the Chairperson or immediately after the result of the show of hands has been declared by at least 10 per cent of the delegates registered at the Conference.
- 8.2 On a card vote, the delegate or delegates of a branch or group of branches shall be entitled to cast a total number of votes in accordance with the card issued to them in respect of their branch membership and such votes will be cast as a single block or may be divided in line with a branch mandate.
- 8.3 In the event of a card vote being called or demanded, the card 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 Chairperson's opinion may be directly affected by that result.

## **9. TELLERS**

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

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

- 10.1 A motion or amendment, which is shown on the final agenda, may not be withdrawn without the consent of the Standing Orders Committee, whose decision shall be reported to Conference.

## **11. MOTIONS AND AMENDMENTS NOT ON AGENDA**

- 11.1 A motion or amendment which is not shown on the final agenda may not be considered by Conference without the prior approval of the Standing Orders Committee and the consent of Conference, which shall be governed by the following rules:
- 11.2 Such motion or amendment shall be in writing, signed by the Secretary and Chairperson of the branch or branches on whose behalf it is submitted and shall be sent to the Standing Orders Committee at least five working days before the commencement of Conference, except if it relates to events which take place thereafter. It will state at which meeting it was debated and adopted.
- 11.3 For Service Group Conferences, the Service Group Regional Committee may submit 'Emergency Motions' in writing, signed by the Secretary and Chairperson and sent to the Standing Orders Committee at least five working days before the commencement of the Conference, except if it relates to events which takes place thereafter. It will state at which meeting it was debated and adopted.



- 11.4 If the Standing Orders Committee gives its approval to the motion or amendment being considered, copies of the motion or amendment shall be made available for delegates at least one hour before Conference is asked to decide whether to consent to the matter being considered.
- 11.5 An emergency motion will not be given priority over other motions and amendments on the agenda except where the Standing Orders Committee decide that the purpose of the motion in question would be frustrated if it were not dealt with at an earlier session of the Conference.

## **12. PROCEDURAL MOTIONS**

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

- 12.1 that the question be now put, provided that:
  - .1 the Chairperson may advise Conference not to accept this motion if in her/his opinion the matter has not been sufficiently discussed
  - .2 if the motion is carried, it shall take effect at once subject only to any right of reply under these Standing Orders.
- 12.2 that the Conference proceed to the next business
- 12.3 that the debate be adjourned
- 12.4 that the Conference (or any part thereof) be held in private session provided that:
- 12.5 a motion under Rules P12.1, P12.2 and P12.3 shall be immediately put to the vote without discussion and no amendment shall be allowed
- 12.6 the Chairperson may at her/his discretion permit a motion under Rule P12.4 to be discussed and amendments moved.
- 12.7 no motion under Rules P12.2 or P12.3 shall be moved by a person who has spoken on the motion or amendment in question.

## **13. AMENDMENTS TO A MOTION**

- 13.1 When an amendment to a motion is moved, no further amendment may be moved until the first one is disposed of, subject to Rule P.16.
- 13.2 When an amendment is defeated, a further amendment may be moved to the original motion.
- 13.3 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.
- 13.4 A delegate shall not move more than one amendment to any one motion, nor shall the mover of a motion move any amendment to such motion.

**14. LIMIT OF SPEECHES**

- 14.1 The mover of a motion or an amendment shall not be allowed to speak for more than **FIVE** minutes and each succeeding speaker for not more than **THREE** minutes, except where the Standing Orders Committee have decided otherwise.
- 14.2 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.

**15. POINTS OF ORDER**

- 15.1 A delegate may at any stage in a 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 Standing Orders.
- 15.2 Such a point of order must be raised as soon as the alleged breach occurs or at the earliest practicable moment thereafter.
- 15.3 The Chairperson's ruling on the point of order is final.

**16. GROUPED DEBATES AND SEQUENTIAL VOTING**

- 16.1 Where, in the view of the Standing Orders Committee, separate debates on specified motions and/or amendments dealing with the same subject matter would lead to undue repetition in the debates, a grouped debate and/or sequential voting may be adopted by Conference.
- 16.2 The following procedure will be followed:
- .1 The Chairperson will advise Conference of the order of business and of the sequence in which motions and amendments will be moved and voted on following a general debate, and of the effect of certain proposals on others.
  - .2 All motions and amendments included in the debate shall be moved.
  - .3 The general debate shall take place.
  - .4 The Chairperson shall again state the order of voting and shall advise Conference which, if any, motions or amendments will fall if others are carried.
  - .5 Voting will take place on motions, preceded by relevant amendments, in the order in which they were moved.
  - .6 A debate being conducted under this procedure may not be adjourned until after all the motions and amendments have been moved.

**17. REPORTS BY SERVICE GROUP EXECUTIVE**

- 17.1 After the opening of Conference the Service Group Executive shall present its report for the past year. The items of the report shall be discussed on a subject basis and in conjunction with any motion on the agenda, which bears directly upon any part of the report.
- 17.2 If the Service Group Executive presents a report to Conference, which contains proposals or recommendations requiring approval and adoption by Conference, the Executive shall submit it under a motion seeking such approval and adoption.

**18. REFERENCE OF OUTSTANDING ITEMS TO THE SERVICE GROUP EXECUTIVE**

- 18.1 If at the end of the Service Group Conference, the business of the Conference has not been concluded, all motions and amendments then outstanding shall stand referred to the Service Group Executive, which shall in due course report to members its decision on these matters.

**19. SUSPENSION OF STANDING ORDERS**

- 19.1 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 that Conference and to the proceedings thereon at that Conference, provided that at least two-thirds of the delegates present and voting shall vote for the resolution, or in the case of a card vote at least two-thirds of the votes cast are for the resolution.

## **6 Police and Justice Service Group Constitution**

### **1 Regional Structures**

#### **1.1**

UNISON Rule D 3.6.1 applies within the Police and Justice Service Group.

Rule D 3.6.1 states that:

“Except where the Service Group is organised on a non-regional basis, or where the Service Group’s Executive decides otherwise, there shall be in each Region of the Union be a Service Group Regional Committee, elected in accordance with a scheme of representation adopted by the Service Group Executive.”

#### **1.2**

In light of this decision:

- Each UNISON region/devolved nation will have a Regional Police and Justice Service Group Committee (except in Northern Ireland where UNISON does not organise Police and Justice members and London where UNISON does not organise police staff members).
- This body will need to come together as required to nominate regional representatives to the Police and Justice Service Group Conference and to submit motions to the conference and to comply with any additional rule book requirements.
- Each region will need to ensure that separate meetings of the Regional Service Group sectors can be facilitated as required if there are issues that need to be discussed and, in particular, to ensure there can be indirect elections to the national sector committees.
- Regions should determine a method for representation from branches that meet proportionality and fairness requirements.
- In effect, provided the above recommendations can be implemented; regions can determine their own structures. It is unlikely that a region will need to replicate the national structure by having a standing regional Police and Justice Service Group Committee and two sector committees. It is more likely that regions will follow one of the following options: set up a regional Police and Justice Service Group Committee which can split into sectors as required or two sectors which can meet jointly to form the regional Police and Justice Service Group Committee as required.
- Regions will provide the Police and Justice SGE with the constitution of Regional Service Group Committees, and any subsequent amendments for ratification.

## **2 Police & Justice Service Group Executive (SGE)**

### **2.1**

The role of the SGE should be to:

- Agree the priorities and objectives of the whole Service Group (including its committees)
- Approve the Group's (and its committees) work programmes
- Approve the Group's budget bid and monitor expenditure
- Monitor activities of the Group to ensure that work programmes are being carried out and conference decisions actioned
- Take a strategic overview of the group's activities
- Monitor fair representation and proportionality with regard to national committees and service group conference
- Liaise with national self-organised groups
- Support branch development as appropriate
- Seek to resolve policy conflicts within the Group
- Agree group policy on relevant issues
- Provide advice, guidance and support to regions and branches.

### **2.2**

The composition of the SGE will be:

Police Staff 20 seats - directly elected by police staff members on a regional basis – 1 general and 1 female seat per region

Probation 5 seats – directly elected by probation members on a national basis – 2 general and 3 female seats

CAFCASS 2 seats – directly elected by CAFCASS members on a national basis – 1 general and 1 female seat

Police and Justice NEC representatives 2 seats directly elected on a national basis – 1 general and 1 female seat

Total 29 seats

NB: "Directly elected" means members are elected by a ballot of all members.

"Indirectly elected" means members are elected to a national committee by a regional committee.

### **2.3**

Where national sector committee chairs are not directly elected onto the SGE, they become additional members of the SGE.

### **2.4**

Representatives of the SGE should meet with National Self-Organised Group (SOG) representatives and National Young Members' Forum on a formal basis and attend SOG Conferences as a practical way of involving Self-Organised Groups in the work of the Service Group.

## **3 Sector Committees**

### **3.1**

The following National Sector Committees in accordance with Rule D 3.7 will be established, recognising that currently, in accordance with Rule 3.7.3, any sector committee established shall be indirectly elected according to the scheme of representation determined by the Service Group for the sector in question.

- • Police Staff (England & Wales) Sector Committee
- • Police Staff (Scotland) Sector Committee
- • Probation Sector Committee
- • CAFCASS Sector Committee

In accordance with Rule D.3.7.1, these sector committees will be established as the basis for policy formulation, collective bargaining and the representation of occupational and professional interests.

### **3.2**

Police Staff Sector Committee (England and Wales)

The Police Staff Sector Committee (England and Wales) will consist of two representatives per region, (1 general seat and 1 female seat). Members will be elected for a 2 year term of office;

either:

#### **3.2.1**

Indirectly elected by regional police staff sector committees (current arrangements)

or

#### **3.2.2**

Directly by members of the sector in each region. (This option would require a rule change to allow direct elections to National Sector Committees.)

The Chair of the Sector Committee will be elected by the members of the Sector Committee at its first meeting for a 2 year term of office.

The UNISON representatives on the Police Staff Council Trade Union Side will be elected by and from the Police Staff Sector Committee (England and Wales) at its first meeting for a two year term of office.

### **3.3 National Probation Sector Committee**

The National Probation Sector Committee will consist of two representatives per region, with 1 general seat and 1 female seat. Members will be indirectly elected by regional probation sector for a 2 year term of office. The Chair of the Sector Committee will be elected by the members of the Sector Committee at its first meeting for a two year term of office.

The UNISON representatives on the Probation National Negotiating Council will be elected by and from the National Probation Sector Committee at its first meeting for a two year term of office.

### **3.4 Police Staff Sector Committee (Scotland)**

The Police Staff Sector Committee (Scotland) will have 12 members. Each Force area or dedicated police branch will have 1 representative, and the Scottish Police Services Authority Sub Group will have 2 representatives. In addition, the Secretary and Chair of the Regional Service Group will be members.

### **3.5 CAF/CASS National Sector Committee**

The CAF/CASS Sector Committee will comprise a maximum of 3 representatives from each Area, i.e. 3 from North, Central and South (total of 9 members). There will be co-opted members from any group not represented such as Family Support Workers, Office Managers, Specialist Service Managers, and Specialist Business Support Staff.

## **4. Proportionality and Fair Representation**

### **4.1**

On the basis of information available, the proposed scheme of representation to the SGE and Sector Committees is reflective of proportionality. The SGE will have an important role in monitoring and ensuring that this is the case.

### **4.2**

Fair representation may prove more difficult in application. The rule book defines fair representation on the broad balance of representation of members of the electorate, taking into account such factors as age and low pay, the balance between part time and full time workers, manual and non-manual workers, different occupations, skills, qualifications, responsibilities, race, sexual orientation, disability and gender identity.

### **4.3**

It is important that all these principles are observed, therefore:

- The SGE in conjunction with regions monitor the composition of all national committees to ensure that the principles of proportionality and fair representation are met in accordance with guidelines drawn up by the NEC.
- The SGE be authorised to take whatever action within the Rule Book, which it believes necessary to ensure these principles are adhered to.

- That branches and regions adhere to the principles of fair representation and proportionality when making nominations to national bodies.
- That regions be authorised to monitor and take appropriate action to ensure these principles are adhered to.

### **5 Police and Justice Service Group Conference**

The scheme of branch representation to future Service Group conferences should be as follows:

- Branches with up to 500 police and justice members are entitled to elect 2 delegates per 500 members or part thereof
- Branches with over 500 police and justice members are entitled to elect 1 additional delegate per 500 members or part thereof
- In accordance with NEC guidelines the third delegate's seat will be reserved for low paid women members earning less than £8.91 per hour and the fourth delegate's seat will be reserved for a young member age 26 or under
- Branches unable to populate seats for low paid or young members have the right of appeal to their region.

The Service Group Standing Orders Committee (SOC) shall comprise:

- 2 representatives from the National Delegate Conference SOC
- 1 Police Staff member per region
- 2 Probation members (nominated by the National Probation Sector Committee)
- 1 CAF/CASS member (nominated by the National CAF/CASS Sector Committee)

### **6 Format of Conference**

The format of Conference will be as follows:

Day 1: 9:30 am to 5 pm - Annual Report, Motions

Day 2: 9:30 am to 5 pm - Plenary and Workshop Sessions including external speakers

Day 3: 9:30 am to 1 pm - Plenary and Workshop Sessions including external speakers

Arrangements for future conferences to be reviewed in light of the experience