



# UNISON Conference Bulletin

## National Black Members' Conference 2017

July 2016

Conference Team  
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**This bulletin contains the timetable for the 2017 National Black Members' Conference  
Please note that both motions and delegations can only be submitted online.  
There are no paper forms for registration.**

**UNISON National Black Members' Conference 2017 will be held at the Brighton Centre  
from 1.00pm Friday 20 January to 12.30pm Sunday 22 January 2017.**

The Brighton Centre  
Kings Road  
Brighton  
East Sussex  
BN1 2GR

Tel: 01273 290131

Fax: 01273 779980

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

### **Timetable**

Deadline for Submission of Motions on the OCS	12.00 noon	Friday 23 September 2016
Deadline for Submission of Amendments to Standing Orders on the OCS	12.00 noon	Friday 23 September 2016
Publication of Preliminary Agenda		Friday 21 October 2016
Deadline for Submission of Delegates on the OCS	5.00pm	Friday 11 November 2016
Deadline for Amendments to Motions on the OCS	12.00 noon	Friday 25 November 2016
Deadline for babysitting and crèche requests on the OCS	5.00pm	Friday 25 November 2016
Deadline for reasonable adjustment requests for access on the OCS	5.00pm	Friday 9 December 2016
Publication of Final Agenda		Friday 17 December 2016
Deadline for Submission of Emergency Motions on the OCS	9.00am	Friday 6 January 2017
Deadline for Submitting Change of Delegates on the OCS	5.00pm	Tuesday 17 January 2017

Enclosed with this Conference Bulletin, and also available on the UNISON webpage at <https://www.unison.org.uk/events/2017-black-members-conference/> are the following documents:

Delegate Travel Forms  
Visitor Travel Forms  
Standing Orders for Black Members' Conference  
Advice from Standing Orders Committee

Meetings of Black members' groups should be arranged in good time to ensure that motions/amendments are agreed and submitted by the closing dates.

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

**Which branch officers can use the OCS?** Motions can be submitted at branch level by the Branch Secretary, the Branch Black Members' Officer or the Branch Equal Opportunities Officer. Branch employed staff are also able to enter motions but do not have authority to submit them on behalf of a branch. Delegates can be submitted at branch level by either the Branch Secretary or the Branch Chair.

At regional level, the regional secretary is authorised to submit the motion/delegation, with the regional convenors receiving an instant e-mail copy. This process is replicated at national level for national bodies and their relevant chairs and secretaries.

**Which members can use the OCS?** When a member is registered as a delegate to a conference, they will receive an e-mail informing them of this as long as their e-mail address is listed on the RMS. They can then also access the OCS to upload their photograph, to make online requests for reasonable adjustments and crèche places, which should be made by the stated deadline.

**How will these people access the OCS?** Users access the OCS via the UNISON website at [www.unison.org.uk](http://www.unison.org.uk) and clicking on 'My UNISON' - which is located at the top of the front page. Using your UNISON membership number and surname, register once and you will be issued with a password. For subsequent access, simply click on 'My UNISON' and then 'Sign-in now' and you will need your membership number and the password you were issued. Branch employed staff should call their regional contact.

**What if the correct branch people have accessed 'My UNISON' but then cannot access the OCS?** Key to accessing the OCS is ensuring that the data held on UNISON's membership system, the RMS, is correct. It records which members hold the key positions of Branch Secretary and Branch Chair. If this information is incorrect, or if it changes, the branch needs to ensure that the RMS records are updated immediately. Then the individual should call their regional contact.

**What else needs to happen?** It will help the system to function if these key branch people also have an e-mail address stored on their RMS records. Please contact your branch or regional RMS team urgently, to make this happen. Each delegate within a delegation should also have their date of birth stored on the RMS.

**Delegates and Visitors to Conference:** It is important that we collect e-mail addresses for those Black members wishing to participate in any way in the conference. The e-mail address can be any one that you have easy access to e.g. your personal e-mail, branch e-mail or that of a friend or relative.

- If you already have an e-mail address and access to the UNISON website, the quickest way

to update your details is to go to the UNISON website and click on My UNISON – you will need your UNISON membership number.

- If you don't have an e-mail address or don't have access to the UNISON webpage, you can contact UNISONdirect on 0800-0-857-857 and provide them with the details of your preferred e-mail address to update your UNISON Membership records – you will need your UNISON membership number.
- Or, you can contact your local UNISON branch and provide them with the details of your preferred e-mail address to update your UNISON membership records – you will need your UNISON membership number.

### Key contacts:

If you have a 'My UNISON' registration issue: UNISONdirect on 0800-0-857-857

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

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

Region	Contact	Tel	E-mail
Eastern	Amanda Tickner	01245 608909	<a href="mailto:a.tickner@unison.co.uk">a.tickner@unison.co.uk</a>
East Midlands	Mark Ward	0115 847 5408	<a href="mailto:m.ward@unison.co.uk">m.ward@unison.co.uk</a>
	Colleen Forrest (Thurs & Fri only)	0115 847 5468	<a href="mailto:c.forrest@unison.co.uk">c.forrest@unison.co.uk</a>
Greater London	Shelley Davey Lorraine Tant Cally Thompson	0207 535 6648	<a href="mailto:glrconference@unison.co.uk">glrconference@unison.co.uk</a>
Northern	Allison Jackson	0191 245 0805	<a href="mailto:a.jackson2@unison.co.uk">a.jackson2@unison.co.uk</a>
Northern Ireland	Elizabeth Robinson	02890 270190	<a href="mailto:e.robinson@unison.co.uk">e.robinson@unison.co.uk</a>
North West	Val Rothwell	0161 661 6701	<a href="mailto:v.rothwell@unison.co.uk">v.rothwell@unison.co.uk</a>
Scotland	Rosaleen Rodgers	0141 342 2816	<a href="mailto:r.rodgers@unison.co.uk">r.rodgers@unison.co.uk</a>
	Jean Fraser	0141 342 2880	<a href="mailto:j.fraser@unison.co.uk">j.fraser@unison.co.uk</a>
South East	Catherine Still	01634 285708	<a href="mailto:c.still@unison.co.uk">c.still@unison.co.uk</a>
	Kieran Pearson	01483 406510	<a href="mailto:k.pearson@unison.co.uk">k.pearson@unison.co.uk</a>
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	<a href="mailto:j.gollings@unison.co.uk">j.gollings@unison.co.uk</a>
Cymru/Wales	Rosa Pickavance	01792 483910	<a href="mailto:r.pickavance@unison.co.uk">r.pickavance@unison.co.uk</a>
West Midlands	Claire Kenny	0121 685 3174	<a href="mailto:c.kenny@unison.co.uk">c.kenny@unison.co.uk</a>

Yorkshire & Humberside	Laraine Senior	0113 218 2333	<a href="mailto:l.senior@unison.co.uk">l.senior@unison.co.uk</a>
	Tracy Shearon	0113 218 2349	<a href="mailto:t.shearon@unison.co.uk">t.shearon@unison.co.uk</a>

### **Registration and Funding of Delegates**

**To be eligible to attend the National Black Members' Conference you must self-define as Black and must be a member of one of the following groups:**

Branch Black Members' Group  
Regional Black Members' Group  
National Black Members' Committee  
National Disabled Members' Committee, Lesbian, Gay Bisexual and Transgender Committee, and Women's Committee  
National Young Members' Forum

### **Branch Representation**

Each branch may send six delegates to the conference.

### **Proportionality and Fair Representation**

In line with all other UNISON conferences, the principles of proportionality and fair representation contained in the NEC's Scheme of Branch Representation will be applied to encourage participation of groups such as young and low paid members in particular.

- 1) The gender make up of the delegation must be based on the gender make up of the branch.
- 2) If the delegation only comprises one full delegate, then this delegate may be male or female.
- 3) Branches sending 4 delegates must include one low paid woman member in the delegation.
- 4) Branches sending 5 delegates must include one young member in the delegation (i.e. age 26 or under at end of conference).

### **National and Regional Representation**

The following bodies are eligible to send two delegates (at least one of whom must be female): Regional Black Members' Groups, National Disabled Members' SOG, National Women's SOG, National LGBT SOG, National Young Members' Forum, National Retired Members' Organisation.

### **Funding of Places**

Branches or regions are responsible for providing funding for their delegates to national self-organised conferences to cover accommodation, subsistence, to meet the costs of dependent care (including babysitting whilst at Conference) and personal assistance costs. Only travel costs will be reimbursed to branches and regions from central funds.

Branches are reminded that they should consider their funding arrangements when determining the number of delegates they are sponsoring to this event. Branches may apply for additional

funding from the region to meet the cost of access needs associated with sponsorship to this event, contact your regional officer for further advice. Additional national funding for branches with identified exceptional circumstances may be available to support the attendance of delegates at this event if the branch is at risk of suffering financial difficulties; application should be made in writing to the Finance Officer. Further advice about applying for additional funding is available from Tim Bertuchi on 020 7121-5467.

### **Transgender Members**

UNISON applies strict rules on proportionality in branch conference delegations, to ensure proper representation of women. Members who are in the process of transitioning gender may not yet have changed their UNISON membership details. For example, a member may wish to attend the Black Members' Conference as a woman, but still be attending work as a man. Members will be registered for the Black Members' Conference as the gender in which they will attend the Conference, irrespective of their gender recorded on the RMS.

To ensure that branch delegations including transgender members are not rejected on grounds of proportionality, please contact the Conference Office on 020-7121 5123 with information on any online delegate submissions which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

### **Data Protection**

Delegates should be aware that the information collected via the online conference system, in addition to information held on UNISON's membership database, will be used for statistical purposes and for the organising and administration of Conference in compliance with the requirements of the Data Protection Act 1998.

### **Fitness to Attend Conference**

With the introduction of Fitness to Work sick notes are slightly different now. Members who are off sick from work may have an illness/condition which means they can't perform some tasks but can perform others. They may have a fitness to work certificate which means they return to work with certain caveats – e.g. places limits on the types of tasks they can perform at work and duration.

So if a member is not at work and off sick and wants to attend the National Black Members' Conference they need to ask for a note from their GP indicating they are fit to attend the conference (travel/sitting for long periods). We also advise them to get a note from their employer agreeing to their attendance at conference, as this may be a different activity from those at work which they are not able to do.

Members should send a copy of the Fitness to Attend note to Stephanie Grant, Conference & Events Manager and Designated Health & Safety Manager, in advance of the conference. This information will be treated with confidentiality.

### **Extras \*\*\*IMPORTANT NEW INFORMATION\*\*\***

From now on, requesting 'Extras' such as Childcare, Reasonable Adjustments or Facilitators on the Online Conference System (OCS) can only be done by the registered delegate themselves. Once a delegate is registered, the OCS will automatically send out an e-mail to the person with a web link which they can click on to access the OCS and input the Extras they require. For any assistance please contact your regional conference contact from the list in this bulletin.

## **Reasonable Adjustments**

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted by **Friday 9 December 2016**.

For any reasonable adjustments required, please complete the request online by the stated deadline. Authorisation for personal assistance/facilitation is required from your Branch Secretary that this expenditure will be approved.

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

While we work within the context of the social model of disability this does not mean that UNISON can automatically provide all resources that are requested as adjustments. We have to consider the finite resources available both in terms of space and finances in order that we can balance our commitment to the social model with the resources available, and channel them to where they are needed most.

The process for managing requests that we adopted at 2016 National Delegate Conference has shown that with better information from members we can better address individual needs, allocate resources fairly, retain the ability to respond flexibly at conference and reduce the impact on other members.

Members requesting seating, tables, footrests, which impact on the space available on the floor of conference, will be asked what barriers they face that require this adjustment for their participation.

While not requesting detailed personal information, UNISON will require sufficient information in order to understand the barriers faced to get the right resources to the right people for this Conference. This will assist us in making adjustments that are meaningful and appropriate to the individual.

The union will determine the allocation of limited resources. If necessary, this may include reserving the right to seek additional information.

We will apply a necessary cut off point for requests, as close as possible to the conference while not impacting on the requirements to produce regional seating plans in good time for advance circulation. The deadline is **Friday 9 December 2016**.

We will retain a limited ability to respond to unexpected circumstances that affect a delegate at short notice prior to the conference.

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

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

## **Creche and Babysitting**

Please note that crèche provision is available **for delegates only** for children up to the age of 16 years. Arrangements have been made for Nipperbout, the company contracted to provide crèche facilities at all UNISON national conferences, to provide babysitting. Should you require this service please complete the request online, by **5pm, Friday 25 November 2016**.

Delegates are reminded that the cost for babysitting is borne by the branch so authorisation is required from your branch secretary that this expenditure will be approved.

### **Change of Delegate**

Branches may change delegates up to the start of Conference. A member registering as a substitute branch delegate must have been eligible to represent the branch at the closing date for registration of delegates **Friday 11 November 2016**. Any changes must be in accordance with the Scheme of Branch Representation.

After **5.00pm, Tuesday 17 January 2017** no more changes can be made on the OCS. If a branch needs to make an emergency change to its delegation after this date then an 'Emergency Change of Delegate' form will need to be completed. This form will be available on the UNISON website from Monday 16 January and will also be available from the Conference Desk at the Brighton Centre.

### **Standing Orders Committee**

Also enclosed is advice from the Black Members' Standing Orders Committee on submission of motions.

### **Elections**

Elections to appoint or re-appoint members of the Standing Orders Committee will be held at Conference. Notices for the election and the nomination procedures will be circulated with the Preliminary Agenda.

### **Travel Arrangements**

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

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

### **Accommodation**

Branches are encouraged to arrange accommodation through VisitBrighton. Using the booking service supports the work of our members in local government and ensures our continuing ability, as a not-for-profit organisation, to secure preferential rates for our conference venues.

There will be a wide choice of accommodation including accessible bedrooms and apartments across the city. You can book and secure your own accommodation using either pro-forma invoices or credit/debit card. If you require any assistance with your reservation, support is available via the Accommodation Booking team.

To book accommodation for this event, please use the following link:

<https://resweb.passkey.com/go/BUBMC2017> Or telephone VisitBrighton on 01273 292626, email: [delegates@visitbrighton.com](mailto:delegates@visitbrighton.com).





**UNISON Black Members' Conference,  
Friday 20 – Sunday 22 January 2017, Brighton  
DELEGATE RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name \_\_\_\_\_ A/C Code. 0-22-15-40

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

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

**Additional Travellers**

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

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

**Journey Details**

	Date	Time of Travel	From	To	Sleeper Y/N
Outbound					
Return					

Please tick the appropriate boxes

**Ticket Type**    Single     Return     Flexible     Fixed

Do you require any special Requirements, i.e. seating preference? **Y/N** If yes, please give details below

Do you hold a Travel Discount Card?    Y/N

If the answer is yes, which card do you hold? \_\_\_\_\_

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

Name _____	
Address _____	
_____	
Tel No. _____	E-mail _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

**Tel No:**    0800 091 4272

**Fax:**    0141 226 2960

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

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

# GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

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

**UNISON Black Members' Conference,  
Friday 20 – Sunday 22 January 2017, Brighton  
DELEGATE AIR TRAVEL APPLICATION FORM**

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

Delegate Name \_\_\_\_\_ A/C Code 0-22-15-40

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

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

**Additional Travellers**

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

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

**Journey Details**

**OUTBOUND FLIGHT**

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

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

**RETURN FLIGHT**

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

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

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

Please fill in the name and address tickets should be sent to:

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

Listed below are contact details for STEWART CORPORATE TRAVEL:

**Tel No:**      **0800 091 4272**                      **Fax:**   **0141 226 2960**

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

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

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3. One form should be completed per delegate.
4. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
5. If you are unsure of the time of the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
6. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
8. Journey details must be as precise and clear as possible indicating,
  - Date of travel, both outward and return
  - Preferred time of travel
  - Departure and destination Airports
9. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Air fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
10. Stewart Corporate Travel address:  
  
3rd Floor  
Sterling House  
20 Renfield Street  
Glasgow G2 5AP

**UNISON Black Members' Conference,  
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VISITORS RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

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

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

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

**Additional Travellers**

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

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

**Journey Details**

	Date	Time of Travel	From	To	Sleeper Y/N
Outbound					
Return					

Please tick the appropriate boxes

**Ticket Type**    Single     Return     Flexible     Fixed

Do you require any special Requirements, i.e. seating preference?    **Y/N**    If yes please give details below.

Do you hold a Travel Discount Card?    Y/N

If the answer is yes, which card do you hold? \_\_\_\_\_

Please fill in the name and address tickets should be sent to:

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

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3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per Visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. If you hold a Travel Discount Card such as the Young Persons/Student, Disabled or Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
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Visitors Name \_\_\_\_\_

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

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

**Additional Travellers**

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

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

**Journey Details**

**OUTBOUND FLIGHT**

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

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

**RETURN FLIGHT**

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

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

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

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  - Preferred time of travel
  - Departure and destination Airports
10. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Air fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
11. Stewart Corporate Travel address:  
  
3rd Floor  
Sterling House  
20 Renfield Street  
Glasgow G2 5AP



To: Branch Secretaries of all UNISON Branches  
Secretaries to Regional Black Members' Committees  
Secretary to the National Black Members' Committee

***Please take the time to read the advice and guidance contained within this bulletin as it will aid you in drafting motions and ensuring they are not ruled out of order.***

July 2016

Dear Colleague,

**UNISON BLACK MEMBERS CONFERENCE 2017 –  
ADVICE FROM THE STANDING ORDERS COMMITTEE**

This circular sets out advice from the UNISON Black Members' Standing Orders Committee on the submission of competent motions, amendments and emergency motions to the UNISON National Black Members' Conference.

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

The Standing Orders Committee hope that these guidelines will be useful in assisting branches, regions and national committees to prepare motions for Conference and will reduce the number ruled out of order.

Feel free to contact me if you or your committee needs help or guidance to prepare motions or amendments.

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

Yours sincerely,

*Monica Hirst*

**Monica Hirst**

Secretary to the National Black Members' Conference Standing Orders Committee

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## **2015 NATIONAL BLACK MEMBERS' STANDING ORDERS COMMITTEE Guidelines for Submitting Motions, Amendments and Emergency Motions**

Each year the Standing Orders Committee (SOC) issues guidance to submitting bodies on what to be aware of when submitting motions and amendments to the National Black Members' Conference. The SOC is not able to vet or approve motions prior to their submission; however the following guidance is detailed advice and branches and other bodies planning on submitting motions should find it helpful.

The Standing Orders Committee decides whether motions are competent or out of order. We do not approve the policy content of the subject matter but we do decide whether the motion is competent for debate.

### **1. Submitting bodies**

The bodies who can submit motions and amendments to the National Black Members' Conference are:

- Branch Black Members' SOGs
- Regional Black Members' Committees
- National Black Members' Committee (NBMC)
- The Black Lesbian, Gay, Bisexual and Transgender Members' Caucus Group
- The Black Disabled Members' Caucus group
- The Black Women's Caucus Group
- The National Young Members' Forum

### **2. Subject Matter**

All motions, amendments and emergency motions submitted to the agenda for National Black Members Conference **must** be relevant to Black members. Motions that are relevant to the union as a whole rather than to Black members should be sent to National Delegate Conference.

#### **a) Staffing**

Motions dealing with staffing matters are not appropriate for National Black Members Conference. The National Executive Council (NEC) and the General Secretary have responsibility for the employment of staff under Rule D.2.10. 1 and D.10.2

#### **b) Industrial Action**

Rule O – Industrial Action gives exclusive power to the NEC to authorise industrial action. To be lawful, industrial action must relate to a trade dispute as defined by s.218 of the Trade Union and Labour Relations (Consolidation) Act 1992.

Motions calling for industrial action over privatisation or 'the cuts' do not fall within the legal definition of a trade dispute and so must not be debated as this would put the union in legal jeopardy. Any motions relating to industrial action must not contravene Rule O which relates to industrial action or Rule B.4.5 which requires the union to act lawfully.

## **2015 NATIONAL BLACK MEMBERS' STANDING ORDERS COMMITTEE**

### **Guidelines for Submitting Motions, Amendments and Emergency Motions**

Motions or amendments must not describe previous or current trade disputes as being 'against privatisation' or similar words, as this could leave the union open to legal challenge.

#### **c) Political Fund/Labour Link**

Matters relating to the Labour Party, both in relation to internal issues and in respect of matters to be pursued at Labour Party Conference, are properly dealt with by the Affiliated Political Fund through its own structures, not Black Members Conference. The rules governing the Political Fund include both the Affiliated and the General Political Funds.

The term 'UNISON sponsored MP' is inaccurate as it is illegal to 'sponsor' MPs to undertake advocacy. A motion or amendment which uses this term will be ruled out of order. Submitters of motions and amendments may refer to UNISON's parliamentary group of MPs or the relevant group in the devolved institutions or the European Parliament.

#### **d) Motions relating to Legal services**

Rule K of the Rule Book gives absolute discretion to the NEC in relation to the provision of legal services to members. Motions that request that specific legal action is taken by the union will be ruled out of order.

#### **e) Legal proceedings**

The principle applied by the SOC is that the National Black Members' Conference cannot compromise existing or potential legal proceedings for either party in a case. Proceedings include potential, past or current Rule I disciplinary issues.

If there is a possibility that a motion may prejudice proceedings, the SOC will seek legal advice. If the advice is that a motion either directly or indirectly refers or could lead to reference to a particular case either expressly or by implication, or if a decision at Conference could be used in a case by any party, the SOC will rule the motion out of order.

On some very limited occasions it may be necessary to rule a motion out of order, not because of its content, but because it would be impossible to debate the motion without the details of a particular legal case arising.

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

#### **f) Citizenship**

Some issues, which initially may be relevant to Black members Groups, such as the withdrawal of the Education Maintenance Allowance may also be a citizenship (union wide) issue, of relevance to the whole union because of its impact on all young people. Such motions when submitted to National Delegate Conference can instruct the whole union to adopt a policy or campaign

## **2015 NATIONAL BLACK MEMBERS' STANDING ORDERS COMMITTEE**

### **Guidelines for Submitting Motions, Amendments and Emergency Motions**

#### **3. Submitting Motions**

Motions/amendments, etc must be submitted electronically using the Online Conference system (OCS). As well as supporting UNISON's environmental policy by moving away from a paper-based system, this allows greater transparency and accuracy in all submissions. All items are time and date stamped by the system to ensure there is no dispute about the date and time of submission.

#### **4. Competency**

Motions **must instruct** the NBMC to actually do something. Motions that "call upon conference" or make general statements without a specific instruction to the NBMC will be ruled out of order.

Motions can only instruct the NBMC. Motions that instruct other parts of the union e.g. Labour Link, TUC, will be ruled out of order.

Motions can ask the NBMC to "work with" other parts of the union but cannot ask that the NBMC "obtain the support" of any other parts of the union or outside body as this implies that the NBMC **must** obtain the support – and this cannot be guaranteed. To be competent, any instruction should say "seek to obtain the support" of the body.

#### **5. Amendments to motions**

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

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

**Amendments to a motion cannot be submitted by the branch / body that submitted the original motion.**

Once a motion has been ruled out of order it **cannot** be amended.

#### **6. Emergency Motions**

An emergency motion should be submitted, in accordance with Rule P.11. Branches which submit emergency motions during Conference will have to provide the Standing Orders Committee with details of their branch rules covering advance notice for convening meetings and branch quorum.

The Branch/Region/Committee will have to show:

- The matter could not be raised in debate on the agenda
- The action called for is not covered by another motion, amendment or composite
- The facts giving rise to the subject matter have occurred since the closing date for the submission of motions and amendments. It is not sufficient that the branch was not aware of the facts until after the closing date.
- The subject of the emergency motion cannot be dealt with through normal channels, other than at National Black Members Conference.

## **2015 NATIONAL BLACK MEMBERS' STANDING ORDERS COMMITTEE**

### **Guidelines for Submitting Motions, Amendments and Emergency Motions**

The motion should be accompanied by an explanation of the reasons why it could not be submitted in accordance with the normal procedures and deadlines. The strict application of these criteria will ensure that only matters of a genuine emergency will be admitted onto the agenda.

#### **7. Emergency motions amendments**

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

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

#### **8. Tidying up**

As a general principle, as little as possible of a branch/region's original motion or amendment should be altered and where changes are made, the branch/region is informed.

Any tidying up will relate to;

- Points re-numbered or re-lettered using a common format, to avoid confusion at amendment stage
- Any clearly incorrect spelling or typos, however where there is any ambiguity as to the intention of the motion, no change will be made
- Alterations to grammar where there is a query on the meaning of the motion and the submitter has given clarification.

#### **9. Motion Competency Checklist**

All motions must be considered by a quorate meeting.

The content of the motion:

- Must be appropriate for National Black Members Conference.

The subject matter:

- Must be wholly or predominantly relevant to black members
- Must have clear action points for the National Black Members Committee to carry out
- Must only instruct the National Black Members Committee; although it may instruct the NBMC to liaise with / call upon other sections of the union.

The subject matter:

- Must not relate to general (citizenship) issues which are properly a matter for National Delegate Conference
- Must not relate wholly or predominantly to the business of another service group; or to policies for the Labour Party which are the business of the Political Funds
- Must not commit National Black Members Conference to spend national funds
- Must not contravene UNISON's rules
- Must not contain instructions for unlawful action

## 2015 NATIONAL BLACK MEMBERS' STANDING ORDERS COMMITTEE Guidelines for Submitting Motions, Amendments and Emergency Motions

- Must not refer to legal proceedings which are a matter for the NEC
- Must not refer to staffing issues inappropriately.

### 10. Best practice on writing motions and amendments

- Using 'Black' in UNISON

In UNISON 'Black' is used to indicate people with a shared history. Black with a capital 'B' is used in its broad political and inclusive sense to describe people in Britain that have suffered colonialism and enslavement in the past and continue to experience racism and diminished opportunities in today's society. The terms 'minority ethnic' and 'ethnic minority' are in widespread official use today. However, these have clear disadvantages in terms of the connotations of marginal or less important. Also, in many neighbourhoods, towns and cities in Britain it is statistically inaccurate or misleading to describe Black groups as a minority. Using Black is about creating unity in our fight against racism.

- Submitters are encouraged to write clear, succinct motions that include specific proposals for action
- Any quotations from other source documents must be identified with quotation marks
- Wording should avoid language which may cause offence
- Links to websites are not appropriate in motion text
- General advice is available from SOC members on:
  - drafting motions and amendments prior to deadlines; and
  - guidance and assistance on procedures and standing orders.

**However, receiving advice from individual committee members does not guarantee acceptance onto the agenda, as each motion and/or amendment is considered by the whole committee and decisions made collectively.**

- A useful suggested format for the layout of a motion includes:
  - *"This Conference believes/supports/notes/recognises etc...."*
  - *"This issue is relevant and important to Black Members' because....."*
  - *"This Conference instructs/calls upon the NBMC to take the following actions....."*

### 11. Contact Details

The contacts for the National Black Members' Standing Orders Committee are listed below:

**Secretary**                      **Monica Hirst**  
020 7121 5306  
[m.hirst@unison.co.uk](mailto:m.hirst@unison.co.uk)

**Administrator**                **Monique Johnson**  
020 7121 5701  
[m.johnson@unison.co.uk](mailto:m.johnson@unison.co.uk)

# **NATIONAL BLACK MEMBERS CONFERENCE STANDING ORDERS**

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

- 1.1 These Standing Orders shall apply to all meetings of the National Black Members' Conference.

## **2. STANDING ORDERS COMMITTEE**

- 2.1 The members of the Standing Orders Committee shall hold office for two-year periods with half being elected yearly.

- 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 UNISON's Rules and Standing Orders relating to the business of Conference are observed, and notify the President 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.

2.3.3 Determine the order in which the business of Conference shall be conducted.

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:

2.3.5 Decide whether such motions and amendments have been submitted in accordance with the Rules;

2.3.6 Group together (composite) 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;

2.3.7 Prepare and revise, in consultation with the movers of motions and amendments, composite motions in terms which in the opinion of the Committee best expressed the subject of such motions and amendments;

2.3.8 Refer to another representative body within the Union a motion or amendment that in the opinion of the Committee should properly be considered there; the mover shall be informed of the reason for so doing;

# **NATIONAL BLACK MEMBERS CONFERENCE STANDING ORDERS**

2.3.9 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 or her/his nominee 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 may be proposed for the Conference by:

- National Black Members' Committee
- Branch Black Members' Groups
- Regional Black Members' Groups
- The Black Lesbian, Gay, Bisexual and Transgender Members' Caucus Group
- The Black Disabled Members' Caucus Group
- The Black Women's Caucus Group
- The National Young Members' Forum

3.2 Motions and amendments must be submitted electronically using the Online Conference System (OCS), in order that the Standing Orders 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 on the OCS shall be stated in the timetable to be published under Rule D.1.9.

## **4. CONDUCT OF CONFERENCES**

4.1 Those eligible to attend, speak and vote at National Black Members' Conferences are:

- a. Branch Black Members
- b. Regional Black Members' Group Delegates
- c. National Black Members' Committee Members
- d. National Disabled Members Committee, Lesbian, Gay, Bisexual and Transgender Committee, and Women's Committee Delegates who are Black.

Those eligible to attend and speak at National Black Members' Conferences are:

- e. National Young Members' Forum Delegates.



## **NATIONAL BLACK MEMBERS CONFERENCE STANDING ORDERS**

- 4.2 Hereafter referred to as elected delegates. For a, b and d and e, the number of delegates will be decided by the National Black Members' Committee.
- 4.3 The National Black Members' Conference shall meet in public session, but may be directed by the National Black Members' Committee or by resolution of the Conference, when the whole or any part of a conference may be held in private. In addition to the elected delegates the only persons permitted to attend a private session of a Conference shall be such members of staff as have been authorised by the National Black Members' Committee to attend Conference.
- 4.4 Only the elected delegates and invited guest speakers shall have the right to speak at the National Black Members' Conference, no other person shall speak except by permission of Conference. The Standing Orders Committee may speak on their own reports but not in debates on motions and amendments.
- 4.5 Any questions of procedure or order raised during a Conference shall be decided by the Chairperson whose ruling may only be challenged by 20 members rising from their seats and shall only be over turned if there is a 2/3 majority.
- 4.6 Upon the Chairperson rising during a Conference session, any person then addressing Conference shall resume his/her seat and no other person shall rise to speak until the Chairperson authorises proceedings to continue.
- 4.7 The Chairperson may call attention to any remarks or language running counter to the rules of UNISON, or any breach or order on the part of a member, and may direct such a member to discontinue her/his speech.
- 4.8 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, he/she where named by the Chairperson, shall forthwith leave the Conference Hall, and shall take no further part in proceedings of that Conference.

### **5. VOTING**

- 5.1 The method of voting shall be by a show of hands of the delegates present.
- 5.2 Unless stated otherwise in these Standing Orders, the issue being voted on will be deemed to be carried if the majority of those casting votes do so in favour of the issue.
- 5.3 If the Chairperson or delegates request a count then the appointed tellers shall count the votes cast.

# **NATIONAL BLACK MEMBERS CONFERENCE STANDING ORDERS**

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

- 6.1 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.

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

- 7.1 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:

7.1.1 Such motion or amendment shall be in writing, signed by the Black Members' Group Secretary and Chairperson on whose behalf it is submitted. It should 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.

7.1.2 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.

7.1.3 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.

## **8. PROCEDURAL MOTIONS**

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

- 8.2 That the question be now put, provided that:

8.2.1 The Chairperson may advise Conference not to accept this motion if in her/his opinion the matter has not been sufficiently discussed.

8.2.2 If the motion is carried, it shall take effect at once subject only to any right of reply under these Standing Orders.

- 8.3 That the Conference proceed to the next business.

- 8.4 The debate is adjourned.

- 8.5 That the Conference (or any part thereof) be held in private session provided that:

## **NATIONAL BLACK MEMBERS CONFERENCE STANDING ORDERS**

8.5.1 A motion under Rules 8.1, 8.2, and 8.3 shall be immediately put to the vote without discussion and no amendment shall be allowed.

8.5.2 The Chairperson may at her/his discretion permit a motion under Rule 8.4 to be discussed and amendments moved.

8.6 No motion under Rules 8.2 or 8.3 shall be moved by a person who has spoken on the motion or amendment in question.

### **9. AMENDMENTS TO A MOTION**

9.1 When an amendment to a motion is moved, no further amendment may be moved until the first one is disposed of, subject to S.O.12.

9.2 When an amendment is defeated, the amendment which follows it on the Conference Order papers shall be moved

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

9.4 A delegate shall not move more than one amendment to any one motion nor shall the mover of a motion move any amendments to such motion.

### **10. LIMIT OF SPEECHES**

10.1 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 Conference decides otherwise.

10.2 However, a member may request that Conference decide whether or not his/her time may be continued/extended. If Conference decides by a majority show of hands that the member may continue, that member shall be given an extra three minutes.

10.3 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.

10.4 If there has been no speaker against a motion, no questions asked about the motion and any amendments have been accepted by the mover of the motion then there is no right of reply as there is nothing to reply to.

### **11. POINTS OF ORDER**

11.1 A delegate may at any stage in a Conference raise a point of order if he/she considers that the business is not being conducted in accordance with the Union's Rules as per the aims and objectives and these Standing Orders.

## **NATIONAL BLACK MEMBERS CONFERENCE STANDING ORDERS**

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

11.3 The Chairperson's ruling on the point of order is final.

### **12. GROUPED DEBATES AND SEQUENTIAL VOTING**

12.1 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.

12.2 The following procedure will be followed:

12.2.1 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 effects of certain proposals on orders.

12.2.2 All motions and amendments included in the debate shall be moved.

12.2.3 The general debate shall take place.

12.2.4 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.

12.2.5 Voting will take place on motions, preceded by relevant amendments, in the order in which they were moved.

12.2.6 A debate being conducted under the procedure may not be adjourned until after all the motions and amendments have been moved.