

UNISON Higher Education Service Group Conference

# Conference agenda and guide

Thursday 2 March 2017

Bournemouth International Centre,  
Exeter Road,  
Bournemouth,  
BH2 5BH





## Welcome to the UNISON's Higher Education Service Group Conference

I wish to extend a warm welcome to delegates attending the 2017 Higher Education Service Group Conference. For first time delegates please be reassured that participating in the debates later on will be of significant value to conference and colleagues working in higher education.

UNISON continues to express its disappointment at the government's decision to increase student tuition fees saddling students with even greater debt whilst at the same time removing student nurse bursaries. The result of continuous fee increases is that universities will only be for the well healed in our society. It will be where workers struggle for a decent pay award and where their children can only imagine a life with university education. That is not a society that our union want to be part of. We will continue the campaign for decent and fair pay and the right to access quality education no matter what your background is. The decision to scrap university maintenance grants for lower income students was never fair or just and has carved the way for students and their families to have even more debts. UNISON has campaigned against the Higher Education and Research Bill that will enable increased marketisation at a time when there is great uncertainty in the sector.

Exiting the European Union could have far reaching consequences. We can expect to engage in a wide range of varied issues such as looking at how we guarantee the rights of current EU staff and students. Uncertainty over research funding, the effect on the number of students from overseas that study in the UK and lack of clarity on the right to remain in the UK will all have consequences which threaten our university "world class" status. Outsourcing, low pay and zero hour contracts are ongoing challenges faced by UNISON members working in higher education, but you have my assurance that UNISON will continue its resolve in protecting terms and conditions and will challenge institutions that embrace casualisation of the workforce as the right way forward in the 21st century. Ridding the sector of casual contracts, which leaves members uncertain about pay and their future, is a task the union takes seriously, as we know the damaging effects casual contracts have on members' lives.

A lot is set to change in higher education in 2017. Following the decision taken for the UK to leave the EU there is a lot of work to be done and it starts here today. We will continue to seek improvements on pay, terms and conditions, health and safety, addressing the gender pay gap and more. UNISON members deserve the very best and acknowledgment for their commitment and hard work in the higher education sector.

Finally, I would like to thank you for all your hard work during the past twelve months and wish you ever success going forward.



Dave Prentis  
General Secretary

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# 1 Guide to Conference Procedures

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## a) The Higher Education Standing Orders Committee

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

The Conference is convened in accordance with Rule D.3.4.1 (p.40 of this conference guide).

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.

The Standing Orders Committee is responsible for the running of conference in accordance with Rule P. 2. (See p.54 of UNISON Rule book). It is convened in accordance with Rule D. 3.4.4. (See p.40 of the conference guide).

## b) Order of Business

The Order of Business is set out on page 12 and is subject to change by the Standing Orders Committee, with the agreement of Conference. At the start of Conference the first Standing Orders Committee report will be moved and voted on.

## c) If you want to speak

We want to encourage as many people as possible to speak in debates at Conference. The rostrum control staff at the front of the hall can also give advice. There are reserved seats at the front of the hall for people waiting to speak so that it is easy for the Chair of Conference to call speakers in the right order and ensure there is a balanced debate.

**d) Service Group Executive Policy on Conference Motions and Amendments**

The Higher Education Service Group Executive (HESGE) announces its policy on Motions and Amendments in advance of each motion. Here is a brief explanation of the different policy positions.

SUPPORT	In favour
SUPPORT WITH QUALIFICATIONS	In favour of main points but with some reservations
REMIT	Refer to HESGE for further consideration
SEEK WITHDRAWAL OR OPPOSE	Ask Branch etc. to remove from Agenda, usually in favour of another position, otherwise oppose
OPPOSE*	Against
LEAVE TO CONFERENCE	No position
DEFER	Awaiting more information prior to taking a position
TO BE ADVISED	Not yet discussed.

\* Where the HESGE opposes a motion, but supports one or more amendments to the motion, this indicates that the HESGE will change its position on the motion if the amendment or amendments are carried.

**e) Annual Report**

The annual report of the Higher Education 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 in writing by **5pm, Thursday 23 February 2017** addressed to the Senior National Officer for Higher Education, Donna Rowe-Merriman at UNISON Head Office. 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.

**f) The Chairing of Conference**

The conference will be chaired by Carol Sewell NEC Vice president, of UNISON. The chair's role at conference is set out in the rules and standing orders and his/her ruling shall be final in accordance with **Rule P.6 (see p.43 of the conference guide)**.

The chair will announce the service group executive policy before each motion.

### **g) 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.

Visitors will be seated at the back of the conference together with sharers.

If conference goes into closed session, visitors may remain in the hall on production of their UNISON membership cards.

### **h) 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.

### **i) Collections**

Only official collections, approved by the Standing Orders Committee, will be allowed at the conference and will be announced by the chair.

### **j) Distribution of Leaflets and Publicity Material**

Only materials approved by the Standing Orders Committee (SOC) can be distributed within the conference hall. Any such material must be provided by those wishing to distribute it in the relevant accessible formats.

### **k) Progressing Business**

If a delegate is not present in the hall to move their motion, it will fall.

**Pages 40 - 47** of this guide set out the rules and procedures that govern conference. They include voting methods, changes to the agenda, procedural motions, points of order, unfinished business and suspension of standing orders.

### **l) Card Votes**

It is important to conduct card votes in an orderly fashion. Delegates should keep cards with them and should try to remain in the hall at the time a motion is close to the vote.

There is no provision for a card vote to be suspended on the grounds that voting cards have not been collected and therefore branches must ensure that their delegate(s) have collected the book of voting cards prior to the conference commencing. Furthermore, it is essential that a branch delegate is available to cast the branch vote at any point during all conference sessions.

Delegations are responsible for their own voting cards. If a branch has a problem concerning card votes this should be resolved with the conference office before the conference starts.

### **m) Speaking at Conference**

The mover of a motion or amendment can speak for up to FIVE MINUTES. Subsequent speakers can speak for up to THREE MINUTES. No one can speak more than once in a debate, except the mover of the motion who can exercise a right of reply.

Speakers should come to the front of the hall in good time. A row of seats is reserved for speakers 'for' and 'against' the motion and for the right of reply speaker. The rostrum control steward will advise. Speakers should give their name and branch and whether they are moving, supporting or opposing the motion.

When the green light changes to yellow, there is one minute left. The red light shows that the speaker's time is up.

### **n) 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.

All delegates, visitors, staff and facilitators are expected to behave in a courteous manner. Aggressive, offensive or intimidatory language or behaviour will not be tolerated. This applies to all aspects of communication, including social media. Complaints will be treated seriously and may be dealt with under the union's disciplinary procedures.

As trade unionists we do not expect any of these problems to arise. However, your regional representatives are available in the first instance for advice and support at this conference. Issues of unsatisfactory conduct by anyone attending conference can also be raised with the conference office.

### **o) Personal Security and Safety when attending UNISON Conferences**

When it comes to personal security and safety attending Conference is just like visiting any other UK town or city.

The aim should be to minimise risks when it comes to safeguarding personal items of property and valuables and your own safety in relation to:

where you stay; around the town; in the conference centre.



We therefore recommend that whatever environment you are in it is essential for your own safety and security that you:

- be alert;
- be aware;
- be careful;
- be sensible.

### **Security points**

The points you need to consider are:

Do not leave money and valuables unattended unless they are stored in a secure place (either at the hotel or in the conference centre).

Be alert and careful when travelling about and visiting different venues in the conference town - try not to be alone.

Park your car in a secure area and keep your car keys in a secure place.

Use only official taxis and pre-book wherever possible.

Hand in your hotel keys properly (do not leave on reception desk).

If you are subject to theft or assault please report it straight away to the police and let the conference office know as well.

### **p) Filming, recording and photography 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.

National Delegate Conference, Local Government Conference, Health Conference, National Black Members' Conference, National Women's Conference, National Disabled Members' Conference, National Lesbian Gay Bisexual & Transgender Conference are filmed throughout on behalf of UNISON. This footage provides a vital record of conference for internal use; and some footage may be used on our website to promote UNISON and our democratic processes.

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, social media sites e.g. Facebook and Twitter, to promote the union.

If you are not happy to be filmed or photographed:

1. In an individual circumstance i.e. the photographer is taking a picture of you specifically - request that your photograph not be taken or used.
2. And you are approached for a photograph or a video interview, say that you do not wish to be photographed or filmed.
3. And 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.
4. If you want to speak in a debate, but do not wish to be included in the recorded and live feed filming, please speak to rostrum control who will ensure that the filming does not include you.

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If you are planning to use a camera at a conference (with or without voice recording) for the purposes of using the images and/or sound on behalf of the union, whether employed by UNISON or as an activist who may be using the image in a branch, regional or sector newsletter:

1. Always ask an individual for their consent.
2. 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.
3. And it involves a large group - images of a delegation or the whole of the conference floor etc - you clearly cannot seek individual permissions. Instead, 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.

## **Health and safety information**

**Making UNISON conferences a healthy and safe environment** UNISON has in place a health and safety policy which applies to all the activities that it undertakes, including the organisation and administration of all its conferences.

UNISON is committed to its responsibility to provide delegates, sharers, visitors, and staff to conferences with a healthy and safe environment. UNISON will comply with all health and safety statutory requirements and codes of practice, as well as our own policies and procedures.

To fulfil its commitment to ensuring that our conferences are healthy and safe environments UNISON works closely with representatives of its staff, venue management, contractors and all service providers. In the event of any health and safety issues and problems arising, these should be directed immediately to a member of staff or raised direct with the conference enquiry desk.

Throughout conference UNISON continually monitors the venue and its environs, often in conjunction with a staff health and safety representative, to maintain and ensure a healthy and safe environment.

**Accidents/injuries/near misses**

Please report any accidents/injuries/near misses to the conference enquiry desk, where they will be recorded on an incident form or in the accident book. Where appropriate, these will be investigated, and the necessary remedial action will be undertaken.

**Evacuation procedures**

A pre-recorded message will be played before the start of conference each day, with a summary of the evacuation procedures detailed on a large screen. Please take time to familiarise yourself with this information.

## 2 Order of Business

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### Thursday 2 March 2017

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|---------------|--|
| 09:30 – 12.30 | Opening Remarks by the Chair of Conference<br>Standing Orders Committee Report Number 1<br>Higher Education Service Group Executive Annual Report 2017<br>Motions and Amendments |
| 12:00 – 12:30 | HOPE NOT HATE (speaker TBC)  |
| 12:30 – 14.00 | Lunch  |
| 12.35 – 13.05 | Fringe meeting on “Private Contractors in Higher Education”.   |
| 13:10 – 13:30 | LGBT Caucus  |
| 13.35 – 13.55 | Black Members Caucus   |
| 14:00 – 17:00 | Motions and Amendments   |

### 3 Conference Motions and amendments

These are the motions and amendments approved for the 2017 Higher Education Service Group Conference. Below is the order that they will be heard at Conference.

<b>Motion No</b>	<b>Subject</b>	<b>Submitted by</b>
1	Diamond Review	University of South Wales
2	UNISON HE Members & Reps Require Improved Mental Health Support	Kingston University
3	Workplace Bullying	Cardiff University
4	Removing barriers for disabled workers	National Disabled Members Committee
5	Against xenophobic divisions in our universities and communities	Manchester Metropolitan University
6	Closing the Gender Pay Gap	National Women's Committee
10	Trans inclusion in higher education workplaces	National Lesbian, Gay, Bisexual and Transgender Committee
7	Higher Education Pay Claim	Liverpool John Moores University
8	Real Pay Negotiations	Liverpool John Moores University
9	Higher Education Pay Claim 2017	Liverpool John Moores University
11	Higher Education workers deserve fair pay	Higher Education Service Group Executive
11.1		Manchester Metropolitan University
12	Campaigning for £10/hour minimum wage across higher education	University Of Brighton
13	Member-led Democracy	Manchester Metropolitan University
13.1		Yorkshire - Humberside Region
13.2		University of Brighton
14	Organising and Recruiting in Higher Education	Higher Education Service Group Executive
15	Organising Outsourced Workers	Higher Education Service Group Executive
16	The future Higher Education Service Group within the union	South West Region
17	Higher Education (HE) Pay Ballot for strike action 2016	West of Scotland University
18*	Timing of Higher Education (HE) Conference	Higher Education Service Group Executive

\*Motion 18 was ruled 'out of order' at the first meeting of the Standing Orders Committee (SOC) and it was not on the Preliminary Agenda. Following a successful appeal, the SOC has agreed that the motion should be accepted to the Final Agenda.

## **Campaigning**

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### **1. Diamond Review**

Conference notes the Diamond Review in its final set of recommendations attempts to create a long term, financially sustainable model which also preserves Wales' distinctive approach to Higher Education.

Key proposals include:

A shift from the Tuition Fee Grant towards increased maintenance support.

“The focus of undergraduate support for those studying on a full-time basis therefore moves from the Tuition Fee Grant towards improved maintenance support arrangements for all full-time and part-time undergraduate students with the highest level of grant support covering the full cost of maintenance for those most in need, with income contingent loans to cover tuition fees”.

- 1) Universities in Wales should be able to charge fees up to £9,000, with top ups from HEFCW for higher cost subjects (for both full time and part time students).
- 2) All Welsh full-time students studying away from home (outside London) will be eligible for up to £8,100 in maintenance support, on top of a universal grant of £1,000. Means-tested grants will be available for students from the majority of households.

In its evidence to the Diamond Review, UNISON restated our commitment to a free education system funded by general taxation – but said that we welcomed any examination of fairer ways of resourcing Higher Education that takes us closer to this goal.

Conference particularly welcomes proposals to support part-time students. A large proportion of UNISON's members are from groups that would be deemed as non-traditional for HE purposes. While public debate around higher education overwhelmingly focuses on young people, the importance of life-long learning and opportunities for mature students should not be an afterthought. In its evidence to the Diamond Review, UNISON expressed concern about the falls in the numbers of part-time students, with Wales seeing a fall of 12% in the period of 2010/11 to 2012/13. Our evidence went on to argue that the function, management and funding of adult education should be reconsidered in the light of failure to upskill the workforce or provide lifelong learning opportunities. Relief of the financial barriers and constraints for adult and part-time learners should therefore be a priority.

Conference also welcomes proposals for greater support for students with experience of care, those with disabilities and those who are parents.

Conference believes that the proposals from the Diamond Review focusing on the barriers presented by maintenance support are valuable - there is considerable evidence that poorer students in Wales are already benefiting from current financial support for maintenance and living support. 'The Welsh system, which provides the highest spending power and lowest debt to students from poorer families, also appears to reduce the need to work during term time which reduces the potential disadvantage that these students may otherwise face' and 'only 21% of Welsh students say that they will need to work

during term time to meet accommodation costs, compared to 32% of English students and 35% of Scottish students.'

Conference therefore believes that this proposal will lower barriers for students from non-traditional and disadvantaged backgrounds and produce a model to be used in other parts of the United Kingdom.

Conference calls on the Higher Education Service Group Executive to:

- 1) Support UNISON Cymru/Wales' HE branches to campaign for Welsh Universities to include its' own staff when developing strategies for widening access and increasing participation from non-traditional backgrounds, as many of our members working in HE do not have higher level qualifications;
- 2) Support UNISON Cymru/Wales' HE branches campaign for a sustainable Welsh HE system that is not based on increasing numbers of employees on zero hour contracts or extensive use of agency staff and ensures the living foundation rate of £8.45 per hour is the minimum rate of pay;
- 3) Lobby Welsh Government to improve the accountability of the Welsh HE sector in respect of Government HE policy objectives, including widening participation.

***University of South Wales***

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## **2. UNISON HE Members & Reps Require Improved Mental Health Support**

Conference notes that UNISON Higher Education Members are under unprecedented amounts of stress. It is further acknowledged that contributing factors include restructuring, redundancy, inadequate pay and the rising national cost of living.

Mental health illnesses take many forms and often make it difficult for both the employer and affected employees to recognise the symptoms, thus making effective counselling, support and welfare during sickness absence, and in the workplace, difficult.

In its Work related Stress, Anxiety and Depression Statistics in Great Britain 2016 report, the Health & Safety Executive says that "work related stress is defined as a harmful reaction people have to undue pressures and demands placed on them at work". It goes on to state that public services (including Education) are most affected and that mental illnesses (including stress) accounted for 37% of all work related ill health cases and 45% of all working days lost to ill health in 2015/2016.

It is also recognised that there is still a culture of bullying and harassment in some institutions which adds to the existing pressure on staff at all levels.

Conference also acknowledges that branch elected officers, stewards and reps often feel ill-equipped to help members to deal with mental health issues. They may also experience increased stress and other mental health problems themselves as a result of supporting members whilst dealing with their own everyday lives.

Conference therefore calls on the Higher Education Service Group Executive to:

- 1) Develop resources for branches to help support members with mental health issues;
- 2) Create opportunities at national and regional level to train branch elected officers and reps on how to develop skills to help mental health issues;

- 3) To raise awareness with members and branches of the employer's duty of care to help employees with mental health issues; whether or not it is work related;
- 4) Encourage and support branches to ensure that the employer has sound policies regarding stress and mental health issues;
- 5) Educate branches and employers on the Equality Act 2010 and mental health issues including the right of employees under the act including disability discrimination and reasonable adjustments.

**Kingston University**

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### **3. Workplace Bullying**

Conference notes that in recent years, along with increased workloads, increased demands from employers and an increase in work place sickness levels, work place bullying is also on the increase.

Unfortunately bullying is no longer exclusive to the school yard, and many adults some of whom experienced bullying in childhood have gone on to suffer bullying in adulthood too. In the workplace, often right under the noses of their employers and immediate line managers.

Bullying can take many forms and is not always obvious. Sadly instances such as cyber bullying, direct and indirect bullying, bullying involving a persons age, race, gender and sexual orientation, is on the increase and we must equip our activists and members with the tools and knowledge on how to recognise, report and support those that fall victim to this unacceptable behaviour.

Conference notes with concern, the detrimental effect that bullying can have on a victim's mental and physical wellbeing.

As a trade union that works continually to protect worker's rights, we must also work to protect their health, safety and wellbeing.

This conference calls on the Higher Education Service Group Executive to:

- 1) Collect examples of good practice from Higher Education branches on policies and procedures to tackle work place bullying;
- 2) Develop tools for branches to help identify issues and workplace bullying especially subtle and not always obvious bullying;
- 3) Work in partnership with other organisations that have a common goal to challenge employers in work place bullying and promote good practice.

**Cardiff University**



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#### **4. Removing barriers for disabled workers**

This Conference is concerned that research has consistently shown that within the Higher Education sector, disabled staff are not having their access needs met and institutional discrimination against disabled staff is widespread.

Disabled workers in Higher Education institutions are disproportionately selected for redundancy, and can face both direct and indirect discrimination when trying to get the adjustments they are entitled to, including reasonable adjustments in the workplace, Access to Work support and access to disability leave.

UNISON's 2016 Equality Survey revealed that of the 68 disabled members who responded from the Higher Education service group requiring reasonable adjustments in the workplace, only 31% received them in a speedy and satisfactory manner and 28% said their employer has not implemented the reasonable adjustment, even though the employer is aware of it. This suggests that some managers do not understand or comply with their duties, or responsibilities under the Equality Act 2010 to make reasonable adjustments.

Very often disabled members do not know their rights under the Equality Act 2010 and turn to their union representatives or Branch Officers for assistance. Not all representatives, stewards or officers are aware of how to support disabled members in these circumstances.

Conference calls on the Higher Education Service Group Executive to work with the National Disabled Members Committee to;

- 1) Develop guidance for negotiators to support disabled members (including those covered by other protected characteristics) in Higher Education.
- 2) Include guidance on how to secure reasonable adjustments in the workplace and information on Access to Work;
- 3) Update the Guide to Disability Leave in Higher Education and distribute this to branches and regions;
- 4) Proactively encourage branches to organise disability awareness training for their reps and officers.

***National Disabled Members Committee***

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#### **5. Against xenophobic divisions in our universities and communities**

This conference notes with concern the proposals by Home Secretary Amber Rudd regarding changes to the way the government approaches international students and their status. We are also concerned about the uncertainty faced by international staff in universities following the Brexit vote.

We believe everyone has a right to a decent and happy life and that everyone has a right to access work and education. International students and staff, alongside migrants and refugees in wider society, make a valuable contribution to our workplaces and to our communities, and that contribution is not just an economic one – they are our colleagues, friends, family and partners. We strongly oppose racist, nationalist and xenophobic policies that aim to divide us along lines of race or nationality.

Aside from the problematic notion of ranking universities against one another based on, at best, questionable statistics, Amber Rudd's proposal to limit international student recruitment to the "best" universities and courses is potentially hugely damaging for our international community. As the NUS points out: "International students studying at Top ranking universities make up a very small proportion of those studying in the UK." Limiting international admissions to those "top" universities could see a massive decrease in the number of international students arriving to our universities.

While we do not subscribe to the xenophobic notion that "Britain is full", we believe that international students should not be included in net migration targets. We oppose the idea that we should limit the number of international students and other migrants that we welcome to the UK.

This conference calls on the HE SGE to:

- a) Initiate a campaign, alongside the NUS, UCU and other education unions, in defence of international students and staff. The campaign should include demands for an internationalist higher education service and for an end to the treatment of international students as a cash crop, bringing fees into line with those paid by home students, with an increase in funding from government to make up any shortfall. The campaign should explicitly oppose the xenophobic and racist scapegoating of migrants and refugees across our society, and should include mobilising against racist and fascist groups such as the English Defence League and Britain First.
- b) Make representations to the Home Office, in coordination with the NUS, UCU and other education unions, demanding that:
  - 1) International student numbers are not included in migration targets;
  - 2) International staff are given assurance that they will be allowed to remain and work in the UK following the exit of the UK from the EU.

***Manchester Metropolitan University***

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## **Negotiating and Bargaining**

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### **6. Closing the Gender Pay Gap**

Conference notes that according to the "New Joint Negotiating Committee for Higher Education Staff (JNCHES): Higher Education gender pay gap data" report which was published in September 2016, the gender pay gap in Higher Education has narrowed. However, it is disappointing to note that despite the Equal Pay Act being enacted over 40 years ago there is still a persistent pay gap in the sector.

Conference therefore calls on the Higher Education Service Group Executive (HESGE) to press UCEA (Universities & Colleges Employers Association) to commit to ending the gender pay gap by 2020.

***National Women's Committee***

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## **7. Higher Education Pay Claim**

In real terms that our members will understand, Higher Education pay is down between £400 - £600 per month depending on your grade. That's between a 30 - 35% loss in pay over the past 11 years.

All this while student numbers, student fees, support staff work load, campuses, lecturing staff and Vice Chancellor's pay have all increased dramatically. The only two consistent decreases in Higher Education are support staffing numbers and support staffing wages. Why is it always the people who do the work, who are the people that are hit unfairly?

This conference calls upon the Higher Education Service Group Executive to negotiate:

- a) A six year pay deal 2017 – 2023.
- b) 10% increase in pay each year for six years.

***Liverpool John Moores University***

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## **8. Real Pay Negotiations**

Higher Education Pay is once again the lowest paid service group in the public sector.

Staff at Higher Education Institutions across the country are fed up of non-meaningful negotiations with the employers, over pay.

This conference calls upon the Higher Education Service Group Executive to embark upon real meaningful negotiations with the employers:

- 1) Make pay negotiations solely about pay.
- 2) Increase negotiations to six meetings.
- 3) Start negotiations very high eg 40%.
- 4) Look for common ground on both sides of the pay claim.
- 5) Provide supporting data that the employers can't dispute with the pay claim.
- 6) Investigate the possibility of linking employee's pay to chancellors pay.

***Liverpool John Moores Univ***

## **9. Higher Education Pay Claim 2017**

Higher Education Pay is once again at its lowest point in history, even lower than before the three year pay deal back in 2005. Higher Education Staff are increasingly working under added work load with less staff. Year on year we are receiving scroogely pay rises of minute percentages “0.5, 1, 2, 1.1”, whilst the Vice Chancellors are receiving percentages of “15, 16, 17, 18.” This is unjust and an insult to the hard working staff of the Higher Education Institutes across the country.

This conference calls upon the Higher Education Service Group Executive to negotiate:

- i) A real term pay rise for all our members of 40% with the employers.

***Liverpool John Moores University***

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## **10. Trans inclusion in higher education workplaces**

Conference welcomes the increasing numbers of trans members participating in UNISON’s Lesbian, Gay, Bisexual and Transgender (LGBT) group and growing acceptance of trans equality as an issue that must be addressed in all workplaces.

However, Conference notes the recommendations of the Parliamentary Women and Equalities Committee Inquiry into Transgender Equality, which found persistent and widespread discrimination and disadvantage. The Inquiry report, published early in 2016, singled out higher education, calling for all university staff to receive gender identity awareness training, for higher education institutions (HEIs) to take proactive steps to promote trans equality, including having a Transgender Champions scheme for their non-trans staff.

The report also judged the current protection provided by the Equality Act ‘outdated and confusing’ and called for the equality characteristic to be reframed from ‘gender reassignment’ to ‘gender identity’. This recommendation acknowledges that growing numbers of people identify with gender identities outside of or in addition to traditional concepts of the gender binary. Non-binary people are those who do not identify as either male or female, or who identify as both male and female, or who identify as something entirely different.

UNISON welcomes these recommendations. Conference endorses the call for HEIs to take proactive steps to promote trans equality and we call for workplace policies and procedures to be reviewed for unnecessary gendering and made gender neutral unless there is a good reason for them not to be.

Meanwhile, workplace discrimination remains all too common. The 2016 UNISON equality survey found that a quarter of the 4500 members responding had witnessed or experienced unfair discrimination in their workplace. Only a few more members reported this discrimination than the number who kept it to themselves. The reasons for not reporting were concern about being picked on or the issue not being taken seriously. A third of members had experienced a mental health issue triggered by work and a fifth had taken time off because of work related stress. For the trans only slice, a shocking two thirds of members had experienced or witnessed discrimination.

There were also some positive experiences reported. More than a quarter of all members responding said they are more likely to get involved with UNISON than a year ago. The figure for trans members was a very impressive 50%.

UNISON members' experiences are backed up by Higher Education specific findings. In research published by the Equality Challenge Unit in 2009, 23% of trans staff reported that they had been denied a promotion due to their trans status.

Conference notes that Higher education workplace reps may not always feel confident addressing transphobia or supporting trans members. Conference therefore welcomes UNISON's bargaining factsheet on trans workers equality and the separate guidance for reps supporting trans members, both of which are regularly updated.

Conference also notes that with increasing numbers of younger people identifying as trans and non-binary, numbers of trans students are likely to be higher than numbers of trans staff. The National Union of Students (NUS) and many students' unions are developing good practice on trans inclusion and may be useful allies for UNISON branches.

Conference calls on the Higher Education Service Group executive to:

1. Promote UNISON's trans workers rights guidance, urging branches to:
  - a) review agreements against the bargaining checklist;
  - b) check policies and procedures for unnecessary gendering; and
  - c) place these on the bargaining agenda;
2. Urge branches to take steps to brief all reps, using the UNISON guide for reps, so they are confident addressing trans equality;
3. Highlight to branches the activist resources available in UNISON's regional LGBT groups and national trans network;
4. Support the call from the Women and Equalities Committee Inquiry for all higher education institutions to provide staff training, proactive steps to promote trans equality and a trans champions scheme, noting that student unions and the NUS are potential allies in this.

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

## **11. Higher Education workers deserve fair pay**

Conference notes that members in Higher Education have lost the equivalent of between £1,585 and £8,248 over the last six years, while at the same time having to deliver a professional service despite severe cuts, redundancies, reorganisations and increased workloads.

Members continue to carry out their duties even though their pay has failed to keep up with the cost of living and universities continue to stock pile billions of pounds in banks and foreign assets.

Conference deplores the constant lack of a decent pay increase in the sector and the lack of a commitment to paying the Living Wage to Higher Education members. We call on the employers to deliver a fair and decent pay increase for all staff. It is time that the Higher Education (HE) employers start to strategically implement measures to eliminate low pay and gender inequality in the sector.

Conference notes the clear signals from our members that they reject derisory pay awards and will fight for what is right and fair.

Conference therefore calls on the Service Group Executive to:

- I) Seek a pay rise of £1,200 for all pay points;
- II) Work with regions and branches to campaign for fair pay for HE with other unions and supportive organisations;
- III) Work with regions and branches to campaign for all universities to be accredited Living Wage employers;
- IV) Prioritise building our organisation within higher education to ensure we are better equipped to influence outcomes on pay for members.

***Higher Education Service Group Executive***

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### **11.1**

Replace action point 1 with the following:

- 1) Seek a pay rise of £1,200 or 7.5%, whichever is greater, for all pay points.

***Manchester Metropolitan University***

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## 12. Campaigning for £10/hour minimum wage across higher education

Conference notes that:

- 1) In-work poverty is a major issue facing all trade unionists, which should be given urgent attention if we are to address the welfare and confidence of working people and their dependents.
- 2) UNISON National Delegate Conference (NDC) 2016, (motion 22 as amended) voted to:
  - a) Campaign for a proper living/minimum wage of £10/hour.
  - b) Ensure the campaign is linked in to UNISON's wider anti-austerity campaigning for public services in a way understandable by members.
- 3) UNISON's South East Region has begun to campaign across the South East –
 

“£10 NOW – Standing together for fair pay.”

The campaign emphasises that “an increase in the minimum wage is welcomed, but we think that the only way of reducing pay inequality is for the national minimum wage to be £10 NOW!”

- 4) Across the Higher Education sector, even with the enhanced increases built into the derisory 2016-17 pay award, the vast majority of directly employed workers at grades 1 and 2 will take home less than £10/hour. It is likely that all agency and outsourced workers will be living on poverty pay, in many cases for working unsocial hours.
- 5) As a very rough estimate, it is probable that around 10% of existing members across the sector are earning less than £10/hour.
- 6) Campaigns led by the lowest paid members in higher education have been inspirational and demonstrated that where workers are united, then gains can be made, and stewards and new members recruited.

Conference therefore calls on the Service Group Executive to:

- 1) Adopt the call made at NDC to campaign for a proper living/minimum wage of £10/hour across the higher education sector for all directly and indirectly employed workers.
- 2) Make the campaign for £10/hour central to future national pay negotiations.
- 3) Publicise the £10/hour policy as widely as possible, using it as a recruitment aid and demonstrating our commitment to ending poverty pay.
- 4) Report back to 2018 Service Group Conference on progress made.

***University Of Brighton***

### **13. Member-led Democracy**

UNISON takes pride in being a member-led, democratic union. It is in this spirit that conference notes with concern the decision taken by our Higher Education Service Group Executive (HESGE) to overturn the democratic decision taken by our members in the 2016 ballot over pay. This decision also overturned the mandate set at this conference last year.

We believe this decision has significantly weakened our position in negotiations with our employers and that it may discourage those members who did vote from doing so in the future.

Our members must have confidence that UNISON will stand up for them when their pay, pensions, terms and conditions are under threat. If we are to successfully fend off attacks from our employers over pay, and improve our working conditions in relation to other matters, observing the democratic will of our members when we vote on an issue of such importance as industrial action is integral to our negotiating position.

This conference notes:

Firstly, its disappointment that the Higher Education Service Group Executive felt unable to take strike action after securing a 'yes' vote in the 2016 pay ballot. Whilst we recognise that the turnout was low, as is often the case, this should not have overridden UNISON's fundamental principle of being a democratic, member-led union. We further note that the turnout in the 2014 pay ballot, when we took strike action, was similar to the 2016 turnout.

Secondly, whilst we recognise that sometimes collective responsibility for decisions is appropriate, we also acknowledge the frustrations of members who question why a democratic majority decision was overturned. We believe members deserve to know how their elected representatives vote on major issues, such as industrial action.

This conference:

- I) Calls on the HESGE to continue efforts to coordinate between unions in the HE pay negotiations, with a view to organising joint action (up to and including lawful industrial action in line with UNISON rules) at key points in the academic calendar, in order to secure a substantial pay increase for our members.
- II) Calls on the HESGE to publish the breakdown of votes on significant issues such as industrial action and allow its members to openly declare how they vote, should they wish to do so.
- III) Pays tribute to the members of the HESGE who voted in line with the democratic will of the membership.

***Manchester Metropolitan University***



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**13.1**

In Action point 2) before “breakdown” insert “numerical” and after “industrial action” insert “.”, delete “and” and capitalise “Allow”.

Delete Action point 3).

***Yorkshire - Humberside Region***

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**13.2**

After third paragraph, add new paragraphs four and five:

A low turnout in any ballot is a concern, but this situation is not unique to Higher Education strike ballots. We recognise that the timing of the ballot and our capacity to have reached members at institutions where UNISON has a low level of activism was always going to be against us. However, to draw conclusions over the potential willingness of members to take action because of the turnout, is to adopt a very one- sided approach, which is dangerous for a trade union.

To turn it on its head, if the result had gone the other way by a similar margin, absolutely nobody would have argued that given a low turnout, we should assume that those who did not vote would have wanted to take action, and therefore we should. The default position therefore, was one of “do nothing”, leaving many members frustrated and activists struggling to explain what had happened.

After original fifth paragraph, ending “...such as industrial action”, add new paragraph:

Being a democratic union is very important to our activists, and we recruit people based on all members being able to have a say in the policies and direction of the union. Whilst there are some pieces of information, which would weaken our ability to organise if they were to be made public, the meeting attendance and voting patterns of all elected representatives making up the HESGE, should be available to all members, as a basic democratic right.

Whilst we would of course always seek to have a zero tolerance policy on bullying or harassment of any kind, the labour and trade union movement should recognise that being able to hold elected representatives to account, through polite discussion and exchanging of views, in a comradely manner, is necessary for democracy to thrive. Members should, and do have an opportunity to approve or reject the voting patterns and actions of HESGE members through the normal democratic process i.e. biennial elections for seats.

Delete point 3) and replace with:

3) Calls on the HESGE to encourage all HESGE members to engage fully with their regions (or the wider Service Group for NEC members) by aiming to regularly report on HESGE discussions across branches, with due regard to genuine confidentiality where appropriate.

***University Of Brighton***

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## Organising and Recruitment

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### 14. Organising and Recruiting in Higher Education

Conference notes that the higher education system in the UK is undergoing unprecedented and damaging reforms and changes. Along with severe job losses, outsourcing and restructuring the sector faces numerous challenges as we see increasing marketisation. These challenges have a direct impact on the way we organise and recruit in workplaces. Yet we know that when we are engaged in campaign activity such as the recent Higher Education (HE) pay dispute, recruitment becomes easier. After all, everyone wants to be part of an active union.

Conference also notes there are a number of members who work in workplaces where it is hard to organise such as those places where union hostility is evident and UNISON density low. In some cases, the barrier is simply a lack of key resources such as access to Fighting Fund Organisers (FFO) who we know are worth their weight in gold. Conference notes the excellent work that has been done by FFOs and recognises how they could be a valuable asset to HE branches recruiting in difficult and hard to reach areas.

We should aim to recruit over 100,000 potential members in the HE sector to boost union density and to fight any possibility of de-recognition. As well as building our density we must build the number of trade union activists in order to build strong self reliant branches.

Conference is therefore calling on the Higher Education Service Group Executive (HESGE) to:

- a) Develop organising and recruitment training that is specific to Higher Education.
- b) Encourage branches to share experience to develop good practice.
- c) Develop a recruitment toolkit to aid recruitment in the sector.
- d) Develop partnership working with branches and regions to identify achievable and measurable organising targets.
- e) Encourage branches to work in partnership within their region to make the best use of resources to aid recruitment and increase UNISON density.

***Higher Education Service Group Executive***

## 15. Organising Outsourced Workers

Conference believes that keeping existing services in-house should be the default position for higher education employers on the grounds that in-house services offer better quality, accountability, efficiency and social value to universities, workers and students.

Conference also believes that workers employed by contractors should benefit from union recognition and collective bargaining to defend and improve jobs, pay and terms and conditions of employment.

Conference notes that UNISON's most recent Freedom of Information request asked whether universities contracted out any catering, cleaning or security services and whether a minimum pay level was stipulated in the contract. 140 universities provided information on all three services:-

- a) 36 universities (26%) did not contract out any services.
- b) 81 universities (57%) contracted out cleaning to some extent. 40 of these universities said that they stipulated a minimum pay level in the contract.
- c) 63 universities (44%) contracted out catering to some extent. 36 of these universities said that they stipulated a minimum pay level in the contract.
- d) 78 universities (55%) contracted out security to some extent. 42 of these universities said that they stipulated a minimum pay level in the contract.

Conference, therefore, calls on the HESGE to:

- 1) Continue to campaign for existing services to remain in-house as a default position for all university services;
- 2) Continue to work with universities to move outsourcing and privatisation contracts away from the 'price or cost only' award criteria, which has fuelled the race to the bottom on workforce pay and conditions;
- 3) Seek ways to develop and implement learning agreements to support training needs.
- 4) Develop a national Higher Education strategy to develop recruitment and organising plans in private companies in the sector;
- 5) Continue to promote the UNISON branch Guidance "Privatisation and Shared Services in Higher Education – a UNISON Organising Guide";
- 6) Endeavour that where there are outsourced workers in HE that there is union recognition, collective bargaining and that the Living Wage Foundation rate is applied;
- 7) Advise and support branches on negotiating and organising campaigns. Ensure that any contracts include a commitment to pay the Foundation Living Wage, ban the use of zero hours contracts and protect terms and conditions for members and provide organising and recruitment opportunities;
- 8) Continue to work with both the private sector and not for profit sector to promote socially responsible procurement, the accredited Living Wage and trade union recognition;

- 9) Explore the possibilities of organising a series of webinars for branches, activists, organisers on recruiting and organising in outsourced services and on negotiating and pay in outsourced services;
- 10) Explore organising seminars for outsourced workers in HE;
- 11) Promote equalities and training and development for workers in outsourced services;
- 12) Work with employers to provide basic skills training and English language courses.

***Higher Education Service Group Executive***

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## **Efficient and Effective Union**

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### **16. The future Higher Education Service Group within the union**

Conference notes the increasing overlap between some of the services provided in Higher Education (HE) and Further Education (FE), with FE Colleges starting to deliver degree level courses.

The future of post 16 education may possibly be joined further with the creation of higher apprenticeships, which is likely to see HE and FE institutions working in partnership to deliver these. Additionally the development of 'shared services' arrangements between college and universities in some areas increases the areas of overlap further.

Being aware of this and previous changes to the union in organisational and branch structures, Conference further notes the content of motion 15 'Representation of Members within Further Education' submitted to the 2016 National Delegate Conference by City and Islington College.

The motion stated that the interests of UNISON members working in Further Education would be better served by their inclusion within a joint service group covering post-16 education including Further Education colleges, Sixth Form colleges and Universities.

It noted the reserved powers of the National Executive Council (NEC) under rules D 3.1.2 and D 3.1.3 to determine which sections of the membership of the union fall within the scope of each Service Group of the Union, to authorise the creation of additional Service Groups or to vary the allocation of members to Service Groups, but shall do so only after consultation with the Service Group or Groups concerned.

It then called upon the NEC to

- 1) Launch a consultation with all relevant sections of the union, including the Local Government Service Group, Higher Education Service Group, National Further Education and Sixth Form Colleges Committee, Regional Further Education and Sixth Form Colleges Forums, and standalone or combined Further Education College branches, over how support staff in Further Education can be most effectively recruited to, represented by and organised by UNISON within the existing service group structure of the union and/or whether any changes to the composition, boundaries and name of any of the existing service groups is necessary in order to best achieve these aims;

- 2) Arrange a conference open to all members working in post-16 education to feed into the consultation process and to discuss issues of joint concern and interest to staff working in post-16 education;
- 3) Take forward as appropriate any recommendations arising from this consultation.

In the event the motion was not heard because of time constraints. However, as this was a prioritised motion, it is possible the NEC may include it in its work plan.

Conference believes it is important that the union has suitable structures and organising arrangements for members in their workplace to ensure good representation both locally and throughout the union.

Therefore, in the event that the NEC seeks to undertake the requests made in points 1 to 3 above, conference calls upon the Higher Education Service Group Executive (HESGE) to:-

- a) Seek to work with and influence the NEC to ensure that the voices of HE members are heard equally with those of FE members in any recommendations relating to possible changes under rules D 3.1.2 and D 3.1.3;
- b) In undertaking point a), seek to ensure that should any proposals brought forward by the NEC do not dilute the current national and regional representational arrangements within the union.

Regardless of any steps taken or not taken by the NEC on the issues raised above, Conference also calls upon the HESGE to;

Work within the existing structures of the union, to consider options for collaboration on issues of joint concern affecting UNISON members working in Post 16 Education as a whole, this could also include the possibility of joint training events and seminars, whilst also respecting the independence of each sector and its respective bargaining arrangements.

### ***South West Region***

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#### **17. Higher Education (HE) Pay Ballot for strike action Sept 2016**

Conference notes that Higher Education members were balloted for strike action after employers failed to improve on a 1.1% pay offer for the majority of staff. The Higher Education Service Group Executive (HESGE) recommended that members vote 'YES' for strike action in the September 2016 HE Pay Ballot.

During the campaign, the growing pay inequality in the sector was highlighted to members with a salary calculator that clearly identified how far their salaries had fallen behind the cost of living. Branches across HE launched events and engaged with their membership pushing for a 'YES' vote for strike action. Using the loss of salary calculator tool at these events, members were shocked to discover that their pay had fallen behind inflation by many thousands of pounds over several years. It was also noted that the current pay offer was not even enough to cover the 2016 increase in employee statutory pay deductions in most cases.

The pay ballot, held in accordance with applicable law, returned a 'YES' vote of 54.9%.

A statement was then issued following a meeting of HESGE:

"UNISON's HESGE met on 20 September to discuss the results of the industrial action ballot on the 2016/17 national pay offer. A long and considered discussion took place, which took into account the close vote in the ballot, a disappointing turnout and the knowledge that it was likely that if UNISON did take strike action it would not be with all other unions, due to notable differences in positions and timetables."

This decision caused consternation in branches with many members left confused by the apparent derogation of a properly taken democratic mandate.

When following up for more information, branches appeared to be being 'fobbed off' with no information on HE membership numbers, hypotheticals and broad assumptions that those not voting were saying "no".

This motion calls on Higher Education Service Group Executive to:

Arrange an independent review of its actions in relation to its response to the pay ballot which:

- 1) makes recommendations regarding accountability;
- 2) allows for lessons to be learned;
- 3) considers how to better communicate decisions to branches and to members;
- 4) Considers the implications for future ballots now that the precedent of overturning a democratic vote has been set.

***West of Scotland University***

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## **18. Timing of Higher Education (HE) Conference**

This conference notes that:

- a) Branches should feel fully involved in the formulation of the new Joint Negotiating Committee for Higher Education Staff (JNCHES) pay claim or in the organisation of the pay campaign. Currently, the Higher Education (HE) Service Group Executive (SGE) pay motion is presented to delegates at the HE Branch Seminar in October and allows little time for branches to consider the content, leaving branches with the possibility of amendments to the SGE motion.
- b) At the 2002 Higher Education conference a motion was carried which proposed moving the conference to earlier in the year, so that conference can agree what the pay claim should be before it is submitted.
- c) Discussions with sister trade unions as part of the 2016/17 pay claim highlighted that other unions wish to press the issues with employers earlier in the pay cycle and that

holding our conference in late February / March places restrictions on our ability to put together a joint trade union position on pay in a timely fashion at the start of the process.

This conference calls on HESGE for 2018 and future HE Conferences to:

- 1) Include branches and their members in the timely formulation of the pay claim and in organising the campaign.
- 2) Move the higher education conference to January so that branches can involve and consult their members in formulating the pay claim, the results of which can be discussed and agreed at conference to enable collaborative work with sister trade unions and the formulation of a joint trade union side pay claim.

***Higher Education Service Group Executive***

## **Amendments Ruled Out of Order**

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### **Beyond remit of the Conference**

#### **Motion 11 Higher Education workers deserve fair pay**

After 2) insert new action point 3) “Co-ordinate with other sections of UNISON and other public sector unions in seeking fair pay for all in the public sector.” and renumber.

After current 5) insert new action point 6) “Should industrial action be authorised in the event of a trade dispute over pay, authorise the Service Group Executive to devolve decisions to branches around the timing and forms of industrial action.”

*Yorkshire - Humberside Region*

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### **Conflicts with an Existing Rule**

#### **Motion 13 Member-led Democracy**

Remove point 3.

*Manchester Metropolitan University*

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### **Introduces substantial new subject matter**

#### **Motion 8 Real Pay Negotiations**

Delete b) and reorder.

In c) delete “very” and amend “eg 40%” to “e.g 20% based on actual losses of 15%”

Delete f) and replace with new action point f) “Campaign for a pay ratio on Employee’s pay to Vice Chancellor’s pay at a rate of no greater than 1:12.”

*Yorkshire - Humberside Region*

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#### **Motion 11 Higher Education workers deserve fair pay**

After third paragraph, add new paragraphs:

The current government’s obsession with introducing competition across the sector, will, if unchecked, result in a wider financial gulf between those institutions, which can easily recruit students and conduct lucrative research and those who will find it difficult. This will put pressure on the principle of a national pay settlement, which still applies to most universities.

This union must resist the concept of university (and education) competition, privatisation and fragmentation, which is partially designed to break up the power of organised workers, as shown with the proliferation of academy schools. However, as competition for a limited number of potential students become more of an issue, it is not enough to say that all universities can all easily afford to give us a decent pay rise without a significant increase in general government funding. This is what we should demand.



After original fourth paragraph, ending “will fight for what it right and fair”, add new paragraph:

In collectively negotiating over pay, UNISON represents workers spanning grades 1 to 9, although our membership is skewed toward the lower end of the grades since a) there are more professional staff at the lower grades and b) many branches, typically at older institutions, do not organise workers above the middle grades since traditionally they are organised by UCU.

Since UCU generally organises workers at higher grades, it is naïve to think that they would support a claim which is designed to benefit the lower grades more than the higher ones, since this would mean the cost of the increase going predominantly to UNISON members. Whilst this should not necessarily be an obstacle to negotiations, there needs to be some recognition that a joint pay claim based on a fixed lump sum rather than a percentage is not likely to gain broad agreement across union negotiators. However, it is an important principle that we fight for higher percentage awards for our members who are most likely to be struggling financially. This should be combined with a campaign to achieve a £10/hour minimum standard for all workers as soon as possible.

Whilst it is impractical to mandate UNISON’s negotiators on every point, conference agrees that 2017-18’s pay claim should call for higher percentage awards for the lower grades on a sliding basis, by calling for a lump sum award. We should try, if necessary and legal, to take appropriate action alongside other unions to achieve this, even if agreement on a joint claim cannot be reached.

***University Of Brighton***

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**Introduces substantial new subject matter**

**Motion 11 Higher Education workers deserve fair pay**

Replace action point 3 with the following:

3) Adopt the call made at National Delegate Conference to campaign for a proper living/minimum wage of £10/hour across the higher education sector for all directly and indirectly employed workers, and to make the campaign for £10/hour central to future national pay negotiations, alongside working with regions and branches to campaign for all universities to be accredited Living Wage employers.

***Manchester Metropolitan University***

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**Not sufficiently clear**

**Motion 11 Higher Education workers deserve fair pay**

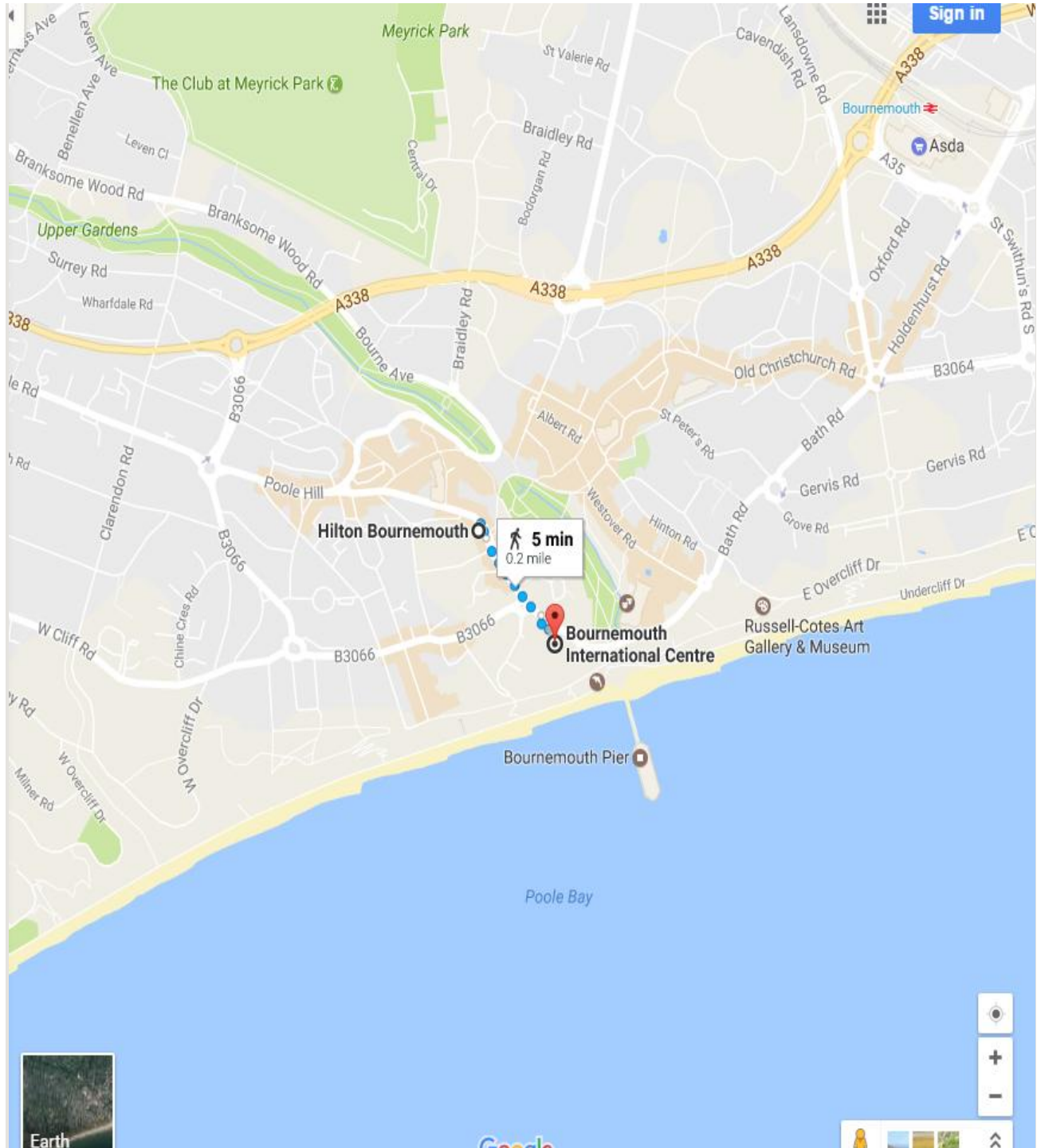
Amendment to

point 1) Seek a pay rise of 4% for all pay points.

***University Of Bristol***

## 4 How to find us

### Map and Directions



### **By Road From London:**

Take the M25, then the M3, M27 and A31 to Ringwood. From Ringwood, follow the A338 (Wessex Way), to the Bournemouth West Roundabout.

### **From The Bournemouth West Roundabout:**

Take the first exit and follow the brown signs to the BIC. The BIC multi-storey car park is off the roundabout at the bottom of Priory Road.

### **From the North and West:**

Head for the A31 / A338 junction (Ashley Heath) just outside Ringwood, taking the A338 (Wessex Way) to Bournemouth. Then follow the directions from the Bournemouth West Roundabout.

### **By Rail**

London Waterloo is a mere 97 minutes away from Bournemouth. Fast daily train services also offer regular direct connections from around the UK and *Bournemouth Station* is approximately 1.5 miles from the BIC.

### **By Air**

*Bournemouth Airport* is approximately 10 minutes from the town centre via the A338 (Wessex Way). Various airlines operate from Bournemouth Airport, check their *Airlines and Tour Operators* page for more details.

### **Conference venue**

Bournemouth International Centre  
Exeter Road  
Bournemouth  
BH2 5BH

**Tel: 01704 514 770**

Web: <http://www.bic.co.uk/conferences-and-exhibitions/getting-here/>

## 5 Conference and Venue information

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You should enter the venue via the main entrance.

### Conference enquiry desk

The conference enquiry desk will be located at Bourne Lounge foyer and will deal with delegates' general enquiries. The opening times are:

Wednesday 15.00am – 6.00pm

Thursday 8:30am – 5:30pm

### Photographs

If you require a photograph for your credentials, please visit the conference enquiry desk.

### Card vote collection desk

Branches can collect their card vote booklet from the card vote collection in the **Bourne Lounge**.

### Standing orders committee

The standing orders committee will be available to meet delegates in the Bayview Suite 1.

### Conference hall

The main conference hall will be in the Tregonwall hall on level one. Delegate seating will be at the front of the hall and visitor seating towards the back of the hall.

### Meeting rooms

Workshops and meetings will take place in the rooms in the Bayview Suite 2, Branksome Suite, Meyrick Suite, Tregonwell Bar, Tregonwell Seminar Suite and Tregonwell Hall.

### Exhibitions

The exhibition area will be located **Bourne Lounge** and lower foyer on the lower promenade level. The exhibition opening times are:-

Thursday 8.45am– 5pm

### Catering

Refreshments are available in the main foyer ground level.

## **Cloakroom**

A free cloakroom will be available main foyer ground level.

## **Crèche**

The crèche will be located in the Purbeck Lounge & Bar on level one. This facility is only available to delegates who have reserved places for their children in advance.

## **First Aid**

Please contact the conference enquiry desk if you require first aid.

## **Wifi**

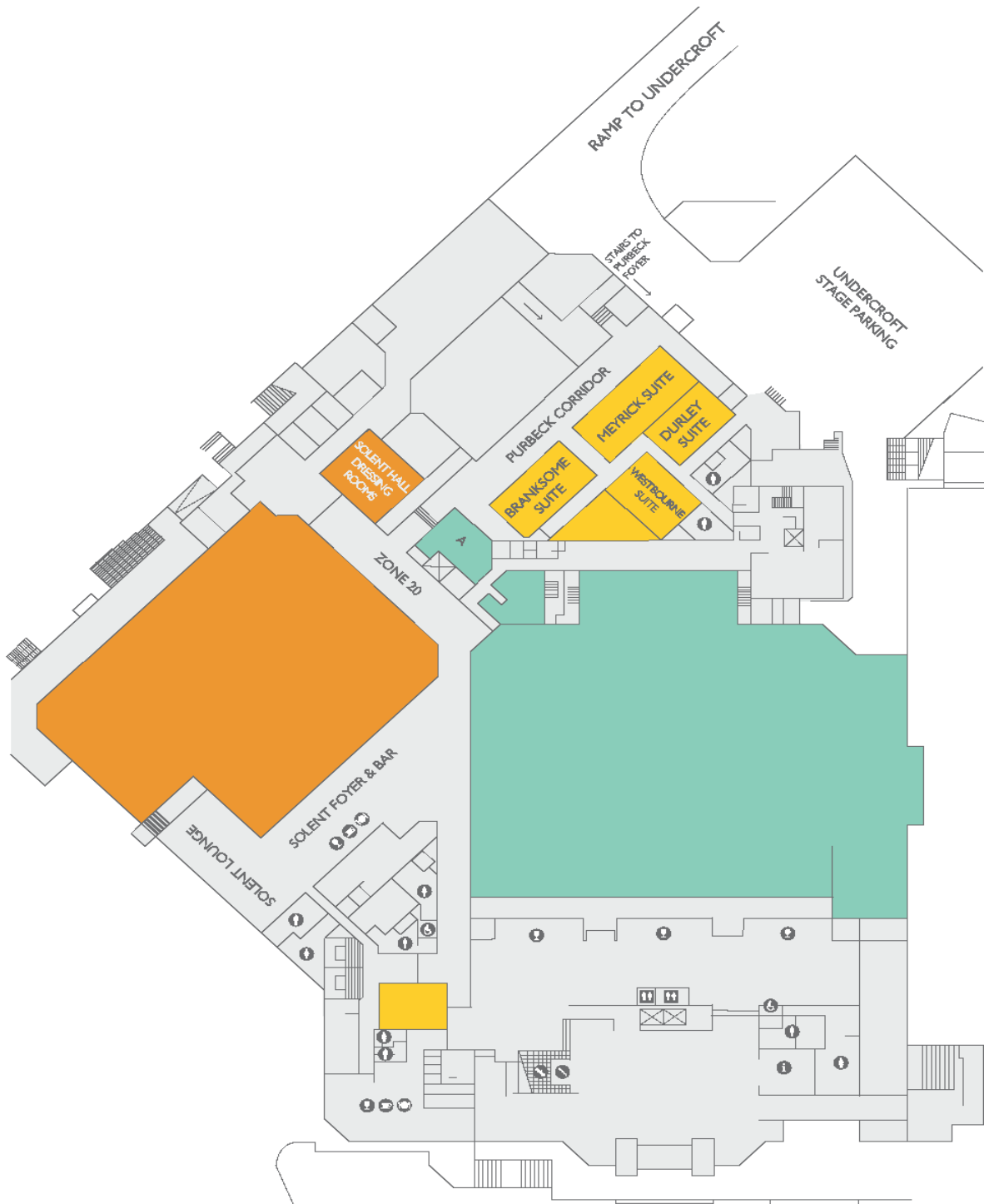
Free wi-fi is available.

## **Access and Access Officer**

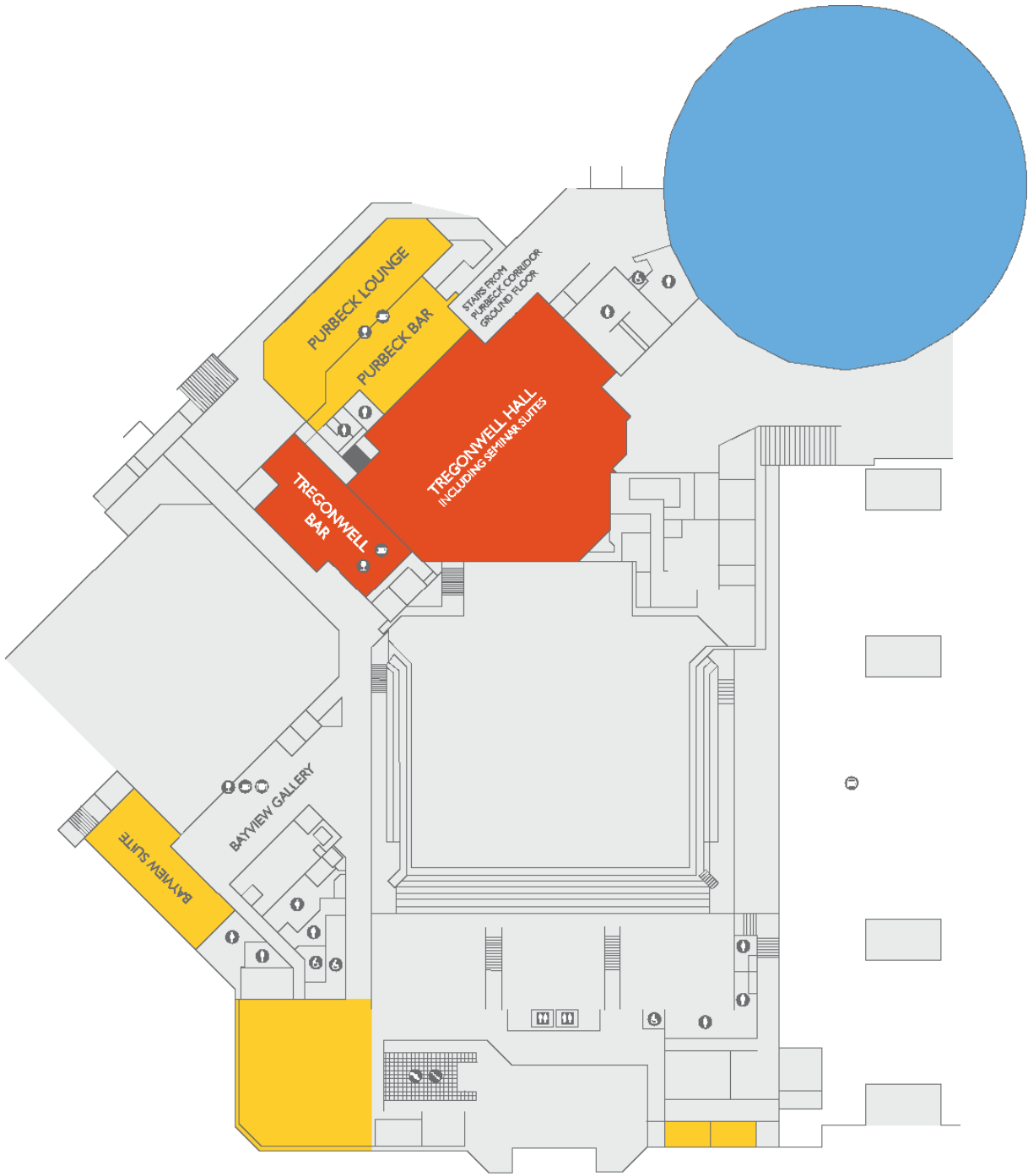
The Bournemouth International Centre is a purpose built conference venue and offers good wheelchair access. There are two passenger lifts located in the main foyer which take you down to the level one. There are wheelchair accessible toilets in the Ground floor and first floor.

UNISON staff member Raj Vekaria will be the access officer. Questions at conference about access and facilitation at conference should be addressed to him via the conference enquiry desk.

## GROUND FLOOR MAP AT THE BOURNEMOUTH INTERNATIONAL CENTRE



# FIRST FLOOR MAP AT THE BOURNEMOUTH INTERNATIONAL CENTRE



## 6 UNISON Rules and Standing Orders

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### **RULE D - SERVICE GROUP CONFERENCE**

(See pages 15 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, Associate General Secretaries, 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 regional Higher Education Service Group Committees shall be entitled to send one delegate each to the conference. Regional Higher Education Committees will be entitled to submit motions to the Higher Education Conference.
- 3.4.10 Each Self-Organised Group at the national level may submit a total of two motions and two amendments to the Group's National Conference.
- 3.4.11 The National Young Members' Forum may submit up to two motions and two amendments to the Group's National Conference.
- 3.4.12 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.

## **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 addition to branches acting under Rule D.3.4.8 the Service Group Executive, Service Group Regional Committee, Sector Committees and self organised groups at the National level (who may each submit a total of two motions to the Conference) may propose motions and amendments to the Conference.

## **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. i.e.
1. Submissions of motions: 16 weeks
  2. Publication of preliminary agenda: 13 weeks
  3. Submission of amendments: 8 Weeks
  4. Publication of final agenda: 4 weeks
- 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 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 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 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 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 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.
- 11.4 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.
- 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. The Service Group Executive in turn shall then report back to the appropriate branch or body its decision on these matters. All such motions and amendments shall be responded to at least one month before the deadline for submission of motions and amendments to the following year's Conference.

## **19. SUSPENSION OF STANDING ORDERS**

- 19.1 Any one or more of these Standing Orders maybe 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.

## 7 Glossary of Terms

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### Acronyms Used In Higher Education

ACAS	Advisory, Conciliation and Arbitration Service
AMSU	Association for Managers in Student Unions now merged with the NUS
APF	Affiliated Political Fund – this fund is used to promote UNISON’s political objectives via political affiliations
AUA	Association of University Administrators
BUFDG	British Universities Finance Directors Group - the representative body for finance office staff in the higher education sector in the United Kingdom.
DfE	Department for Education
DDA	Disability Discrimination Act
DEIG	Disability Equality Implementation Group – a group of 27 key stakeholders from the post 16 sector which UNISON co-chairs. The group has been established to oversee the implementation of the recommendations arising from the Commission for Disabled Staff
DBIS (BIS)	Department for Business, Innovation and Skills
ECU	Equality Challenge Unit was established in 2001 to promote equality for staff employed in the higher education sector. Their role was expanded in 2006 to cover equality and diversity issues for all students. They work in partnership with HEIs and sector organisations, undertaking projects and research and providing practical support and guidance for England, Northern Ireland and Wales. The ECU receives some funding from the Scottish Funding Council for work in Scotland
EHRC	Equality and Human Rights Commission
ELQ	Equivalent or Lower Level Qualification
FAQ	Frequently asked question
Framework Agreement	The Framework Agreement for the Modernisation of Higher Education Pay Structures: This is the 2004 pay agreement that unifies pay arrangements across the higher education sector. It addresses concerns about equal pay, and has introduced job evaluation to ensure fairness and transparency in the way staff are rewarded. It involves the creation of a single national pay spine and a common grading system for all staff groups.
GPF	General Political Fund – this fund is used to promote UNISON’s political objectives. No money from this fund is paid to any political party it is used for campaigning purposes.
GuildHE	GuildHE is one of the two formal representative bodies for Higher Education in the UK. It is a Company Limited by Guarantee and a Charity. It was founded in 1967 as the Standing Conference of Principals, registered as a company in 1992 and became GuildHE in 2006.



HEA	Higher Education Academy
HEaTED	Higher Education and Technicians Education and Development
HEFCE	Higher Education Funding Council for England
HEFCW	Higher Education Funding Council for Wales
HEI	Higher Education Institution
HEIDI	Higher Education Information Data base for Institutions
HESA	Higher Education Statistics Agency
HEEON	Higher Education Equal Opportunities Network
HSE	Health and Safety Executive
HEOPs	Higher Education Occupational Physicians/Practitioners
HESH	The Higher Education Safety and Health Forum. Membership is drawn from the Universities and Colleges Employers Association (UCEA), the Trade Unions, and HSE
HERA	Higher Education Role Analysis (a HE specific job evaluation scheme).
UKCISA	UK Council for International and Student Affairs
JNCHES	Joint Negotiating Committee for Higher Education Staff. In 2001, the Universities and Colleges Employer Association (UCEA) and Higher Education unions replaced ten negotiating bodies with a single national Joint Negotiating Committee for Higher Education Staff.
LGBT	lesbian, gay, bisexual, transgender
LLUK	Lifelong Learning UK
LSC	Learning and Skills Council
MSD	Musculoskeletal Disorders
NUS	National Union of Students
RRA(A)	Race Relations Amendment Act
SHEFC	Scottish Higher Education Funding Council
TUC	Trades Union Congress
UCEA	Universities and Colleges Employers Association – which represents the employers' side on national negotiating committees.
UCU	The UCU is the University and Colleges Union. It represents academics and some senior support staff in higher education. It was formed by the amalgamation of the Association of University Teachers (AUT) and (NATFHE) - The National Association of Teachers in Further and Higher Education
Universities UK	Universities UK has 133 members, the executive heads of all the UK HE institutions. They were formally known as the Committee of Vice Chancellors and Principals (CVCP)

## 8 The UNISON app for conference

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For conference this year we have a dedicated event app, on IOS and Android, featuring the conference documents, standing orders, venue details – and how to get there! You can also post photos and chat to other conference attendees.

To use it, you need the conference code – **uhighered17**. You can download it now, or ask for details from the information desk at conference.

Download your free app now ready for conference. Download the app for iPhone and iPad <https://itunes.apple.com/au/app/unison-conferences/id1044647358>. Download the app for Android phones

<https://play.google.com/store/apps/details?id=com.attendify.conf17ybh>

Or Google 'unison conferences app'. Accessing conference on the app

To use the app you need to create a profile first. To create a profile, follow these instructions.

- Open the app and click the menu icon (three horizontal lines in the top left hand corner).
- Click 'Sign up'. Enter an email and password, or use Facebook, LinkedIn, Twitter or Google+ to log in automatically.
- Review and approve your profile information.
- Be aware that some parts of this information (name, position) will be shown to other users of the app so don't use full names if you're not comfortable with that.
- Select your conference from the list of events.
- Click to check in and enter the event code - **uhighered17**
- Confirm your profile again and you're in the app!

Thousands of members are already using the app and love it. Enhance your experience of UNISON conferences and have the information you need at your fingertips.

Conference	App code	Hashtag	Twitter	Facebook
Higher Education	uhighered17	#uhighered17	@UNISON	UNISONinHigherEducation