



UNISON Conference Bulletin

UNISON Retired Members' Conference 2017

April 2017

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

UNISON Retired Members' Conference 2017 will be held at Venue Cymru, Llandudno from 12.00noon on Tuesday 10 October to 4pm Wednesday 11 October 2017. Caucus meetings start from 12noon Tuesday 10 October for those choosing to attend.

Venue Cymru
The Promenade
Llandudno
Conwy LL30 1BB

Tel: 01492 879771

E-mail: conferences@venuecymru.co.uk

Timetable

Deadline for Submission of Motions	12.00 noon	Wednesday 21 June 2017
Deadline for Submission of Amendments to Standing Orders	12.00 noon	Wednesday 21 June 2017
Publication of Preliminary Agenda		Wednesday 12 July 2017
Deadline for Submission of Delegates	5.00pm	Friday 4 August 2017
Deadline for Submission of Amendments	12.00 noon	Wednesday 16 August 2017
Deadline for Submission of reasonable adjustment requests for access	5.00pm	Monday 28 August 2017
Publication of Final Agenda		Wednesday 13 September 2017
Deadline for Submission of Emergency Motions	5.00pm	Tuesday 3 October 2017
Deadline for Submitting Change of Delegates online on the OCS	5.00pm	Thursday 5 October 2017

Enclosed with this Conference Bulletin and available for download from the UNISON Conference webpage at <https://www.unison.org.uk/events/2017-retired-members-conference/> are:

Delegate Travel Forms
Visitor Travel Forms
Standing Orders for Retired Members' Conference

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

Which branch officers can use the OCS? Using the OCS, motions can be submitted at branch level by the Branch Secretary, the branch Equal Opps Officer or the Branch Retired Members' Secretary. The others will receive e-mail copies of the motion submission as soon as it is submitted. Branch employed staff are also able to enter motions but do not have authority to submit them on behalf of a branch. Delegates can be submitted at branch level by either the Branch Secretary, the Branch Chair or the Branch Retired Members' Secretary. Delegates must be approved by the Branch Secretary or the Branch Chair.

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

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

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

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

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

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

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

Key contacts:

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

If you have an OCS issue, please contact your relevant regional contact. Listed below are the Conference contacts for each region, who can also assist with online conference registration:

Region	Contact	Tel	E-mail
Eastern	Amanda Tickner	01245 608909	a.tickner@unison.co.uk
East Midlands	Mark Ward	0115 847 5408	m.ward@unison.co.uk
	Colleen Forrest (Thurs & Fri only)	0115 847 5468	c.forrest@unison.co.uk
Greater London	Shelley Davey Lorraine Tant Cally Thompson	0207 535 6648	glrconference@unison.co.uk
Northern	Allison Jackson	0191 245 0805	a.jackson2@unison.co.uk
Northern Ireland	Elizabeth Robinson	02890 270190	e.robinson@unison.co.uk
North West	Kim Scott	0161 661 6777	k.scott@unison.co.uk
	Gillian Gorman	0161 661 6743	g.gorman@unison.co.uk
Scotland	Rosaleen Rodgers	0141 342 2816	r.rodgers@unison.co.uk
	Jean Fraser	0141 342 2880	j.fraser@unison.co.uk
South East	Catherine Still	01634 285708	c.still@unison.co.uk
	Kieran Pearson	01483 406510	k.pearson@unison.co.uk
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	j.gollings@unison.co.uk
Cymru/Wales	Rosa Pickavance	01792 483910	r.pickavance@unison.co.uk
West Midlands	Claire Kenny	0121 685 3174	c.kenny@unison.co.uk
Yorkshire & Humberside	Laraine Senior	0113 218 2333	l.senior@unison.co.uk
	Joanne Turnbull	0113 218 2322	j.turnbull@unison.co.uk

Branch Representation

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

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

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

Regional Representation

Regions can send one delegate each.

Proportionality and Fair Representation

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

Branches

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

Regions:

- 1 Delegate per region. Delegate can be a female or a male.

Visitors

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

Extras *IMPORTANT NEW INFORMATION*****

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

Please help us to help the environment

We're doing our best to reduce the environmental impact of our conferences. This year, we are providing all delegates with the chance to opt out of being sent paper copies of our conference materials as part of the delegates' despatch. All these documents will be available online via the conference app, and on the UNISON website. You can then download them onto your laptop or tablet to view online while you are at conference. If you wish to opt out please indicate this on the 'Extras' screen options on the Online Conference System (OCS). If you do not opt out, you will be sent all documentation in hard copy form.

Reasonable Adjustments

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted by **5pm, Monday 28 August 2017**.

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

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

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

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

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

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

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

We will apply a necessary cut off point for requests, as close as possible to the conference while not impacting on the requirements to produce regional seating plans in good time for advance circulation. The deadline is **5pm, Monday 28 August 2017**. We will retain a limited ability to respond to unexpected circumstances that affect a delegate at short notice prior to the conference.

Personal Emergency Evacuation Plan (PEEP)

If a delegate or visitor from your branch requires a PEEP for Venue Cymru, please ask them to indicate this with their online request.

Childcare

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

Motions/Amendments to Standing Orders

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

Please refer to the advice from the Standing Orders Committee about submission of motions, enclosed with this Conference Bulletin.

The Preliminary Agenda will be published online on Wednesday 12 July 2017. The Final Agenda will be published online on Wednesday 13 September 2017.

Amendments to Motions

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

Emergency Motions

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

Change of Delegate

Branches may change delegates up to the start of Conference. A member registering as a substitute branch delegate must have been eligible to represent the branch at the closing date for registration of delegates on **Friday 4 August 2017**. Any changes must be in accordance with the scheme of branch representation.

After 5.00pm Thursday 5 October, no more changes can be made on OCS. If a branch needs to make an emergency change to its delegation after this date, then an 'Emergency Change of Delegate Form' will need to be completed. This form will be available on the UNISON website from **Friday 6 October** and will also be available at the conference desk at Venue Cymru.

Important Travel Arrangements

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

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

Accommodation

If you require assistance in booking your accommodation, the team at Llandudno Tourist Information Centre can help. This service would normally cost £2, however if delegates quote 'UNISON' at the time of enquiry, this fee will be waived.

A 10 % deposit of the total cost is required at the time of booking to secure the room(s), this deposit will then be deducted from the final bill.

To take advantage of this service please call 01492 577577, one of the friendly team members will then take down your specific requirements, search for availability and book it on your behalf. You may also e-mail your requirements through to llandudnotic@conwy.gov.uk quoting 'UNISON' however please note for security, payments can only be taken over the telephone.

The link to the accommodation booking form is:

<http://www.visitllandudno.org.uk/conference-accommodation-booking-form>

Arrangements for Distribution of Card Voting Booklet

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

Caucus Meetings

Caucus meetings will be held on Tuesday 10 October between 12.00pm and 2.00pm.

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

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

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

Workshops

Workshops will be held between **2.15pm** and **3.45pm** on **Tuesday 10 October 2017**. Space in workshops is strictly limited and only delegates from regions and branches are eligible to apply for a workshop place. There will be no pre-registration this year and delegates will register for workshops when they arrive at conference.

Panel Debate

It is intended to organise a panel debate in the main conference hall between **2.15pm** and **3.45pm** on **Tuesday 10 October 2017**. Delegates who have not registered for a workshop place and visitors will be eligible to attend.

Prepaid Cards

Union Income Ltd have agreed to provide a corporate version of its prepaid card still with the UNISON branding. If your branch requires a prepaid card then this is the card that is the preferred option above others generally available.

An application will normally take about 14 working days to turnaround and you can request an information pack and application form by contacting:

UNISON Prepaid Plus Customer Services, 39-51 Highgate Road. London NW5 1RT or email customerservices@unisonprepaid.com

Credit Cards

If your branch does not specifically require a prepaid card the other best option is a credit card from Unity Trust Bank called Unity Corporate MultiPay Card. It is more flexible and is linked to branch current account. Details of the Corporate MultiPay card and further

information on how to apply are available from their website at www.unity.co.uk/multipay. To help branches switch to this Unity Trust credit card, the bank has agreed to waive the one off administration fee of £50 for all current ALTO card customers who apply for a Multipay card.

Data Protection

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

UNISON Retired Members' Conference

Tuesday 10 October – Wednesday 11 October 2017

Venue Cymru, Llandudno

DELEGATE RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

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

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

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

Please tick the appropriate boxes

Ticket Type Single ☐ Return ☐ Flexible ☐ Fixed ☐

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

Do you hold a Travel Discount Card? Y/N

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

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

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

Listed below are contact details for STEWART CORPORATE TRAVEL:

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

E-mail: unison@stewarttravelmanagement.com

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

GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

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

3rd Floor
Sterling House
20 Renfield Street
Glasgow G2 5AP

UNISON Retired Members' Conference
Tuesday 10 October – Wednesday 11 October 2017
Venue Cymru, Llandudno
DELEGATE AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-24-15-00

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

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

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

Name _____	
Address _____	

Tel No. _____	E-mail _____

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

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VISITORS RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

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

Please tick the appropriate boxes

Ticket Type Single ☐ Return ☐ Flexible ☐ Fixed ☐

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

Do you hold a Travel Discount Card? Y/N

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

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

Name _____	
Address _____	

Tel No. _____	E-mail _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: 0800 091 4272

Fax: 0141 226 2960

E-mail: unison@stewarttravelmanagement.com

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GUIDELINES: VISITOR RAIL TRAVEL APPLICATION FORM

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3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per Visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. If you hold a Travel Discount Card such as the Young Persons/Student, Disabled or Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
8. Wherever possible, please ensure train tickets are delivered to you directly as collecting them from stations incurs an extra charge. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
9. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
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VISITOR AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE : _____ TIME OF FLIGHT : _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

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

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

Name _____	
Address _____	

Tel No. _____	E-mail _____

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

1. COMPOSITION OF STANDING ORDERS COMMITTEE

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

2. FUNCTIONS OF STANDING ORDERS COMMITTEE

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

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

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

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

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

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

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

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

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

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

3. SPEAKING

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

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

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

4. LIMIT OF SPEECHES

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

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

5. VOTING

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

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

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

6. TELLERS

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

7. PROCEDURE

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

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

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

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

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

(i) that the question now be put, provided that:

(a) the Chairperson of Conference may advise Conference not to accept this motion if in her/his opinion the matter has not been sufficiently discussed;

(b) if this motion is carried, it shall take effect at once, subject only to any right of reply under these Standing Orders.

(ii) that the Conference proceed to the next business;

(iii) that the debate be adjourned;

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

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

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

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

8. MOTIONS AND AMENDMENTS

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

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

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

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

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

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

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

9. WITHDRAWALS OF MOTIONS AND AMENDMENTS

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

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

10. REFERENCE OF OUTSTANDING ITEMS

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

11 SUSPENSION OF STANDING ORDERS

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

Guidance on submitting motions and amendments to UNISON Retired Members' conference

As a general principle, it is important to remember that the Standing Orders Committee is only able to consider the text presented to it. It is therefore advisable to be as clear and specific as possible when writing motions, amendments, and emergency motions, and not to assume that any particular fact is generally known.

The Retired Members' Conference Standing Orders Committee is composed of twelve members, one from each region of UNISON. Committee members are able to give advice on writing motions and amendments to branches and regional retired members' committees, but advice from any committee member, or from any member of UNISON staff, does not necessarily guarantee an item's acceptance.

Items must be agreed by a properly constituted, quorate meeting. This may be checked.

Motions, amendments and emergency motions should be submitted via the online conference system (OCS). Branches experiencing difficulty using this should seek help from their regional contact (details are given in the conference bulletin).

Links to websites are not appropriate in motion text, and if included will be removed by the Standing Orders Committee. Wording should avoid language which could be reasonably expected to cause offence.

Motions

There are various reasons why a motion may be ruled out of order:

Not specific to the conference

This is occasionally referred to as 'citizenship', and is used when the SOC considers that the motion would more properly be submitted to National Delegate Conference. A motion ought only to be heard by one conference, to eliminate the possibility of two conferences adopting opposing policy on it; therefore, any conference other than National Delegate Conference must restrict itself to issues that directly affect the group it represents.

In the context of UNISON Retired Members' conference, this means that motions must be wholly or predominantly concerned with UNISON's retired members and/or elderly people. Where a motion deals with an issue that primarily affects older people, but could also affect other people it is important to stress how this is relevant to this group in particular, to avoid the motion being ruled out on citizenship grounds. For example, the bus pass: the majority of bus pass users are retired, but other groups, for example schoolchildren or disabled people, may also be eligible for a bus pass and therefore the motion should specify that the bus pass being discussed is the one granted to people who have reached the female state pension age.

For similar reasons, motions that deal with workers' terms and conditions will also be ruled out of order for Retired Members' conference: they are more appropriately heard at the relevant service group conference. For example, a motion that discussed the quality of care for the elderly would probably be admitted to Retired Members' conference, but if it sought to change the conditions under which care workers were employed, it would be out of order.

Not sufficiently clear/Statement not a motion

A motion should be readily intelligible and should contain clear directions for action. It is liable to be ruled out of order if the SOC deems it to be insufficiently clear.

In breach of rule D (employment of staff)

According to UNISON rule D. 2. 11, the NEC, or the general secretary acting on the NEC's behalf, has sole discretion on staffing issues. Therefore a conference cannot take any decisions on this. In practice, this means that any motions which explicitly or implicitly call for the appointment of new staff, or which seek to order the duties of existing or future staff, will be ruled out of order.

Could place the union in legal jeopardy

Motions are considered on a case by case basis and where appropriate the SOC will seek legal advice. There are some issues that will result in a motion being ruled out of order because it could place the union in legal jeopardy, including references to ongoing or potential legal proceedings; calling upon the union to break the law; and potentially libellous content (for example, alleging discrimination on the part of a named third party). Submitters of motions should seek advice if they are in any doubt on this question.

Affiliated Political Fund/Labour Link

Issues that are internal to the functioning of the Labour party, both in relation to internal issues and in respect of matters to be pursued at Labour party conference are dealt with by the Affiliated Political Fund (Labour Link). Motions which seek to give instruction or direction in relation to Labour party matters are likely to be ruled out of order.

Terminology

The only body that the Retired Members' conference can 'instruct' is the National Retired Members' Committee. Any motion that 'instructs' any other body will be ruled out of order. Other terms such as 'calls upon', 'asks', 'urges' or 'encourages' may be more appropriate, but submitters should still check that the conference has the power to make that demand upon this body.

It is worth considering whether the body being addressed in the motion has the power to carry out the action being asked of it. If not, it is probable that the motion will be ruled out of order. Motions which ask a body to 'ensure' that a certain objective is achieved are likely to be ruled out of order; submitters should instead use 'seek to ensure'. It is still advisable to check that the body called upon has the power to undertake this action.

Requires a rule change

Motions which call for action that cannot be undertaken without first securing a change to UNISON's rulebook are out of order.

Received past the deadline

Branches and regions should take particular care to ensure that motions and amendments are submitted before the deadline, and that the process has been completed. (When the process has

been completed correctly, the item will show as 'Submitted' on OCS. If it is showing as 'In Progress' or 'Awaiting Approval', then the process is incomplete, and it is likely that the SOC will rule it out of order.)

Amendments

The requirements explained above (e.g. staffing issues, clarity, terminology) also apply to amendments.

An amendment that introduces a direct negative into a motion will be ruled out of order. Similarly, an amendment that changes or reverses the meaning of a motion will be ruled out of order.

An amendment that seeks to change the title of a motion will not be competent.

If any part of an amendment is out of order, the whole of that amendment will be ruled out of order.

Bodies cannot submit amendments to their own motions.

Emergency motions

Emergency motions are subject to the same requirements as regular motions and amendments.

In addition, the submitting body will have to show that the matter could not be raised in debate on the existing agenda; that the action called for is not covered by another motion, amendment or composite; that the matter cannot be dealt with in other ways, and that the facts giving rise to the subject matter occurred after the closing date for submission of motions and amendments. It is not sufficient that the submitting body was not aware of the facts until after the closing date.

It is prudent to demonstrate within the text of the emergency motion that the issue is an emergency. For example, if the emergency motion was prompted by remarks made by a public figure after the closing date for motions, it might be appropriate to quote the remarks and give the date on which they were made.