

UNISON
24th NATIONAL DISABLED
MEMBERS' CONFERENCE

Saturday 28th October to
Monday 30th October 2017

Manchester Central Convention
Centre

CONFERENCE GUIDE

CONTENTS

CONFERENCE DOCUMENTS

- 1. Conference Timetable**
- 2. Conference Business**
- 3. Guide to Conference Procedures**
- 4. Standing Orders**
- 5. Election and Ballot Arrangements**

CONFERENCE DELEGATE INFORMATION

- 6. Code of Conduct**
- 7. Health and Safety Information**
- 8. Access Details**
- 9. Map of Manchester Convention Centre**

1. CONFERENCE TIMETABLE

CONFERENCE TIMETABLE 2017

Saturday 28th October 2017

1.00pm	Conference enquiry desk opens
1.35pm – 2.05pm Room: Exchange Hall	Women's Caucus
2.10pm – 2.40pm Room: Exchange 10	Deaf (native BSL Users) Caucus
2.45pm – 3.45pm	Workshops*
Room: Charter 1 Room: Charter 2 Room: Charter 3 Room: Charter 4	Mental Health and wellbeing All about Autism PIP and Universal Credit Hate Crime
3.45pm – 4.15pm	Break
4.15pm – 4.30pm Room: Exchange Hall	New Delegates Briefing
4.30pm - 5.25pm	Regional Meetings
Cymru/Wales East Midlands Eastern Greater London North West Northern	Exchange 10 Exchange 9 Charter 1 Charter 2 Charter 3 Charter 4
5.30pm – 6.25pm	
Northern Ireland Scotland South East South West West Midlands Yorkshire & Humberside	Exchange 10 Exchange 9 Charter 1 Charter 2 Charter 3 Charter 4

Sunday 29th October 2017

8.30am	Standing Orders Committee Report Available from Conference Enquiry Desk
9.30 pm	Closing time for nominations (conference enquiry desk)
9.30am - 11.00am Room: Exchange Hall	Conference Session 1 Standing Orders Committee Report Annual Report Guest Speaker Motions
11.00am – 11.30am	Break
11.30 am – 12.30 pm Room: Exchange Hall	Conference Session 2 Motions
12.30 pm - 2.10 pm	Lunch
1.30pm – 3.45pm	Ballot papers for Service group & Labour Link available from Ballots desk
12.35pm – 1.05pm Room: Exchange 10	LGBT Caucus
1.10pm – 1.40pm Room: Charter 1	Black Members Caucus
2.10 pm – 3.25 pm Room: Exchange Hall	Conference Session 3 Guest Speaker Motions
3.25 pm – 3.55pm	Break
4.00 pm – 5.00 pm	Service Group Meetings
Community:	Exchange 9
WET & Energy:	Exchange 10
Health:	Charter 2
Higher Education:	Charter 3
Local Government:	Charter 1

Police & Justice: Charter 4
5.05pm – 5.50pm **Labour Link meeting**
Room: Exchange Hall

8.00pm – 11.00pm **Social event**
Room: Charter 1

Monday 30th October 2017

8.30am Conference enquiry desk opens

8.30 am – 12.30pm Ballot papers and ballot boxes available
(for remaining elections not service
group/Labour link)

9.30 am – 11.00am **Conference Session 4**
Room: Exchange Hall Message from the General Secretary
Motions
Guest Speaker

11.00 am – 11.30am **Break**

11.30 am – 12.30 pm **Conference Session 5**
Room: Exchange Hall

12.15 pm – 12.30 pm Closing remarks

1.00pm Close of ballots – conference enquiry desk
**(half an hour after the close of
conference)**

Other meetings:
National Committee
Saturday 28th October 10am-12.30pm

NDMC/Conf Chairs/SOC
Saturday 28th October 12.30pm – 1pm

***Workshops**

Mental Health and wellbeing

This workshop will give tips on how to look after your mental health and wellbeing, and give you the opportunity to share what helps you keep mentally healthy.

All about Autism

Want to find out more about autism and related conditions? Are you outraged that only 16% of adults with autism are in full time paid employment? If so this workshop is for you!

PIP and Universal Credit

Come along and find out about PIP applications and appeals processes, why people are losing their Motability cars and how Universal Credit might affect you. Bring all your questions!

Hate Crime

Come along to this workshop to find out more about hate crimes, including: how to report a hate crime, the difference between a hate crime and a hate incident, learning disability hate crime and more.

2.CONFERENCE BUSINESS

**1. REVISED NATIONAL DISABLED MEMBERS COMMITTEE (NDMC)
CONSTITUTION AND STANDING ORDERS FOR NATIONAL DISABLED
MEMBERS CONFERENCE**

(*please see explanatory note at the end of the agenda)

The National Disabled Members Committee calls upon Conference to:-

- 1) Accept and adopt the following (a) revised National Disabled Members Committee Constitution and (b) Standing Orders for National Disabled Members Conference,
- 2) Note that these revised documents will take effect immediately following National Disabled Members Conference 2017

a) NATIONAL DISABLED MEMBERS COMMITTEE (NDMC) CONSTITUTION

- i) Membership of the Committee shall consist of:
 - two delegates elected from their Regional Disabled Members' Group;
 - three National Executive Council(NEC) members, two of whom must be the disabled members seat holders;
 - two co-opted members from the National Lesbian, Gay, Bisexual & Transgender Committee;
 - two co-opted members from the Lesbian, Gay, Bisexual & Transgender caucus at Disabled Members' Conference;
 - two co-opted members from the National Women's Committee;
 - two co-opted members from National Black Members' Committee;
 - two co-opted members from the Black members' caucus at Disabled Members' Conference;
 - two co-opted members from the Deaf native British Sign Language (BSL) users caucus at National Disabled Members Conference.

All members of the committee shall be entitled to vote.

At least half of the members elected from each of the above constituencies must be a woman.

A post of a delegate can be job-shared but only one of that job-share team will be funded nationally to attend any meeting. If both job-share delegates attend a meeting, both will have speaking rights but only one will have voting rights.

- iii) UNISON's National Disabled Members' Officer and other UNISON staff attend to support and service the Committee with speaking but non-voting rights.

- iv) The Committee can set up working groups to undertake specific areas of work relating to its work programme.
- v) Convenors of the Committee's working groups will be agreed by the members of the Committee.
- vi) The Committee shall meet formally four times a year, including a meeting for a policy weekend, with provision for extraordinary meetings if business requires it.
- vii) Officer positions within the Committee shall be two Co-Chairs, at least one of whom must be a woman and two Co-Deputy Chairs, at least one of whom must be a woman. As set out in iv) the committee can appoint members of NDMC for specific areas of responsibility aligned to the NDMC work programme.
- viii) Caucus Groups will be able to appoint a liaison representative on behalf of the committee for:

Black Members

Deaf (BSL) Members

Lesbian, Gay, Bisexual & Transgender Members

Women Members

Labour Link

All of whom will be accountable to the full committee.

Caucus network meetings for Black members, Deaf (BSL) members, Lesbian, Gay, Bisexual & Transgender members and Women members will be held in accordance with standing orders SO3, 3.1 and 3.4 to enable greater participation of underrepresented groups and to enable submission of caucus motions and amendments

- ix) The officers will be elected at the first meeting of the NDMC following Disabled Members Conference. Where the position is contested there will be a secret ballot.
- x) No person can hold the same officer post for more than two consecutive years, but can put their name forward for the same post after a year's break. Any member leaving a post after two years can put their name forward for election to any other officer post.
- xi) Quorum for the meetings shall be 33 per cent of the Committee membership.
- xii) The National Disabled Members' Committee Constitution may only be amended by a formal amendment agreed at National Disabled Members Conference by two-thirds of the delegates present and voting.

b. STANDING ORDERS FOR NATIONAL DISABLED MEMBERS CONFERENCE

SO1 Standing Orders

- 1.1 Standing Orders are the rules which say how conference must be run. They provide every delegate with an equal opportunity to contribute.
- 1.2 These Standing Orders are agreed by the National Disabled Members Conference.
- 1.3 Where these Standing Orders are silent on any issue, practice at National Delegate Conference will prevail.
- 1.4 These Standing Orders may only be amended by a formal amendment to Standing Orders agreed at National Disabled Members Conference by two-thirds of the delegates present and voting.

SO2 Standing Orders Committee

- 2.1 The Standing Orders Committee will be made up of:
 - 1 Four members elected, by ballot if required, (as stated in SO15.1.1) at the National Disabled Members' Conference;
 - 2 two members elected by the Lesbian, Gay, Bisexual & Transgender (LGBT) Caucus;
 - 3 two members elected by the Black Members' Caucus.

At least half the members elected from each of the above constituencies must be women.
- 2.2 The Committee will be advised by a UNISON staff member, who shall be the Committee secretary.
- 2.3 The members of the Standing Orders Committee shall hold office from the end of one National Disabled Members Conference until the end of the next National Disabled Members Conference.
- 2.4 At its first meeting after it takes office, the Committee shall elect a Chairperson and a Deputy Chairperson from amongst its members, at least one of whom shall be a woman.
- 2.5 The functions of the Committee shall, subject to these Standing Orders, be to:
 - 2.5.1 ensure that the National Disabled Members Conference Standing Orders are observed, and notify the Chairperson of any violation that may be brought to the Committee's notice;
 - 2.5.2 draw up the preliminary agenda and final agenda of Conference business, and the proposed hours of business, to be circulated in accordance with a timetable published in the official Conference bulletin;
 - 2.5.3 determine the order in which the business of Conference shall be conducted, subject to the approval of Conference.

- 2.5.4 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 Standing Orders;
 - 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.
- 2.5.5 Any decisions of the Committee which are to be reported to Conference shall be announced by the Chairperson or Deputy Chairperson of the Committee and shall be subject to ratification by Conference. Any section of part of section of the Standing Orders Committee Report can either be accepted or referred back.
- 2.5.6 Members of the Standing Orders Committee shall take no other part in the conduct of Conference.

SO3 Motions and Amendments Pre-Conference

- 3.1 Motions, amendments and other appropriate business may be proposed for the Conference by properly-constituted meetings of the following:
- Branch Disabled Members Groups
 - Regional Disabled Members Groups
 - National Disabled Members Committee
 - National Disabled Lesbian, Gay, Bisexual & Transgender (LGBT) Caucus
 - National Disabled Black Members' Caucus
 - National Disabled Women's Caucus
 - National Deaf (native British Sign Language Users) Caucus
 - National Young Members Forum
- 3.2 Each of the above bodies may submit up to 3 motions, with no limit on the number of amendments that may be submitted, except for the National Young Members Forum which may submit up to 2 motions and up to 2 amendments (as per Rule D6.2.2).

- 3.3 Motions and amendments shall be submitted in accordance with the timetable and by the method specified in the official conference bulletin.
- 3.4 The caucus groups set out in SO.3.1 shall be entitled to meet in accordance with the National Disabled Members' Conference timetable to submit motions and amendments of concern to their respective member groups.
- SO4 Attending, speaking and voting at Conference
- 4.1 Only branch disabled delegates are entitled to speak and vote in debates at conference.
- 4.2 Representatives of the following have speaking rights only in debates:
- Regional Disabled Members' Groups
 - National Disabled Members Committee
 - Black Members Self-Organised Group
 - National Disabled Black members' Caucus
 - National Deaf (BSL) caucus
 - Lesbian, Gay, Bisexual and Transgender Members' Self- Organised Group
 - National Disabled Lesbian, Gay, Bisexual and Transgender members' caucus
 - Women Members Self-Organised Group
 - National Disabled Women members' caucus
 - National Young Members Forum
 - National Retired Members Organisation
- 4.3 The following may address Conference:
- Conference Co-Chairs
 - Co-Chairs of the Standing Orders Committee
 - UNISON staff called to speak by the Conference Chair
 - Speakers identified in a Standing Orders report that has been accepted by conference.
- SO5 Chairing of conference
- 5.1 The Conference co-chairs shall be members of the National Disabled Members Committee.
- 5.2 The Conference Chair decides on any procedural motions and points of order. The Conference Chair's ruling is final and binding.
- 5.3 The Conference Chair may at any time propose that Conference be adjourned for a specified period. Conference will immediately vote on this proposal.
- SO6 Voting Procedure
- 6.1 The method of voting shall be by a show of the voting card which is provided to each branch delegate.
- 6.2 If the Chair cannot make a clear declaration s/he may call for a count or at least 20 delegates present may also call for a count.

6.3 The count must be completed and the result reported to Conference before proceeding to the next item of business.

SO7 Withdrawals of motions and amendments

7.1 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 for a formal vote on whether to accept that Committee's decision, or refer it back to them for further consideration.

SO8 Emergency motions and amendments

8.1 Emergency motions and amendments are those items of business which are submitted after the relevant scheduled deadline and relate to matters which have occurred after the relevant deadline.

8.2 Emergency motions may be submitted by properly-constituted meetings of the following bodies, in accordance with the procedure set out in the official conference bulletin:

Branch Disabled Members' Groups
Regional Disabled Members' Groups
National Disabled Members' Committee
National Lesbian, Gay, Bisexual & Transgender (LGBT) Members' Caucus
National Black Members' Caucus
National Women members' Caucus
National Deaf (BSL users) Caucus
National Young Members' Forum

8.3 If the Standing Orders Committee gives its approval to the emergency motion or amendment being considered by Conference, copies will be made available to delegates at least one hour before Conference is asked to decide whether to consent to the Emergency Motion being added to the Conference agenda.

8.4 An emergency motion will not be given a higher place in the order of business over other motions and amendments on the agenda except where the Standing Orders Committee decides that its purpose would be frustrated if it were not dealt with earlier in the Conference.

SO9 Points of Order

9.1 A Point of Order draws Conference's attention to a breach of the Rules or Standing Orders.

9.2 A Point of Order may be raised by a delegate at any stage during Conference if s/he considers that business is not being conducted in accordance with UNISON's Rules or the Conference's Standing Orders.

9.3 The Point of Order must be raised as soon as the alleged breach occurs, or at the earliest practicable moment.

9.4 The Point of Order shall not be debated or amended, and the Conference Chair shall make an immediate and final ruling.

SO10 Procedural Motions

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

10.1.1 "That the question be now put," provided that

- i) the Conference Chair may advise Conference not to accept this motion if in her/his opinion the matter has not been sufficiently debated.
- ii) if this procedural motion is carried, it shall take effect at once, subject only to any right of reply under these Standing Orders.

10.1.2 "That the Conference proceed to the next business"

If this is carried it means that the matter being discussed immediately falls from the agenda and Conference proceeds to the next item of business.

10.1.3 "That the debate be adjourned".

10.1.4 "That the Conference (or part of Conference) be held in private session."

10.1.5 The only people permitted to attend a private session of Conference are:

- i) Delegates
- ii) Members of the National Disabled Members' Committee
- iii) Members of the Standing Orders Committee
- iv) Representatives as set out in SO 4.2
- v) Personal assistants working with any of the above
- vi) Members of staff who have been authorised by the National Disabled Members' Committee or the UNISON General Secretary to attend Conference
- vii) Any other people as the Conference Chair shall determine.

10.2 Procedural motions are put to the vote immediately without discussion and no amendment is allowed, except for motion 10.1.4, where the Conference Chair may allow debate and/or amendments.

10.3 A person who has already spoken on the motion or amendment in question shall not move one of the procedural motions above.

SO11 Conduct of debates

11.1 The mover of a motion or an amendment may speak for no more than five minutes, and each subsequent speaker may speak for no more than three minutes.

- 11.2 The Chairperson may exercise their discretion to extend speaking times for delegates whose access requirements, in the Chairperson's judgement, would otherwise impact on their contribution, up to a maximum of double the speaking limits set in 11.1.
- 11.3 When an amendment to a motion is moved no further amendment may be moved until the first one is disposed of, except during grouped debates.
- 11.4 When an amendment to a motion is carried, the motion, as amended, becomes the substantive motion, to which a further amendment may be moved.
- 11.5 A delegate may not move more than one amendment to any one motion. The mover of a motion may not move an amendment to their own motion.
- 11.6 No delegates shall speak more than once on a motion or amendment, except that the mover of the original motion may exercise a right of reply for not more than three minutes. No new material may be introduced during a right of reply.

SO12 Grouped debates and sequential voting

- 12.1 The Standing Orders Committee may propose grouped debates or sequential voting on motions or amendments which deal with the same subject matter.
- 12.2 The following procedure will be followed:
 - 12.2.1 The Conference Chair 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;
 - 12.2.2 All motions and amendments included in the debate shall be moved;
 - 12.2.3 The general debate shall take place;
 - 12.2.4 The Conference Chair shall again state the order of voting and advise Conference which, if any, motions and amendments will fall if others are carried;
 - 12.2.5 Voting will take place on motions, preceded by relevant amendments, in the order in which they were moved.
 - 12.2.6 A grouped debate may not be adjourned until after all the motions and amendments have been moved.

SO13 National Disabled Members' Committee at Conference

- 13.1 At the start of each Conference the National Disabled Members' Committee shall present its report for the past year, which shall be circulated to delegates prior to Conference.

13.2 Any report which contains proposals or recommendations requiring approval and adoption by Conference shall be submitted in advance in the form of a motion, in accordance with the timetable.

13.3 The National Disabled Members' Committee will indicate its policy on all items to delegates, in advance of a vote on the item.

SO14 Reference of outstanding items to the National Disabled Members Committee

14.1 Any motions not reached on the agenda shall stand referred to the National Disabled Members' Committee and reported on after the first meeting of that Committee after conference.

SO15 Elections at Conference

15.1 The following elections will take place at Conference:

15.1.1 National Disabled Members Conference Standing Orders Committee

15.1.2 Two delegates to the union's National Delegate Conference

15.1.3 One newsheet representative for the union's National Delegate Conference

15.1.4 One delegate for UNISON's delegation to Trade Union Congress

15.1.5 Two delegates to each of the union's service group conferences

15.1.6 Two delegates to Labour Party Conference, who shall also be delegates to the Labour Link Forum

15.1.7 Two delegates to the National Disabled Members Committee from each of the following caucuses:

- (i) the disabled lesbian, gay, bisexual and transgender members' caucus;
- (ii) the disabled Black member's caucus;
- (iii) the Deaf (native British Sign Language users) caucus.

15.2 Nominees for these posts must be eligible to stand in the relevant capacity and be amongst those registered to attend Conference as:

- (i) delegates from branches or regions;
- (ii) the National Disabled Members Committee;
- (iii) the Standing Orders Committee;
- (iii) Representatives of Self-Organised Groups;
- (iv) Representatives of the National Young Members Forum.

15.3 Any contested election for positions under 15.1.1, 15.1.2, 15.1.3, 15.1.4 will be decided by ballot. Only those registered as conference delegates from branches or the National Disabled Members Committee shall be entitled to vote.

15.4 Any contested positions under 15.1.5, 15.1.6, or 15.1.7 will be decided by the meetings convened at Conference for members of those constituencies.

15.5 All elections will be subject to proportionality for women members.

SO16 Selection of motions for National Delegate Conference

16.1 A ballot will be conducted at Conference to determine from amongst those motions carried by Conference, which two shall be submitted as proposed business for National Delegate Conference.

SO17 Suspension of Standing Orders

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

National Disabled Members Committee

1.1

In the ninth paragraph under Section 2 a) i) delete 'two co-opted members from the Deaf native British Sign Language (BSL) users caucus at National Disabled Members Conference' and replace with 'four co-opted members from the Deaf native British Sign Language (BSL) users caucus at National Disabled Members Conference'

National Deaf (native British Sign Language Users) Caucus

1.2

At 2a) - National Disabled Members Committee (NDMC) Constitution, Point i) before "All members of the committee shall be entitled to vote" add;

"two co-opted members from the National Young Members Forum"

Eastern Region

1.3

In paragraph starting At least half of the members elected ... replace the words "must be a woman." with "who identify as female."

In paragraph vii) replace the words "must be a woman." with "who identify as female."

In paragraph numbered 3 starting with At least half ... replace the words "must be a woman." with "who identify as female."

In paragraph numbered 2.4 starting with At its first meeting ... replace the words "shall be a woman" with "identifies as female."

North West Region

1.4

in a) i) membership of the committee shall consist of:

AFTER - three NEC members, two of whom must be the disabled members seat holders;

ADD " if possible the 3rd seat shall be the NEC member who has the union disabled seat on the TUC disability committee "

Eastern Region

Recruitment & Organisation

Recruitment & Organisation

2. WORKING WITH DISABLED WORKERS

This Conference welcomes:

- (i) UNISON's decision to affiliate to Disability Rights UK (DRUK) in November last year
- (ii) The project run by City University, supported by the TUC and DRUK to:
 - (a) develop an online searchable database of reasonable adjustments capturing best practice, for use by members and union representatives;
 - (b) use the Government's Workplace Employment Relations Survey (WERS) as a basis for examining the disabled workers experience of how they are supported by employers and unions.

This Conference believes that the City University project will go some way to addressing the issues raised by disabled young members at young members weekend 2017 as regards improving knowledge and support for activists working with or organising disabled workers.

This Conference calls on the National Disabled Members Committee to:

- 1. invite a representative of the City University project to address this conference in 2018 on the progress of the project, including a demonstration if available of the searchable database;
- 2. consider, in consultation with regional disabled members groups, what other information, advice, and support UNISON could offer activists working with or organising disabled workers, and work towards provision of same.

National Young Members' Forum

3. TOWARDS A DISABLED WORKERS CHARTER

This Conference believes that it is time for a disabled workers charter that should include a statement of UNISON's position on disabled workers, as well as a set of rights for disabled workers, and employers' responsibilities. Such a document could form the basis of negotiating, organising, and campaigning at workplace level, inviting employers to sign up to it.

This Conference calls on the National Disabled Members Committee to:

1. draft a charter for disabled workers
2. consult with the whole union on that draft
3. bring the finalised charter to National Disabled Members Conference 2018 for consideration with the aim of formal endorsement and adoption of the charter by conference
4. launch the charter at National Delegate Conference 2019 to ensure a wide range of UNISON activists are aware of it, and consider seeking to organise a fringe meeting at that conference for the purpose of the launch.

National Young Members' Forum

4. INDIVIDUALLY TAILORED REASONABLE ADJUSTMENT AGREEMENTS

Conference notes that some employers are negotiating the introduction of 'Individually Tailored Reasonable Adjustment Agreements' or "Disability Passports". These are a living record of the reasonable adjustments agreed between a disabled employee and their line manager. Members have reported that their experience has been very positive because the agreements;-

- minimise the need to re-negotiate reasonable adjustments every time the employee changes jobs, is re-located or assigned a new manager within the organisation
- ensure that both parties, the individual and the employer, have an accurate record of what has been agreed
- identify the impact on others from the agreed adjustments
- provide employees and their line managers with the basis for discussions about reasonable adjustments at future meetings

Conference calls upon the National Disabled Members' Committee to ;

1. Collate examples of agreements (or passports) currently in use and identify best practice

2. Develop an up to date model Agreement and circulate to Regional Disabled Members' Committees with a recommendation to encourage all branches to negotiate with their employers.

South West Region

5. ORGANISING FOR DEAF BRITISH SIGN LANGUAGE (BSL) MEMBERS

Conference recognises and commends the work that the National Disabled Members Committee has undertaken with regards to Deaf (BSL) issues

However, Conference is concerned that, because of cultural and linguistic issues, prejudice and the workplace environment it can be more difficult for Deaf members to participate in UNISON's branch, regional and national democratic processes or to take up roles such as steward, health and safety officer, convenor, branch secretary and so on.

Conference is aware that there may be barriers that could stop Deaf members becoming active such as a lack of confidence, or a lack of supportive structures in their branch in which to gain experience. Conference is particularly aware of the need to encourage young Deaf workers to understand the importance of trades unions, to become members, to participate in their union's activities and continue to fight for an end to discrimination faced by our Deaf members.

Conference calls on National Disabled Members Committee to:-

1. Work with the Deaf representatives on the National Disabled Members Committee and the Deaf caucus to explore ways to increase participation and help network Deaf members
2. Conduct a survey of Deaf UNISON members to identify the issues they face both in the workplace and in the union
3. Explore ways to increase participation and raise the profile of Deaf member's using social media, UNISON's website and e networks
4. Continue to use BSL video clips to explain key union issues and campaigns to Deaf (BSL) members at branch, region and national level

National Deaf (native British Sign Language Users) Caucus

Negotiating and Bargaining

Negotiation and Bargaining

6. UNISON WORKING FOR INTERSEX EQUALITY

Conference welcomes growing momentum for the recognition of human rights and equality for people born with intersex bodies (variations of sex characteristics). However, there continues to be confusion and misunderstanding of what intersex

means and a lack of focus on everyday issues, especially workplace issues, that people born with intersex conditions face.

Conference welcomes the definition of intersex agreed by the Scottish Equality Network UK working group on Intersex Human Rights and Equality in June 2016. This describes intersex as ‘an umbrella term used for people who are born with variations of sex characteristics, which do not always fit with society’s perception of male or female bodies. Intersex is not the same as gender identity or sexual orientation.’

Conference further welcomes UNISON’s bargaining advice published at the end of 2016, following consultation with intersex members. This sets out common workplace issues and advice for reps.

Conference notes that the bargaining factsheet, titled ‘UNISON working for intersex equality’, emphasises that there is a wide range of workplace issues facing intersex people, many very specific to that person. What is often shared in common is a deep sense of shame - people may have been told since childhood to be silent about their condition. They may not have the words needed to get help. Where UNISON reps already have a basic understanding, this can make a huge difference.

Conference further notes that some lesbian, gay, bisexual and transgender (LGBT) groups have changed their remit to include intersex issues. UNISON’s LGBT group and intersex activists have discussed this and agreed that this is not a move UNISON should make at this time. Some LGBT groups have merely added intersex to their name, without real understanding of what it means or the competency to work for intersex equality. However, UNISON LGBT conference has affirmed its commitment to promote UNISON’s role as an intersex ally.

Some workers under the intersex umbrella fall within the protected characteristic of disability under the Equality Act 2010 and many face issues with health-related time off and seeking reasonable adjustments.

The social model of disability is important in this context. Disability is caused by the way society is organised, rather than a person’s impairment or difference. UNISON works to remove barriers that restrict choices for disabled people. We are committed to removing these barriers in how we think, talk, act and organise workplaces, union activities and society. We take this understanding into our negotiations with employers and representation of members.

Conference therefore calls on the national disabled members committee to encourage disabled members to become intersex allies and:

1. Promote understanding of workplace issues facing members under the intersex umbrella;
2. Publicise UNISON’s bargaining factsheet ‘UNISON working for intersex equality’;
3. Work with regional disabled members groups and branches to encourage support for members born with intersex bodies seeking reasonable

adjustments, making sure employers tailor the approach to the needs of that person, rather than make assumptions about the needs of intersex people;

4. In all this, promote the social model of disability.

National Lesbian, Gay, Bisexual & Transgender Members Caucus

7. HIDDEN/NON APPARENT DISABILITIES

Conference, the Black Disabled Members Caucus are aware of members and, in particular, Black members with a range of conditions, for example, fibromyalgia, dyspraxia/dyslexia, lupus, diabetes, mental health, epilepsy, sickle cell and thalassima etc, which are not necessarily visible and do not necessarily affect the individual all day every day but can affect their performance at work.

There are Black members who have more than one protected characteristic and/or more than one disability and this is not often considered by employers when looking at reasonable adjustments in the workplace.

Black disabled members with dyslexia/dyspraxia/calculus have experienced lack of reasonable adjustment throughout their recruitment and selection processes, in that, whilst an adjustment has been made at the job application form stage, at the interview or assessment stages this has not happened which has led to them not being promoted.

It is also the case that more Black people are likely to have diabetes and this can affect individuals in different ways, tiredness, mood swings and concentration levels which can be fluctuating and again members experience negative responses from non disabled colleagues who don't understand about their condition and its effects.

Black Disabled Member's Caucus calls on the National Disabled Members Committee, working with the National Black Members Committee and other relevant parts of the union to develop;

1. A member/steward advice pack with materials on hidden/non apparent disabilities including links to help/assistance information for various conditions
2. A range of educational materials for stewards on hidden/non apparent disabilities
3. Update UNISON's guide on reasonable adjustments to ensure relevant cases and tribunal updates are included

National Black Members' Caucus

7.1

In the first paragraph, after 'dyspraxia/dyslexia' add 'deafness'

National Deaf (native British Sign Language Users) Caucus

7.2

In the first paragraph, insert a full stop after 'thalassima etc' and delete the sentence 'which are not necessarily performance at work' and replace with 'all of which are hidden/non apparent disabilities'

Insert at the beginning of the second paragraph, 'In addition'

In the third paragraph, delete 'calcus' and insert 'dyscalculia' and delete 'promoted' at the end of the paragraph and insert 'able to participate on the same level playing field as their counterparts'

National Disabled Members Committee

8. REASONABLE ADJUSTMENTS

We welcome the work that the National Disabled Members' Committee are currently doing on reasonable adjustments. The disabled women members' caucus notes that in some cases where specialist equipment is required there are currently delays to employers providing the reasonable adjustments required.

These delays disproportionately impact on disabled women, who both outnumber disabled men and who are doubly marginalised on account of their disability and their gender. Disabled women are at risk of being subjected to bullying and harassment and capability and sickness absence procedures whilst they are waiting for their reasonable adjustments.

We call for the National Disabled Members' Committee to:

1. provide clear guidance on timeframes for reasonable adjustments under the Equality Act and Health and Safety legislation.
2. provide bargaining and negotiation guidance for members to negotiate with employers to commit to a timeframe
3. raise awareness about this issue through articles in eFocus and the disabled members e-bulletin,
4. use the 2018 Equality Survey to collect case studies from disabled members of the impact of delays to reasonable adjustments

National Women Members' Caucus

8.1

In paragraph 2 after 'disabled women' insert 'delivering public services' and after 'disabled men' insert 'delivering public services'.

National Disabled Members Committee

8.2

Insert new second paragraph:

“Although there are no statutory timeframes for providing reasonable adjustments, conference asserts that unnecessary delays and postponements in reasonable adjustment provision by employers is unacceptable, placing disabled people at further disadvantage. This can affect not only a person’s attendance at work, leading to associated issues such as attendance management procedures, but further instils feelings of being undervalued by the employer. Often financial constraints are sighted by employers as a reason for delay however, such delays are a false economy, producing their own financial impact to the employer through lost productivity and unnecessary absenteeism.”

Add new point 1:

“1. Work with Labour Link to draw the attention of MPs and members of devolved governments to the impact of the lack of statutory reasonable adjustments timeframes, and campaign for legislation in this area.”

Renumber remaining points.

Add new final point, numbered accordingly:

“Report on progress to 2018 National Disabled Members Conference”

North West Region

9. PENSIONS

Conference, Deaf British Sign Language (BSL) caucus may not be unusual but we find pensions very confusing and complicated and when we contact our pension sections they only want to deal with issues via email which is a barrier to us getting a good understanding of our pensions.

For Deaf BSL users English is our second language and as a result we can experience the written word as a barrier. This becomes enhanced when the subject area is complicated.

Conference, we want to increase the knowledge and awareness of pensions for Deaf members working in or delivering public services, we want to know more about our own pension schemes. We know the union is working hard to protect our pensions but the information needs to be more accessible for Deaf members.

The Deaf (BSL users) caucus call on the National Disabled Members Committee to work with the Pensions Unit to;

4. Produce a BSL version of unions pensions advice booklet
5. To promote the availability of and/or provide BSL interpreters at branch/regional pensions surgeries where there is a need for BSL interpretation

6. Use the UNISON BSL web pages to cascade information about pensions to Deaf BSL users

National Deaf (native British Sign Language Users) Caucus

10. PERCEPTION OF BLACK PEOPLE AND MENTAL HEALTH

Conference, we are aware of the variety of work being undertaken within the union and externally to highlight mental health and the stigma that prevails.

The Black Disabled Members Caucus welcomes the two motions on mental health champions which were passed at the 2017 national delegate conference and calls for (amongst other things) taking forward the Cymru/Wales mental health champions initiative and promoting awareness of mental health issues.

In taking this work forward conference should note that Black people are more likely to experience mental ill health and are more likely to experience stigma, stereotyping and negative perceptions as a result of persistent disadvantage and racism.

Mental health awareness raising is crucial and has a greater significance within the Black community, where the stigma surrounding mental health is persistent.

We call on the National Disabled Members Committee to build on the work undertaken by Cymru/Wales and work with the National Black Members Committee and other relevant parts of the union to;

1. To produce specific materials to promote mental health champions and to develop Black mental health champions
2. Consider providing a supported quiet/safe space at conferences for delegates
3. Further consider whether to include access to mental health champion(s) at conferences

National Black Members' Caucus

10.1

Prior to the final paragraph which starts with 'We call on' insert new fifth paragraph

'Conference notes that it is well documented that Black people are less likely to seek support regarding their mental health. This is due to historical and current negative experiences when engaging with mental health services. Black people often find themselves over represented in institutions and in crisis. There is also lack of support in the workplace due to evidence based requirements and inappropriate over utilisation of the medical model.'

In action point 1 after 'specific materials' add 'and guidance to branches'

National Disabled Members Committee

11. HATE INCIDENTS AND 'MATE CRIMES'

Conference welcomes the work that has previously been done by UNISON on hate crime. However, although hate crime is often highlighted, hate incidents and 'mate crimes' are not.

Citizens Advice describes hate incidents as 'acts of violence or hostility directed at people because of who they are or who someone thinks they are.' These differ from hate crimes as hate incidents are not criminal offences. According to research conducted by the University of Leeds, disabled women face a two to three times higher incidence of violence compared with non-disabled women and are thus more at risk of hate incidents.

Whilst there is no statutory definition of a 'mate crime', according to the Welsh government it is the term given to 'the befriending of people, who are perceived by perpetrators to be vulnerable, for the purposes of taking advantage of, exploiting and/or abusing them. This can strongly be associated, but not exclusively associated, with people with a learning disability, learning difficulties or mental health conditions.' Disabled women are particularly vulnerable to mate crimes involving sexual abuse, including enforced prostitution.

We call on the National Disabled Members' Committee to:

1. work with the National Women's Committee and other self organised groups to produce guidance for branches on how best to recognise hate incidents and support members affected by this. This would include information on where to report hate incidents and mate crimes and the various ways to do this.
2. produce a bargaining factsheet around hate incidents and 'mate crimes', which includes the Crown Prosecution Service (CPS) prosecution processes and witness support.

National Women Members' Caucus

Campaigning

Campaigning

12. DISABLED WOMEN IN POLITICS

Conference, it is clear that there is a shocking lack of representation of disabled women in the current political makeup of the UK. Out of the five disabled MPs elected in 2017 only one is a woman - Marsha de Cordova, representing Battersea. Marsha is registered blind and used her victory speech to champion disabled rights. We also champion Rhian Greaves, a young disabled woman who became a councillor in Bristol in May 2017, a role model for young disabled women.

Disabled women who are currently councillors in England and Wales said that they have experienced discrimination on two counts, because they are women and because they are disabled. More information can be found in the Fawcett Society Survey 'Does Local Government Work for Women?' This survey shows that sexism

is commonplace and women councillors experience barriers due to unpaid caring responsibilities and a lack of flexibility in how councils do business, much more than their male counterparts. Disabled women also face barriers relating to costs associated with their disability - in 2015 the government halted the Access to Elected Office fund, which offered grants of between £250 and £40,000 to disabled people to help with additional costs they may need in standing for election as a councillor or MP. These are all reasonable adjustments which provide equal access for them such as extra transport or interpreters, all reasonable adjustments.

It is clear that the whole system of accessing politics creates barriers for disabled women wanting to become involved in politics at all levels. From the lack of role models, mentoring opportunities through to the cuts to funding to support disabled women entering politics, including access to reasonable adjustments.

We ask the National Disabled Members' Committee to work with Labour Link, the National Women's Committee, the Learning And Organising Service and the Local Government Service Group to encourage and support more disabled women to become involved in politics, especially to become involved as councillors and MPs, by:

1. Developing training opportunities within regional and national education programmes to encourage women members, especially disabled women members, to become more politically active.
2. Profiling disabled women councillors and MPs in UMag and the disabled members e-bulletin
3. Lobby and campaign to get the government to reinstate the Access to Elected Office fund
4. Invite a disabled woman councillor or MP to address disabled members' Conference 2018
5. Call on Labour Link to work with the Labour Party to produce guidance to CLPs on increasing the participation of women in local politics.
6. Seek to increase our Labour Link sisters' attendance and participation in Labour's women's conference

National Women Members' Caucus

12.1

In the second paragraph at the start of the fourth sentence after 'Disabled women' add 'particularly Deaf women'

In action point 4 add after 'disabled' insert 'or Deaf'

National Deaf (native British Sign Language Users) Caucus

13. MENTAL HEALTH AWARENESS IN THE WORKPLACE

This conference recognises that we spend a considerable amount of our lives at work and with more of us working longer hours, under more pressure, having mental health first-aid support in the workplace is critical not just for employees, but for employers too. Mental health issues including stress, depression and anxiety account for almost 70m days off sick per year, the most of any health condition.

We all have mental health, just as we all have physical health, and in both cases we need parity in the employers awareness. It is estimated that one in four people experience a mental health issue in any given year, and that one in six employees is depressed, anxious or suffering from stress-related problems at any time. However, many of us, and in particular the employer, know little about mental health. We often don't spot the signs that a colleague, employee, or we ourselves are struggling, and this delays help and recovery.

This conference calls on the National Disabled Members Committee to:

1. Continue to support and raise awareness of the triggers that influence poor mental health.
2. Call on employers to recognise and support the training of Mental Health First Aiders.
3. Call on the Government to realise that the increase in poor mental health will increase as people are working longer.

South Lanarkshire UNISON

13.1

In Paragraph 1 delete 'm' after '70' and insert 'million'

In action point 2, after 'First Aiders', delete the full stop and insert 'and mental health awareness training'

Add new action point 4. 'Develop a model policy on mental health in the workplace for branches to seek to negotiate with employers'

National Disabled Members Committee

13.2

Add to action point two 'And call on employers to recognise mental health first aiders in the workplace as they would for standard first aiders'

Eastern Region

14. DISABLED WORKERS RIGHTS TO HEALTHCARE IN EUROPE

As a member nation of the European Union, UK citizens currently enjoy the right to equal health care across other EU member states.

This requires the person to apply for and carry a European Health Insurance Card

“The EHIC covers treatment that is medically necessary until your planned return home. Treatment should be provided on the same basis as it would to a resident of that country, either at a reduced cost or, in many cases, for free”. “The EHIC also covers the treatment of pre-existing medical conditions and routine maternity care, provided the reason for your visit is not specifically to give birth or seek treatment“ NHS choices website.

For many UK disabled people and workers who have to travel abroad as part of their employment, this is an essential benefit. The fact our pre-existing conditions are covered without added costs is of great benefit. For many of us as disabled people travel abroad can be a complex and costly affair for some of us the prospect of getting private travel or medical insurance to cover our journeys can also be impossible, with many insures refusing to cover pre-existing health conditions and disabilities and others only with the added cover a EHIC provides.

For many in the general public it is as simple as getting a travel insurance policy from their local supermarket or possibly already they have one free with a certain bank account. For disabled people it is much harder, there are so many exclusions and exceptions and EHIC offers a security blanket and reassurance.

Conference this motion calls on the National Disabled Members Committee to;

1. Campaign for the importance of the EHIC provision as part of Brexit negotiations and equal or similar to be provided for under any Brexit deal.
2. Write to the Disabilities Minister and flag this up as an issue for disabled people.
3. Liaise with other Unions to lobby/ write to key players in the health insurance industry for fair insurance for people with disabilities and long term health issues.
4. Raise awareness of this issue to Disabled Members and the general public via social media and other publications.
5. Liaise with the NEC to ensure UNISON's partner providers for travel insurance services do not discriminate against disabled people if EHIC scheme is revoked.

Yorkshire - Humberside Region

14.1

After paragraph 3, insert new paragraph

'For the EHIC to remain in force the UK would at least have to remain in the single market at Brexit and is not negotiable outside that framework. The UK would need to negotiate bilateral reciprocal agreement with the member states and secure the same concessions as EHIC. The issue would also be a problem for citizens coming from other parts of the EU to the UK.'

In current paragraph 5, starting with 'For many in the general public' delete 'For' and insert 'Going on holidays for'.

At the end of the paragraph after 'and reassurance' add in 'Paying the premium for existing conditions is still needed as EHIC does not cover repatriation.'

Add new paragraph 6

'Private Medical Insurance would need to be purchased in the country of employment as many UK provider policies do not cover abroad and travel insurance would not be valid for workers. Medical insurance does not cover existing conditions so the ability to continue to work in the EU for disabled workers would be compromised.'

Delete current action point 1 and replace with

'1. Campaign for the importance (of like for like provision in any reciprocal agreements matching) EHIC provision (in case of a hard Brexit taking us out of the single market)'

In action point 2 after 'Disabilities Minister' add in 'and the Shadow Disability Minister'

In action point 3 after 'players in the' add in 'travel and'

In action point 5 after 'disabled people' add in 'now and'

National Disabled Members Committee

15. A SAFE ENVIRONMENT FOR ALL

Deaf (British Sign Language users) face many barriers just like other disabled people. Many Deaf (BSL users) find it extremely hard to navigate and access information they need.

Conference, if you know someone who is vulnerable and needs to be protected, or if you have seen or experienced a hate crime, or if you are witnessing or experiencing domestic violence or maybe you want to find out about obtaining an ASBO, do you know where to go to get information? Can you find out what the process is or where you get the support? For many people the answer will be yes but for Deaf (BSL users) the answer is usually no, this is due to language and other barriers faced.

Conference, Deaf (BSL users) want to understand their and others rights in relation to safeguarding, hate crime, social care, domestic violence, ASBO's but it is harder for them to access information, understand what the terms mean, how and who they can report their concerns.

Conference welcomes that some police forces and local authorities do reach out to the Deaf community to raise awareness and assist with signposting and knowledge but this needs to be consistently applied

The Deaf (BSL users) caucus call on the National Disabled Members Committee to work with the Police and Justice and Local Government Service Groups to;

1. Work with the British Deaf Association to highlight the concerns and promoting a safe environment for Deaf (BSL users) and seek to promote closer working between the different Authorities and Deaf communities
2. Produce short interpreted video clips to explain hate crime and safeguarding with sign posting on how to access services for use via social media

National Deaf (native British Sign Language Users) Caucus

16. INSTITUTIONALISATION IS NOT SOCIAL CARE

Conference is concerned that continuing austerity and cuts to social care funding is, once again, reducing disabled people to objects who need to be "taken care of" rather than people who have the right to an independent and enjoyable life.

The never ending and ideological quest for efficiency savings at a time of increasing demand has become an almost impossible task for Clinical Commissioning Groups (CCGs). Many CCGs see enforced institutionalisation of disabled people as the only option to deliver the spending cuts the government have imposed.

Recent Freedom of Information (FOI) requests from campaign group Disability United found that 37 NHS CCGs in England are introducing rules that could force up to 13,000 disabled people with health conditions into care homes.

This approach, which is seen by many as a return to warehousing, isn't about providing better care or increasing independence it is simply cheaper to concentrate disabled people in institutions. Disabled people are essentially being told "you're too expensive. We're moving you to a care home unless you cough up the money to pay for what you need."

Institutionalisation objectifies disabled people leading to some to believe we are less than human, affecting the way disabled people are spoken about and treated. All of which could lead to a return of the "stick them in a home" attitude we have fought against for so long.

Disabled people are currently offered some protection by the Equality Act, the Human Rights Act and the European Convention on Human Rights. We are

concerned that the Minister for Disabled People's statement that "the decision about whether to institutionalise somebody against their will is rightly a matter for medical professionals, and decisions should be made on the grounds of individual safety and health" doesn't take our rights into consideration.

Added to this the government's ideological commitment to privatising social care is not only impacting our disabled members who are service users but our members who are working in this sector.

It's not only the reduced terms and conditions that is impacting on their health but the stress and anxiety that goes with knowing that they are being forced to deliver services in a way that is not only inappropriate but also incredibly inhumane. They go above and beyond what they are told to do to try to deliver the services they believe disabled people need but are constantly worried that this will lead to reprimand or disciplinary proceedings.

Conference is concerned that while there is talk of the need to integrate health and social care policies there has been no consideration of how welfare reform impacts on social care. As welfare reform continues to take money away from disabled people the road to institutionalisation is increasingly becoming the route our disabled members are forced to take.

Conference calls on National Disabled Members Committee to work with the NEC to:

1. Use the Public Service Champions campaign to raise awareness of the impact institutionalisation has on disabled people and society as a whole;
2. Lobby government to introduce policy that provides realistic checks and balances that prevents the enforced institutionalisation of disabled people;
3. Work with a coalition of agencies to develop a wide range of trained advocates who could represent disabled people at risk of institutionalisation and;
4. Campaign for a social care system that looks beyond the discredited medical model of disability to take a socially inclusive approach to care and welfare benefits that empowers disabled people.

National Disabled Members Committee

17. ARE CHEAPER MEDICINES BETTER?

Conference notes:

There needs to be a streamlining of medical services. If a member is under a hospital consultant and is prescribed medication by the consultant, when they go to their local General Practitioner (GP) for a repeat prescription they should not have the GP attempting to stop the medication or change it for a cheaper/different brand of medication if this has not been agreed with the consultant. By doing so this action is not always in the best interest of the patient or the best treatment for the condition, leading to further stress or anxiety.

Conference calls on National Disabled Members Committee to:

1. Work with National & Regional Health Service Group committees to highlight this issue with members, and campaign against this issue with the appropriate bodies.
2. Highlight the issues to members via Disabled Members e-bulletin

North West Region

18. DISABLED ARE VERY MUCH ABLED

This conference recognises the discrimination disabled people face in the world, including the recent ablest abuse a journalist received at the hands of the President of the United States, Donald Trump, during the election campaign. This conference recognises that this type of behaviour may increase the discrimination often faced by disabled people in the United Kingdom, whether indirectly or targeted at an individual.

This conference instructs the National Disabled Members Committee :

1. To work with other UNISON committees, branches, members and officers to launch an education campaign on what disabilities are and the many benefits people with hidden/non-apparent and visible disabilities can bring to a work place.
2. To produce and issue guidance including best practice on how to involve more disabled members in union decision making and ensure disabled members voices are heard more at a national level.
3. To work with the disabled NEC reps to ensure that UNISON maintains a zero tolerance approach to any kind of discrimination or abuse by any member of this union and to not be afraid to take such matters to disciplinary action, if called for.

Eastern Region

19. HATE CRIME AGAINST LGBT DISABLED PEOPLE

Conference notes the dramatic rise in hate crime since the EU referendum against LGBT and disabled people, and that sentencing for disability and LGBT hate crimes are generally shorter than other forms of hate crimes.

Conference welcomes the fact that UNISON is one of the 75 signatories to the LGBT anti-violence charity Galop's letter calling for equal hate crime laws.

Conference calls on the National Disabled Members Committee to work with the LGBT committee, other self organised groups and other relevant structures of the union including service groups to:

1. Work with Labour Link to lobby politicians at Westminster, the devolved parliaments and assemblies to work to create equity for LGBT & Disabled people amongst hate crimes
2. Produce guidance for branches on how to support members, including LGBT and disabled members, who have experienced hate crime and hate incidents
3. Provide a factsheet for members which signposts them to organisations that support LGBT and disabled members who experience hate crime and which includes guidance on reporting mechanisms
4. Develop a model hate crime at work policy for branches to negotiate with employers

National Lesbian, Gay, Bisexual and Transgender Members Caucus

20. INVISIBLE DISABILITY

Conference recognises that just as individuals with disabilities are unique and diverse so are the types of disabilities. Most physical disabilities are usually visibly apparent. However, there are disabilities whose symptoms are less obvious and are considered to be invisible.

Examples of these “invisible” disabilities include:

- mental health conditions such as depression, anxiety, bi-polar or schizophrenia
- cognitive impairments related to stroke, brain injury, MS or Alzheimer’s disease
- Chronic pain conditions and autoimmune diseases such as Fibromyalgia syndrome, ME, Lupus, Rheumatoid Arthritis, HIV and various others.

Individuals with invisible disabilities face the same issues in function, quality of life and discrimination as individuals with obvious physical disabilities. These issues can include employment/job retention, challenging misconceptions about their condition and educational attainment. The primary difference is having additional stigmatisation because their disability is not readily apparent. Since many individuals with invisible disabilities appear able-bodied and/or healthy they receive constant scrutiny about their disability status from strangers, co-workers, and society in general.

Scottish Disabled Members Committee calls on the Unison National Disabled Members Committee to:

1. Produce a leaflet and posters for branches around the subject to raise awareness with members of this issue that challenges discrimination
2. Work with other National Committees such as Black Members, LGBT and Women and Regional Disability Committees and SOGs to look at best practice around policies in the workplace such as disability leave, working at home and produce template policies that branches can use when negotiating disability policies and procedures

3. Work with the National Labour Link Committee to campaign to ensure that disabled workers rights are not eroded in any legislation changes with regards to Brexit

Scotland Region

20.1

Delete all from “Examples of these “invisible” to “HIV and various others”

Eastern Region

21. AUTISM IN THE WORKPLACE

Conference agrees that there are many workers who are Autistic, and fully recognises the valuable contribution that they make to the UK’s economy, social fabric and vibrancy.

It is therefore vital that we understand the need to break down the continuing attitudes that prevail against people with Autism and why on average only 16% of people with Autism get full time employment.

There is unfortunately still much derision, intolerance and hostility towards people with Autism. From the mildest forms of mickey-taking through to violent attacks, people with autism sustain much mental and physical injury as well as a loss of confidence to make their way through life.

Especially daunting is the complete lack of understanding by lower and middle management as well as other workplace colleagues who consider autistic people to be nothing more than a nuisance and unable to contribute to the wider team effort.

It is time to tackle these issues full on and amplify existing campaigns that strive to promote the positive contributions that people with Autism can give us. We are all aware of many celebrated scientist such as Einstein and what they have taught us all.

Conference therefore instructs the National Disabled Members Committee to-;

1. Support the National Autistic Society’s campaign to achieve a level of at least 32% of people with Autism to obtain full time employment by 2020.
2. Enlist the support of the National Executive Committee to publish up to date guidance on appropriate behaviour and support for workers with Autism that can be issued to all the employer organisations where UNISON members are employed.

Eastern Region

21.1

After 2nd paragraph insert –

The National Autistic Society believe that there is a disparity in the diagnosis of men and women with autism.

Women and girls may be better at masking their difficulties in order to fit in with their peers than men or boys. This leads to women with autism being less likely to receive appropriate support and reasonable adjustments and more likely to be discriminated against.

Delete existing 3rd paragraph and replace with:

Unfortunately there is still derision, intolerance and hostility towards people with autism; from ridicule and mocking through to violent attacks; leading to mental and physical harm, as well as loss of confidence.

Edit action point 2:

To develop and publish up to date guidance on support and reasonable adjustments for members with autism, that can be accessed by all branches to use in negotiations with employers.

Add action point 3:

To work with the National Women's committee to disseminate information that highlights the difficulties women and girls experience with autism diagnosis.

Add action point 4:

To promote UNISON's Autism Awareness training

National Women Members' Caucus

22. ACCESSIBLE TRAVEL OPTIONS - TICKETLESS TRAIN TRAVEL

Conference is concerned to learn that the rail industry is planning to replace paper train tickets with smart phone technology within three years and the impact this will have on disabled travellers.

Disabled members who do not have a smart phone and will still have to buy tickets, face paying higher fares than those who have adopted the new technology, as anyone still wanting a paper ticket will be charged more than those using the new contactless method.

There is also concern that the introduction of ticketless travel will mean that the number of passenger services employees within the travel industry will also be reduced. This could have a serious impact on our disabled members' travel assistance and cannot be condoned.

Conference therefore instructs the National Disabled Members Committee to liaise with the NEC and other relevant bodies including the Office of Road and Rail Regulator to publicise the negative impact of ticketless services on Disabled members and that disabled members could be financially disadvantaged by this proposal, and to report back to the National Disabled Members Conference 2018

Eastern Region

23. UNIVERSAL CREDIT

Conference is very concerned that the conservative minority government will continue on its path to drive disabled citizens and our disabled members into poverty by its implementation of Universal Credit (UC).

There is the withdrawal of extra premiums both in Employment Support Allowance (ESA) and Universal Credit for those in the Work Related group which can mean a cut of over £30 per week. In some cases, over £70 per week. There is transitional protection for those already getting the premiums but their benefit level is frozen until it meets the level under the new regulations.

Any disabled claimant who transfers to UC from tax credit, in part time work, will have to undergo a work capability assessment and if found fit for work may be forced to look for increased hours.

The National Disabled Members Committee has been proactive working with local MPs and the Shadow Minister for Department of Works and Pensions (DWP) in clarifying regulations where decision makers have got it wrong. This means income related ESA claimants can now keep that benefit and only have to claim housing benefit through Universal Credit with the ESA deducted from their UC rate.

Universal Credit will impact on both disabled members and other members as it will replace Tax Credits. The benefit pays less money for those who will transfer from (ESA) and the existing Tax Credit system and there will not be the same disability premiums.

For part time workers, there will be the compulsion to find more hours whether you are disabled or not. Any person claiming housing benefit who moves house will be forced onto this benefit, alongside the draconian requirements it entails will cause greater problems for individuals.

Universal Credit is only paid calendar monthly, which again will cause hardship to many disabled people, as some disabled people may find it difficult to cope with such long periods between receipt of payments. With a lack of access to other support such as foodbanks, they run the risk of going without food and falling ill. They are more likely to be unable to keep up their utility payments and risk having no energy supplies to heat food or to keep themselves warm in winter. Conference, we know from experience of the original sanctions imposed on claimants that this will only create the right environment for more deaths of claimants unable to cope with these disastrous changes. We know that disabled people have far greater costs and this may force them to seek loans or ask for advance payments from Department of Work and Pensions to be paid back in an unreasonable length of time.

Conference, there are huge delays in Work Capability Assessments in Universal Credit and before decisions are made people could lose benefit for months and pushed into greater poverty.

We call up on the National Disabled Members Committee to work with, Labour Link and relevant committees of the NEC to;

1. work with opposition MP's to push for reform of this benefit
2. lobby and campaign to restore the UC payments to equate to existing benefit and Tax Credit rates, including all premiums payable for disability and allow 2 weekly payments.

National Disabled Members Committee

24. MANDATORY RECONSIDERATION IS MANDATORY REFUSAL

Conference is concerned that decisions on whether a disabled person should receive Personal Independence Payments (PIP) are not being based on the support needed but instead based on government targets to cut benefits.

Responses to recent Freedom of Information requests show that:

- Over half of Disability Living Allowance (DLA) claimants lose their higher rate mobility when they are moved to PIP
- The Department of Work and Pensions (DWP) target for Mandatory Reconsiderations (MR) is to uphold 80% of original decisions
- Almost 9 out of 10 decisions are actually upheld but at the MR stage
- 65% of decisions appealed at tribunal are overturned, that is found in favour of the claimant

From start to finish the process of applying for PIP appears to be aimed not only at getting disabled people off benefits but preventing them from applying in the first place.

Application process: This involves a phone call to the DWP, often quite lengthy, followed by the completion of a very long and detailed form (the contents of which it seems are then ignored). The form has to be completed in writing and there is no online version causing difficulties for many disabled people. Some will give up at this stage as they don't want to ask friends or family for help or disclose personal information to strangers so they can complete the form.

Assessment: Many disabled people find the assessment stressful. You are given little warning of what is included, not aware that you are being informally observed from the moment you arrive and often coerced into doing things you find difficult or uncomfortable. And it turns out that if the assessor does agree that you need support their evidence may well be ignored by the decision maker.

Mandatory Reconsideration: Once your claim is turned down (it almost always will be) you can write or ring to request a MR. This is when you will be able to ask for a copy of the assessors report, which in many cases will be completely different from your recollection of what was said. You then have 28 days from the day you said you wanted an MR to submit additional evidence. They have as long as they want to consider the evidence you submit.

If you haven't given up by now you probably will when you receive your new decision which in 9 out of 10 cases will be the same as the original. The letter you receive will state what evidence they have used to review the original decision – it usually won't include the information you have provided correcting all the errors in the assessors report.

Tribunal: It's usually only at this stage where disabled people feel they are being listened to. And that is backed up by the fact that over 65% of claimants are successful. However a high proportion of disabled people have already given up long before this stage,

Conference this is not acceptable. Disabled Members are losing the benefits they rely on and are being forced to put their health at risk to get them reinstated. There is no legal support to appeal, no financial support while you are waiting to appeal and, due to government cuts, very few organisations with the capacity to support or advise you during the process

Conference therefore calls on National Disabled Members Committee to work with the NEC to:

1. Campaign for a person centred assessment process that places greater weight on the evidence provided by the claimants GP, consultant or other medical professionals; and
2. Lobby government to remove all performance targets that are based on refusing disabled people benefits

Northern Region

25. DEFENDING THE RIGHT TO MOBILITY AS THOUSANDS HAVE DISABILITY VEHICLES TAKEN AWAY

Conference notes that:

The Motability scheme entitles disabled people to lease a specially adapted new car, scooter or powered wheelchair using part of their benefit. But the charity says that 51,000 people have had vehicles taken away since the benefits system was changed in 2013.

To qualify for the higher level of the mobility component of PIP, which is needed to get a Motability vehicle, a person must be unable to walk unaided for 20 metres, compared with the previous distance of 50 metres under DLA.

Changes to the assessment process came in five years ago when personal independence payments (PIPs) were launched to replace the disability living allowance (DLA).

Of the 51,000 taken off, more than 3,000 people have since re-joined the scheme after the original decision to refuse them PIP was overturned.

director of campaigns, care and information at Muscular Dystrophy UK, said: 2016 "Each of the 51,000 vehicles being taken away is a story about a disabled person's independence being compromised. "This is having a devastating effect on quality of life".

Conference calls on the National Disabled Members Committee, to work with other committees, to:

1. actively campaign on behalf of its disabled members to get the reinstatement of the specially adapted cars
2. pressure the government to review the personal independence payments scheme to insure it is fair and just.
3. Raise Awareness

Oxfordshire Health Services Branch

25.1

After action point 3. Raise awareness

Add new action point

4. Report back on progress to the 2018 National Disabled Members Conference.

Eastern Region

26. UNITED NATIONS CONVENTIONS

Conference, we welcome the existence of both the International convention on the Elimination of all forms of Racial Discrimination and the Convention on the Rights of Persons with Disabilities

The Committee on the Elimination of all forms of Racial Discrimination (CERD) considered the periodic reports of the UK and Great Britain and produced a comprehensive set of observations in 2016.

The Black Disabled Member's Caucus wish to highlight two specific observations from this report which relate to Black disabled people;

1) The spending cuts – it recommends that “any spending cuts and legislative amendments relating to the mandates of the national human rights institutions should not restrict their independent and effective operation in line with the principles relating to the status of national institutions for the promotion and protection of human rights”

2) “The Committee remains particularly concerned at reports of overrepresentation of persons of Afro-Caribbean descent in psychiatric institutions and of a higher likelihood of persons of Afro-Caribbean descent being subjected to restraint, seclusion and overmedication”

Conference, the Convention on the Rights of Persons with Disabilities (CRPD) sets out what human rights mean in the context of disability, it should represent a major

step towards realising the rights of disabled people to be treated as full and equal citizens. However in the Equality and Human Rights (EHRC) submission to the CRPD in February they state 'In our view, the UK and devolved governments have not taken all the appropriate steps to progress the implementation of the Convention.' The UK's CRPD examination takes place during 2017.

Conference as a union we need to ensure both Conventions are examined thoroughly and implemented to ensure better lives for Black and disabled people.

As Black Disabled working in, and in receipt of, public services we are acutely aware of the impact of spending cuts on our members and services particularly in mental health services. It is due to these cuts that the EHRC remains in turmoil; without proper resources to assist in necessary investigations or enforcement.

Conference, we call on the National Disabled Members Committee to work with National Black Members Committee and other relevant parts of the union including Labour Link and work with the TUC to;

1. Campaign for both the Committee on the Elimination of all forms of Racial Discrimination and Convention on the Rights of Persons with Disabilities to be examined fully and responded to by the Government
2. Campaign for the Equality and Human Rights to be adequately resourced and to focus its response on conducting investigations and enforcing the Equality Act
3. Profile and support UNISON's mental health matters campaign in particular write and publish articles on the plight of Black people within the mental health system

National Black Members' Caucus

Effective and Efficient Union

Effective and Efficient Union

27. SUPPORTING PARTICIPATION AT UNISON MEETINGS AND CONFERENCES FOR ACTIVISTS WITH COMMUNICATION DIFFICULTIES

Conference acknowledges a need to facilitate inclusion and encourage participation among its activists with communication difficulties at all Unison meetings and conferences and recognises a clear need to allow more time for activists with communication difficulties to speak at such events.

Conference notes that the Unison Rule Book (rule P14.1) makes provision to adjust speaking time applicable to National Delegate Conference, Special Delegate Conference, and Service Group Conference only. Conference also notes the autonomy given to Self-Organised Groups and Regions to develop their own Standing Orders.

Conference acknowledges the onus on activists with communication difficulties to highlight their needs allowing them to participate fully, for example, when registering for conference. This approach recognises differing individual needs and enables our activists to retain control over what information is shared maintaining privacy and dignity

However, Conference also recognises that activists with communication difficulties may be unaware of the range of adjustments that could be made or may be reluctant to request; effectively excluding themselves from participating fully in meetings and at conferences.

Conference commends the efforts made at Unison's National Delegate Conference in June 2017 to encourage the participation of delegates with communication difficulties. Through the repeated explicit encouragement from the Chair of Conference that delegates with communication difficulties may be given additional speaking time delegates with speech, hearing, and sight difficulties participated fully in debate.

Conference calls on Unison's National Disabled Members' Committee to:

1. Review what arrangements and guidance are currently in place across the union to facilitate participation of activists with communication difficulties at Unison meetings and conferences.
2. Articulate a coherent policy position that facilitates inclusion and participation of activists with communication difficulties in Unison meetings and conferences.
3. Work with the National Executive Council to ensure arrangements and guidance across our union reflect that policy position.
4. Promote and raise awareness of the arrangements and guidance that exist to support activists with communication difficulties fully participate in Unison meetings and conferences across our union.
5. Raise the issue with our sister unions.

South Lanarkshire UNISON

28. UNISON NATIONAL WEBSITE

This conference calls upon the National Disabled Members Committee to seek a review of the UNISON National Website to ensure that it is more accessible and informative for members who may be seeking advice facing concerns regarding disability issues.

Cymru/Wales Region

Amendments Ruled out of order

Introduces new subject matter

Amendment to Motion 10

Add to action point one ‘... to develop Black and other SOG mental health champions

Eastern Region

Beyond the remit of conference

Amendment to Motion 28

Add new paragraph ‘This conferences also call upon the committee to ensure the new branch websites being developed and rolled out are accessible too.’

Eastern Region

3. GUIDE TO CONFERENCE PROCEDURES

3. A GUIDE TO CONFERENCE PROCEDURES FOR DELEGATES ATTENDING THE 24th UNISON NATIONAL DISABLED MEMBERS' CONFERENCE

3.1 IS THE CONFERENCE MORE THAN MOTIONS?

A major function of the Conference is to formulate policy proposals for disabled members' organisation, the National Disabled Members Committee and future conferences. It is also a mechanism for exchanging information and knowledge and encouraging disabled members.

With a gathering of this size, it is difficult to avoid the formality that a motion-based conference brings. It does however result in a body of policy, democratically arrived at by disabled members in UNISON. The National Disabled Members' Committee is working towards a disabled member-friendly supportive atmosphere in which disabled members feel able to express themselves and be a part of procedures and create an agenda for the National Committee to work from until it's the next conference.

Workshops are also included in the timetable of events, to encourage participation.

3.2 CONDUCT OF CONFERENCE

The Conference will proceed in accordance with the Standing Orders and the information contained in this guide.

Members and staff at conference are expected to treat each other with respect.

Delegates are asked to note, in particular, the guidelines on conduct. These are a contract to which everyone attending the Conference must adhere.

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 includes printed material. Anonymous and offensive material will not be tolerated.

Complaints will be treated seriously and may be dealt with under the Union's disciplinary procedures.

3.3 ROLE OF CHAIR AT CONFERENCE

The Standing Orders for Conference give the Conference Chair wide powers to ensure the conduct of Conference, including attendance at private sessions, speakers, adjournments, voting.

There may be occasions when the Chair has to exercise her/his authority, including the right to make a ruling on a question of Standing Orders or a point of order. The Chair's ruling is final.

3.4 ROLE OF REGIONS AT CONFERENCE

Regional groups may submit motions, amendments and emergency motions to Conference. Regions may send regional delegates to Conference, with voting and speaking rights.

Prior to Conference, regions are encouraged to arrange training and briefing sessions for all delegates in the region.

At Conference, regions are encouraged to identify a regional convenor or delegation leader, to co-ordinate the region's participation. Regions should take responsibility for providing reports back from Conference at regional level.

3.5 ROLE OF NATIONAL DISABLED MEMBERS' COMMITTEE AT CONFERENCE

The National Disabled Members' Committee, made up of regional and caucus representatives, has rule book responsibilities to provide an annual report of its activities to Disabled Members' Conference.

The Committee helps in the preparation of the Disabled Members' Conference by:

- * Nominating a disabled person to Chair Conference.
- * Proposing workshop topics.

- * Recommending guest speakers.

During Disabled Members' Conference, the National Disabled Members' Committee acts together, as a collective body, presenting its annual report, proposing its motions, explaining its policy on other motions. Individual committee members are not delegates to Conference, therefore they do not have voting rights.

In the workshop-based part of Conference, committee members are involved in preparing and leading workshop discussions.

3.6 ROLE OF CAUCUSES

There are four national caucuses: National Lesbian Gay Bisexual Transgender (LGBT) Caucus; National Black Members' Caucus; National Women's Caucus; National Deaf (native British Sign Language users) Caucus. These caucuses meet prior to Conference, to submit motions, amendments and emergency motions. Guidance is provided to the caucuses on the suitability of subject matter.

The LGBT Caucus and Black Members' Caucus also elect two members each to serve on the following year's Standing Orders Committee.

In addition, the following caucus groups elect their two representatives to serve on the National Disabled Members' Committee for the following year: Black Caucus, LGBT Caucus and Deaf (native British Sign Language users) Caucus. Note – proportionality for women is maintained through elections of all caucus groups and regional representation to the NDMC - at least 50 per cent of representatives must be women.

3.7 ROLE OF SERVICE GROUP NETWORKS AT CONFERENCE

These meetings are being held again this year to allow service group members to meet up with each other, to consider the agenda from a service group perspective, to identify issues of concern to disabled members in their service group, including areas for possible motions to the next service group conference, and to elect two representatives to the next service group conference.

3.8 ROLE OF DELEGATES AT CONFERENCE

Regional and branch delegates have speaking and voting rights at Conference. Some delegates will be responsible for moving motions from their region or branch. Delegates are encouraged to participate in the debates. Come to the front if you want to speak, and staff will be available to assist you.

Delegates vote on the Standing Orders Committee reports, motions and procedural motions outlined by the Conference Chair.

3.9 ROLE OF THE STANDING ORDERS COMMITTEE

The Standing Orders Committee is made up of eight members, elected at the previous year's Conference.

The composition of the Standing Orders Committee ensures that it is a completely impartial body, responsible only to Conference. The Committee is responsible for the preparation of the agenda for conference, determining the order of business, considering whether emergency motions should be put to Conference, and generally ensuring that Standing Orders are adhered to so as to ensure the smooth running of Conference.

The Standing Orders Committee meets throughout Conference. This is where you should go if you want to raise an issue concerning the business of Conference. The meetings of the Standing Orders Committee will take place in Exchange 6 & 7. Any problems outside of the business of conference should be referred to the National Disabled Members' Committee.

The Chair of the Standing Orders Committee ensures that decisions are reached, and that a fair hearing is given to all delegates coming before the Committee. Representatives of the Standing Orders Committee will deliver regular reports from the Standing Orders Committee to Conference. These reports include items such as the proposed order of business, withdrawals and emergency motions.

The Secretary ensures that all relevant information is brought before the Standing Orders Committee, advises the Committee on constitutional matters and provides support and advice.

3.10 MEETING WITH THE STANDING ORDERS COMMITTEE

If you want to raise an issue concerning the business of Conference, you can come and see us in Exchange 6 & 7. The Committee only meets delegates, but you may ask your regional representative to accompany you if you wish.

There is a steward outside who will give you a time to meet.

We take it in turns to chair each session so when you come in, the Chair will introduce her/himself as will the other members. The Chair will also ask you to introduce yourself and explain where you are delegated from.

There will also be officers present: the Secretary to the Committee who advises on standing orders procedures, and an Administrative Officer for other support.

After an initial exchange of views, the Chair may ask for a recess, while the Committee considers the points that have been made, before asking you to return so that the Committee can report the outcome of its further discussions.

We know that often delegates come to the Standing Orders Committee about an issue you feel strongly about, and when you think that an issue has not been handled well.

When you are in session with the Standing Orders Committee we will try our best, as the Chair and the full Committee, to ensure that everyone feels equal and able to make a contribution if they wish.

So please:

- * listen to others and avoid being dismissive of their contribution
- * wait until a speaker has finished and do not interrupt their train of thought

- * aim to have reasoned discussion, not argument
- * try to make criticism constructive so that it helps others develop confidence, skills and knowledge
- * make your own contribution as clear and concise as possible and do not dominate the discussion
- * take care to explain any jargon or initials that you use
- * ensure that everyone who wishes to speak is given the encouragement and opportunity to do so.

Racist, sexist, homophobic, ageist or disablist language will not be tolerated.

We expect that delegates will adhere to the principles underlying these guidelines so that we can all feel relaxed and secure and can get as much as possible from meetings between the Standing Orders Committee and delegates and above all enjoy ourselves.

3.11 THE BUSINESS OF CONFERENCE

At the start of Conference on Sunday morning, the Standing Orders Committee report will be put to Conference and voted on. That will agree the timetable and order of business for Conference.

At the start of each debate the Conference Chair will explain how the debate is to be conducted. Usually a single motion and its amendment are debated. At other times a group of motions/composites on the same subject may be taken together.

The following explains how a **motion without amendments** is debated:

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

The following explains how a **motion with amendments** is debated:

- 1) The mover of the motion is called to speak.
- 2) The mover of the first amendment is called to speak.
- 3) The speakers are called against and for the amendment.
- 4) After there are no more speakers or a successful move to close debate, the mover of the motion may take the right of reply.
- 5) Vote on amendment.
- 6) If there is another amendment points 2-5 are repeated.
- 7) Once all amendments have been voted on there is the opportunity for a debate on the main (or substantive) motion. There is then the final opportunity for the right of reply to be used, if it has not been taken before.
- 8) Vote on main (substantive) motion.

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

Where, in the view of the Standing Orders Committee, separate debates on specified motions and/or amendments dealing with the same subject would lead to undue repetition in the debates, a grouped debate and/or sequential voting may be adopted by Conference.

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

- 1) All motions and amendments are moved in order.
- 2) General debate, for and against anything in any motion or amendment.
- 3) All movers of motions have a right of reply.
- 4) Vote in order, amendments then motion.

3.12 WHO MOVES A MOTION/COMPOSITE?

Delegates from within the region decide who will move the regional motions. Branch delegates decide who will move their branch's motion. Caucuses will decide who moves a caucus's motion. Those involved in composites choose someone to move the composite.

3.13 IF YOU WANT TO SPEAK

An officer will be in charge of the rostrum and can advise those wishing to speak, and where to wait.

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

A row of seats are kept free for this purpose. Seats are reserved for those wishing to speak 'for' or 'against' the motion. A seat is also reserved for the delegate with the right of reply.

The Conference Chair will call speakers in turn.

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

Lights/buzzers will be operated to indicate the end of speaking time.

Please note that racist, sexist, disablist or homophobic remarks will not be tolerated.

3.14 SPEAKING TIMES

The mover of a motion or amendment may speak for up to five minutes. Subsequent speakers to a debate may speak for up to three minutes.

The right of reply lies with the mover of the original motion in all debates. The mover may use the right of reply at any time, at her/his discretion.

3.15 RAISING A PROCEDURAL MOTION OR A POINT OF ORDER

A delegate 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 or Conference Standing Orders, or wishes to move a procedural motion.

If you wish to raise a point of order, indicate to the officer in charge of the rostrum and you will then be shown where to wait.

The Chair will call you to speak, after the current speaker has finished. The point of order must be moved **without** making a speech.

A delegate may move the following **procedural motions** at any time:

- * **That the question be now put.**
- * **That Conference proceeds to the next business.**
- * **That the debate be adjourned.**

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

No one who has already spoken in a debate may move any of these procedural motions.

A delegate may also move at any time **that Conference move into private session.**

Points of Order relating to the conduct of Conference and queries about whether things are being done according to the rules should be raised as soon as possible by the same method.

3.16 REFERENCE BACK

There is no provision in the Standing Orders for reference back. However, for the purpose of the Annual Report, delegates may move reference back of a paragraph of the report they do not agree with. If accepted by Conference, the effect of moving reference back in this case is not to accept the particular paragraph of the Annual Report.

3.17 WITHDRAWING MOTIONS/AMENDMENTS

If branch or regional disabled members' groups or the National Disabled Members' Committee wish to withdraw motions or amendments they should notify the Standing Orders Committee who will put the request to Conference. Conference decides whether to accept the withdrawal. A withdrawal form is available from the Standing Orders Committee.

3.18 EMERGENCY MOTIONS

Emergency motions will only be considered by the Standing Orders Committee if they are signed on behalf of the submitting body and provide details of the meeting of disabled members at which the motion was adopted. The subject matter giving rise to the emergency must have occurred after the deadline for motions and amendments. The deadline for 2017 Conference is **5.00pm, Friday 20th October 2017**. The Standing Orders Committee will apply strict criteria to proposed emergency motions.

3.19 HOW IS THE VOTE TAKEN?

Voting is restricted to branch delegates and regional delegates. Members of the National Disabled Members' Committee do not vote.

Decisions are taken by a simple majority vote, except on certain procedural motions. Appointed tellers will take a count if the vote is close.

3.20 WHAT HAPPENS TO MOTIONS AFTER CONFERENCE?

Motions that are carried at Conference form the basis for action by the National Disabled Members' Committee until the next National Disabled Members' Conference. They are also referred to UNISON's other national committees where appropriate.

Motions that are not heard, because time does not allow, are also referred to, and considered by, the National Disabled Members' Committee at its first meeting after the Conference.

3.21 COLLECTIONS

The only official collections which take place at Conference are those which take place within the Conference venue with the approval of the Standing Orders Committee. Any approved collections will be announced to Conference and organised by UNISON staff.

4. STANDING ORDERS

STANDING ORDERS FOR NATIONAL DISABLED MEMBERS' CONFERENCE

(as amended at 2003 National Disabled Members' Conference)

SO1 Standing Orders

1.1 Why is there a Standing Orders Committee?

The Standing Orders Committee exists to assist Conference in the running of business. It is independent of the National Disabled Members' Committee and accountable to Conference.

1.2 Membership

Four members elected by the National Disabled Members' Conference (plus two reserves);
two members elected by the Lesbian, Gay, Bisexual & Transgender (LGBT) Caucus (plus two reserves);
two members elected by the Black Members' Caucus (plus two reserves).

At least half the members from each constituency must be women.

1.3 The Committee will be advised by a UNISON staff member.

1.4 Members hold office from the end of the Conference at which they are elected until the end of the next Conference.

1.5 The Committee elects two co-chairs, at least one of whom must be a woman.

1.6 What does the Standing Orders Committee do?

The Standing Orders Committee

1.6.1 ensures that UNISON's Rules and these Standing Orders are observed, notifying the Conference Chair of any infringements;

1.6.2 draws up the preliminary and final agenda and order of business in accordance with the timetable agreed by the National Disabled Members' Committee;

1.6.3 considers all motions and amendments submitted for debate at Conference and, to enable Conference to transact its business effectively, the Standing Orders Committee:

- i) decides whether such motions and amendments have been submitted in accordance with these Standing Orders;
- ii) groups 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;
- iii) prepares and revises, in consultation with the movers of motions and amendments, composite motions which in the opinion of the Committee best express the subject of those motions and amendments;
- iv) refers to another representative body within UNISON a motion or amendment which in the opinion of the Committee should properly be considered there: the mover of the motion or amendment shall be informed of the reason for so doing;
- v) takes such actions as are necessary to give effect to these Standing Orders.

1.7 **How to withdraw an item from the Order of Business**

A mover of a motion or amendment who wishes to withdraw that motion or amendment shall inform the Standing Orders Committee, who shall report this request to Conference. Conference shall decide whether or not the motion or amendment is withdrawn.

1.8 Any decisions of the Standing Orders Committee to be reported to Conference shall be announced by one of the Co-Chairs of the Committee and shall be subject to ratification by Conference. The Standing Orders Committee Report, or any section of the Report, can either be accepted or referred back.

SO2 Application of Standing Orders

- 2.1 These Standing Orders apply to the National Disabled Members' Conference only.
- 2.2 They can only be changed by a motion or amendment published in the Conference agenda to that Conference with a two-thirds majority vote of the delegates present and voting.

SO3 Motions and Amendments

3.1 Who can submit Motions and Amendments?

Branch Disabled Members' Groups
Regional Disabled Members' Groups
National Disabled Members' Committee
National Lesbian, Gay, Bisexual & Transgender (LGBT) Caucus
National Black Members' Caucus
National Women's Caucus
National Deaf (native British Sign Language Users) Caucus
National Young Members Forum

- 3.2 The caucus groups set out in SO.3.1 shall be entitled to meet in accordance with the Disabled Members' Conference timetable to submit motions and amendments of concern to their respective member groups.

3.3 How Many?

The following may submit up to three motions each:
Branch Disabled Members Groups
Regional Disabled Members' Groups
National Disabled Members' Committee
National Lesbian, Gay, Bisexual & Transgender (LGBT) Caucus
National Black Members' Caucus
National Women's Caucus
National Deaf (native British Sign Language users)'Caucus.

There is no limit on the number of amendments which may be submitted.

3.4 **How?**

Motions and amendments must be submitted on the correct form, to the designated member of UNISON staff, by the deadline set by the National Disabled Members' Committee.

3.5 **Prioritising Motions**

If, in the opinion of the Standing Orders Committee, there is a need to prioritise business for the Conference agenda, the Standing Orders Committee may conduct a ballot to assist in determining the Order of business. All those eligible to submit motions to Conference will be included in the ballot.

SO4 Private Sessions

4.1 **How does Conference decide to hold a Private Session?**

Conference may vote at any time to hold all or part of Conference in private session. The following procedural motion must be moved:

"That the Conference (or part of Conference) be held in private session."

4.2 **Who can attend a private session?**

The only people permitted to attend a private session of Conference are:

- i) delegates
- ii) members of the National Disabled Members' Committee
- iii) members of the Standing Orders Committee
- iv) personal assistants working with any of the above
- v) members of staff who have been authorised by the National Disabled Members' Committee or the UNISON General Secretary to attend Conference

- vi) any other people as the Conference Chair shall determine.

SO5 Who Can Speak at Conference?

- 5.1 Delegates
Members of the National Disabled Members' Committee
Conference Co-Chairs
Co-Chairs of the Standing Orders Committee
Staff called to speak by Conference Chair
- 5.2 No one else shall speak except with the approval of the Standing Orders Committee.

SO6 Who Chairs Conference?

- 6.1 A disabled person or persons determined by the National Disabled Members' Committee chairs or co-chairs the Conference.
- 6.2 **How?**

The Conference Chair decides on any procedural motions and points of order. Her/his ruling is final and binding.
- 6.3 The Conference Chair may at any time propose that Conference be adjourned for a specified period. Conference will immediately vote on this proposal.

SO7 Voting

7.1 Who has the Right to Vote?

Delegates from regions
Delegates from branches.

7.2 Voting Procedure

- 7.2.1 The Conference Chair declares the result of a vote.
- 7.2.2 If the Chair cannot make a clear declaration she/he may call for a count.

7.2.3 At least 20 delegates present may also call for a count.

7.2.4 The count takes place before Conference proceeds to the next item of business.

7.2.5 The count is conducted by tellers, who are appointed at the start of Conference.

SO8 Who can submit an emergency motion?

8.1 Branch Disabled Members Groups
Regional Disabled Members' Groups
National Disabled Members' Committee
National Lesbian, Gay, Bisexual & Transgender (LGBT) Caucus
National Black Members' Caucus
National Women's Caucus
National Deaf (native British Sign Language users) Caucus.
National Young Members' Forum

8.2 **How Many?**

There is no limit on the number of emergency motions which may be submitted.

8.3 **How?**

An emergency motion must be submitted on the correct form, with the correct signatures, indicating the date of the meeting at which it was agreed. It must be sent to the designated member of UNISON staff, by the deadline set by the National Disabled Members' Committee.

8.4 If the Standing Orders Committee gives its approval to the Emergency Motion being considered by Conference, copies will be made available to delegates at least one hour before Conference is asked to decide whether to consent to the Emergency Motion being added to the Conference agenda.

8.5 An Emergency Motion will not be given a higher place in the order of business over other motions and amendments on the agenda except where the Standing Orders Committee decides that its

purpose would be frustrated if it were not dealt with earlier in the Conference.

SO9 Procedural Motions

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

9.1.1 "That the question be now put"

This depends on the Conference Chair being satisfied that the matter has been sufficiently debated.

If this is carried it means that it shall take immediate effect, apart from any right of reply.

9.1.2 "That the Conference proceed to next business".

If this is carried it means that the matter being discussed immediately falls from the agenda and Conference proceeds to the next item of business.

9.1.3 "That the debate be adjourned".

9.2 Procedural motions are put to the vote immediately without discussion and no amendment is allowed.

9.3 A person who has already spoken on the motion or amendment in question shall not move one of the procedural motions above.

SO10 What is a Point of Order?

10.1 A Point of Order draws Conference's attention to a breach of the Rules or Standing Orders.

10.2 A Point of Order may be raised at any stage during Conference if it is considered that business is not being conducted in accordance with UNISON's Rules or the Conference's Standing Orders.

10.3 The Point of Order must be raised as soon as the alleged breach occurs, or at the earliest practicable moment.

10.4 The Point of Order shall not be debated or amended, and the Conference Chair shall make an immediate ruling.

SO11 How Debates are Conducted

11.1 The mover of a motion or an amendment may speak for no more than five minutes, and each subsequent speaker may speak for no more than three minutes.

11.2 When an amendment to a motion is moved no further amendment may be moved until the first one is disposed of, except during grouped debates.

11.3 When an amendment is defeated a further amendment may be moved to the motion.

11.4 When an amendment to a motion is carried, the motion, as amended, becomes the substantive motion. A further amendment can then be moved to the substantive motion.

11.5 A delegate may not move more than one amendment to any one motion. The mover of a motion may not move an amendment to their own motion.

11.6 No delegates shall speak more than once on a motion or amendment, except that the mover of the original motion may exercise a right of reply for not more than three minutes. No new material may be introduced during a right of reply.

SO12 What is a Grouped Debate?

12.1 The Standing Orders Committee can propose grouped debates or sequential voting on motions or amendments which deal with the same subject matter.

12.2 Procedure for Grouped Debate

A Grouped Debate is run in this order:

- i) The Conference Chair advises 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;

- ii) All motions and amendments included in the debate are moved;
- iii) The general debate takes place;
- iv) The Conference Chair again states the order of voting and advises Conference which, if any, motions and amendments will fall if others are carried;
- v) Voting takes place on motions, preceded by relevant amendments, in the order in which they were moved.

12.3 A Grouped Debate may not be adjourned until all the motions and amendments have been moved.

SO13 National Disabled Members' Committee at Conference

13.1 At the start of each Conference the National Disabled Members' Committee presents its report for the past year, which is circulated prior to Conference.

13.2 Any report which contains proposals or recommendations requiring approval and adoption by Conference must be submitted in advance in the form of a motion, in accordance with the timetable.

13.3 The National Disabled Members' Committee will indicate its policy on all items to delegates, in advance.

13.4 Motions not reached

Any motions not reached on the agenda are referred to the National Disabled Members' Committee and reported on in due course.

SO14 Suspension of Standing Orders

14.1 Any one or more of these Standing Orders may be suspended by a resolution of Conference in relation to a specific item of business before the Conference or to the proceedings of Conference,

provided that at least two-thirds of the delegates present and voting vote for the resolution.

5. ELECTION AND BALLOT ARRANGEMENTS

5. ELECTION AND BALLOT ARRANGEMENTS

Elections for representatives from the National Disabled Members' Conference to various bodies and the selection of motions from the Conference to the 2018 National Delegate Conference will take place over the course of the weekend.

These are:-

1. Two delegates to National Delegate Conference 2018.
2. One representative for the Newssheet Team to National Delegate Conference 2018.
3. Two delegates to each Service Group Conference 2018.
4. Four representatives for the 2018 Disabled Members' Conference Standing Orders Committee.
5. One representative to the Trade Union Congress 2018.
6. Two delegates to UNISON's Labour Link Forum and Labour Party Conference 2018.
7. Two motions to National Delegate Conference 2018.

Nominations:

A nomination pack, also containing guidance on the work of the representatives is contained in the delegates' mailing.

If you wish to be nominated, complete ONE relevant nomination paper and place it in the ballot box at the delegate enquiry desk by the closing time.

Closing time for all nominations is 9.30am Sunday 29th October.

This has been changed from previous years because elections in the Service group meetings and the Labour Link meeting will be run as secret ballots, with ballot papers being prepared and issued as required.

Ballots

Ballot papers for contested elections and the ballot for motions to NDC 2018 will be available for collection from the conference enquiry desk from 8.30am Monday 30th October. These should be completed and placed in the sealed, ballot box before the close of ballots.

Ballot papers for the Service group meetings and the Labour Link meeting will be available from the ballots desk between **1.30pm and 3.45pm on Sunday 29th October 2017**. These ballots will take place in the relevant Service Group and Labour Link meetings. Members should give their ballot paper to the staff member steward before leaving those meetings.

Conference will be advised at the end of business on Monday which motions agreed by Conference are relevant to forward to National Delegate Conference. Complete the relevant ballot paper and place it in the ballot box at the conference enquiry desk.

Ballot papers available

**From 8.30 am
Monday 30th October 2017**

Ballot boxes open

**From 8.30am
Monday 30th October 2017**

Close of ballots

**1pm Monday 30th October
2017**

6. CODE OF CONDUCT
Guidelines for Delegates at
National Disabled Members'
Conference

6. CODE OF CONDUCT FOR DELEGATES ATTENDING UNISON NATIONAL DISABLED MEMBERS CONFERENCE

6.1 INTRODUCTION

UNISON is committed to the fullest possible participation of all its members in the activities of the trade union.

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 secretary and 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.

As disabled people we have probably all at one time or another been at the receiving end of others discriminatory or abusive attitudes, actions or language. It is therefore particularly important that during this weekend we are all aware of our own attitudes and actions as they affect others and are willing to constructively challenge each other and are ourselves open to challenge.

The following guidelines have been drawn up to help all delegates meet UNISON's commitments to the full participation of all its members in a practical and constructive way. Underlying these guidelines is a commitment to the principle that all delegates have an equal right to benefit from this weekend, to contribute to debate and discussion and to enjoy the Conference.

We expect that all delegates to Conference will accept these principles and will assist in putting them into practice.

6.2 HARASSMENT

There must be no sexual, racist, disablist, ageist, homophobic, biphobic or transphobic harassment at any time.

Harassment consists of unwanted and unsolicited, physical, verbal or non-verbal conduct for example:

- distasteful jokes and abusive comments;
- displaying offensive materials e.g. pornographic pictures, pin-ups;
- unwanted comments on dress and/or appearance;
- repeated requests for dates;
- demands for sexual favours;
- asking intimate questions about someone's personal life;
- gossip and speculation;
- verbal and physical abuse and using threatening behaviour;
- making assumptions based on stereotyping;
- exclusion from workplace social events;
- excluding someone from a conversation.

This list is neither exclusive nor exhaustive and other forms of behaviour can also constitute discrimination, harassment, intimidation or victimisation.

6.3 LANGUAGE

The language we use is extremely important and reflects deep rooted and longstanding societal power structures and beliefs. Racist, sexist, homophobic, ageist or disablist language will not be tolerated. This type of language can and should always be avoided.

Generalisations are seldom helpful and seldom true. Please avoid making them.

Jokes or comments based on sexist, racist, disablist, ageist or homophobic ideas or prejudices should not be made.

6.4 JARGON

Jargon is a barrier to good communication. The more we become involved in trade union work the more likely we are to use jargon. Please take care to explain any jargon or initials that you use which others may not be familiar with so that everyone understands what you are talking about.

6.5 WORKING TOGETHER

This Conference has been organised in order to bring together disabled members from throughout UNISON. We have between us a wealth of experience and ideas. It is important that everyone feels equal and able to make a contribution if they wish, so please:

- * listen to others and avoid being dismissive of their contribution
- * wait until a speaker has finished and do not interrupt their train of thought
- * aim to have reasoned discussion, not argument
- * try to make criticism constructive so that it helps others develop confidence, skills and knowledge
- * make your own contribution as clear and concise as possible and do not dominate the discussion
- * ensure that everyone who wishes to speak is given the encouragement and opportunity to do so.

6.6 ACCESS ISSUES

6.6.1 Smoking

National Disabled Members' Conference is a no-smoking Conference. Smoking is an access issue. Smoking of cigarettes and e-cigarettes is not allowed in corridors, toilets and other communal areas.

6.6.2 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.

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.

6.6.3 Mobile Phones

Mobile phones can interfere with access equipment, therefore please turn your mobile phone off while in the Conference Hall

6.7 SOCIALISING

The time during Conference that we spend informally socialising is extremely important. We hope that everyone finds this time valuable and enjoyable. This means on the one hand ensuring that everyone feels free to join in if they want and on the other not putting pressure on individuals to fall in with a group if they don't want. Remember that there may be some people who are recovering from alcohol problems, so please do not put pressure on others to drink. Also we would ask that everyone respects each others differing needs for sleep. If you choose to stay up late please try not to disturb others.

Also remember that if everyone is going to feel comfortable during social occasions then the above guidelines, particularly that regarding harassment, must be adhered to throughout the whole weekend.

We would also like to remind delegates that all the hotel staff and managers are aware that we represent disabled members in UNISON. Because of this we are in a sense in the public eye this weekend and any adverse behaviour may reflect not only on the

individual involved but also may affect the reputation of disabled members generally and of UNISON.

6.8 CONCLUSION

We sincerely hope that all delegates will understand the principles underlying these guidelines and will adhere to them in order that we can all feel relaxed and secure and can get as much as possible from the whole Conference and above all enjoy ourselves.

UNISON reserves the right to ask any delegate to leave the Conference whose behaviour does not conform to the guidelines. Conference will be advised from the platform of the named senior officer with responsibility for dealing with alleged breaches of the Code of Conduct.

7.HEALTH AND SAFETY INFORMATION

7.1 UNISON Conferences Health and Safety

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.

Note on security from Manchester Central (Disabled Members Conference Venue):

The safe and secure delivery of events is a priority for Manchester Central. With this in mind, routine bag searches will be in operation throughout the event to provide comfort and reassurance to delegates. Where possible, please avoid bringing large bags or items of luggage with you to the venue to ensure quick and easy access to the event.

8. ACCESS DETAILS

8.1 Flash Photography

The National Disabled Members' Committee has indicated an access issue with flash photography. It can cause visual impairment and disorientation and interferes with signed communications.

Therefore the National Executive Council has decided that there will be no flash photography at National Delegate Conference.

This will also apply to National Disabled Members' Conference, at all times during the Conference, and in the Conference environments, at social events and in shared events.

8.2 Mobile Phones

The signal from mobile phones can interfere with access equipment, therefore please turn your mobile phone off while in the Conference Hall

8.3 Accessibility Summary of Manchester Central Convention centre

(Accessibility Summary of Manchester Central provided by the venue 2017)

Sustainability

Manchester Central is committed to minimising its impact on the environment. As a leading venue and a major employer, all our activities reflect this commitment and we take our corporate, social and environmental responsibilities very seriously.

In January 2013, Manchester Central became one of the first major conference and events venues in the UK to achieve ISO 20121 Event Sustainability.

This international standard aims to boost the local economy and reduce our impact on the environment. It also engages with and helps to educate the local, national and international community.

Our Sustainable Events Policy outlines all our sustainability objectives. The policy is reviewed annually to make sure we are achieving our objectives and meeting our commitments.

We encourage everybody to read the policy and offer their feedback. Our sustainability team aim to respond to each comment so email sustainability@manchestercentral.co.uk

Accessibility

Manchester Central is designed for maximum accessibility at all our events. Most of our exhibition space is on the ground floor/street level and can be easily accessed via the main entrance. Our entrances are fully accessible and our foyer entrances are sensor-activated. Events on the first floor can be accessed via stairs or lifts.

Our signage uses pictorial symbols and there are contrasting graphics on the wall-to-floor glazing. We welcome assistance dogs and have Induction Loop facilities in Exchange Auditorium and Central and Charter Foyers.

We are committed to continually improving accessibility for the venue and always welcome feedback from our visitors. Recent improvements include: disability awareness staff training; refurbished toilet facilities; smooth paving over cobbled access areas; highlighted nosing and additional handrails; and Deaf Alerter - a radio-based fire alarm.

Parking

Parking for visitors

There is an NCP (National Car Park) directly below Manchester Central that is open 24 hours a day all year round. It has 720 spaces including 18 disabled parking bays and there is direct access to Manchester Central by lift, stairs and escalators.

The height restriction for this Car Park is 1.98m.

For more information contact NCP:

Tel: + 44 (0)161 817 8900

Website www.ncp.co.uk

If using a satellite navigation system - please follow the postcode M2 3GX.

Information on planning a journey by car can be found at:

www.theaa.com

www.highways.gov.uk

Getting there

Manchester Central is an iconic venue in the heart of Manchester. We're right in the centre of the UK and easy to reach via Manchester's extensive multi-modal transport network.

By air

Manchester Airport is a major international hub just nine miles (14.5km) from the city centre. It serves more than 200 destinations worldwide including direct routes to nine US cities. From the airport, the city is approximately 25 minutes away by taxi or just 20 minutes via the half-hourly express rail service (tickets £3.00-£4.00).

Information on Manchester Airport can be found at:

www.manchesterairport.co.uk

By rail

It takes a little over two hours to reach Manchester from London and Manchester also has direct connections to most major UK cities. Services arrive at Piccadilly or Victoria stations where passengers can connect with Metrolink trams for easy access to the city centre. Manchester Central is a 20 minute walk from Piccadilly Station or just five minutes by taxi. Alternatively, catch a connecting train to Oxford Road Station - just five minutes from Manchester Central on foot.

For groups of three to nine people, Virgin Trains offer a 20% discount off advanced ticket purchases.

To find out more visit: www.virgintrains.co.uk/tickets-offers/group-travel/

Further information on train services can be found at:

www.virgintrains.co.uk

www.nationalrail.co.uk

www.tpexpress.co.uk

By road

Manchester is at the heart of a comprehensive motorway network. Manchester's M60 orbital motorway provides easy access from north, south, east and west.

Directions:

- **M6 (from south – Stoke-on-Trent, Birmingham)**

Leave the M6 at junction 19, just after Knutsford Services. Follow the A556 towards Altrincham and pick up the M56 towards Manchester

Airport. Follow the motorway onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

- **M6 (from north – Preston, Blackpool, Carlisle)**
Leave the M6 at junction 21a for the M62 towards Manchester. At junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.
- **M62 (from west – Liverpool)**
At M62 junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.
- **M62 (from east – Leeds, Yorkshire)**
At M62 junction 18, join the M60 west-bound. Take junction 17 onto the A56 (Bury New Road) and follow signs to the city centre, and then to Manchester Central, Petersfield.
- **M56 (from west – North Wales, Chester, Ellesmere Port)**
Follow the M56 past Manchester Airport. Continue onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

For parking, Manchester Central's on-site NCP car park is open 24 hours and the most convenient option. If using a satellite navigation system - please follow the postcode M2 3GX.

(www.ncp.co.uk/manchester)

Information on planning a journey by car can be found at:

www.theaa.com

www.highways.gov.uk

Arriving in Manchester

On arrival in Manchester you can walk to Manchester Central, catch a Metroshuttle bus, Metrolink tram or take a taxi.

Take a look at our downloadable public transport map on the right hand side of this page to find your ideal route to Manchester Central.

Metroshuttle

Metroshuttle buses are free and link the city centre's main rail stations, shopping areas and businesses.

Metrolink

The city's Metrolink network is expanding and currently the nearest stop to Manchester Central is Deansgate-Castlefield. From there, we're just a few minutes on foot - just follow the signs along the route.

Metrolink runs every few minutes from early morning until late in the evening. You don't need a timetable, just turn up, buy your ticket and the next Metrolink will be along shortly. However while the network is being improved, please do check your route before travelling.

Routes and further information can be found on the [Metrolink website](#).

Local travel

Manchester's extensive multi-modal public transport network makes it easy to travel in and around Greater Manchester.

Find out more at www.tfgm.com or phone Traveline on 0871 200 22 33. You can also visit a Travelshop at main bus stations throughout Greater Manchester, including Manchester Piccadilly Gardens and Shudehill Interchange.

Taxis

We work with Manchester's black cab drivers to make sure they know when we're going to be busy.

We have a dedicated taxi rank at the front of the venue for pick ups and drop offs. Black cab taxis are readily available at Manchester Airport and both Piccadilly and Victoria train stations.

Pedestrian Approach to Manchester Central from Windmill Street

From Windmill Street, the main entrance to the building is approached by a choice of two ramps or a flight of steps. The steps consist of a single flight of 11 steps. Handrails have been provided to both sides of the steps. Step nosings have been highlighted and the corduroy warning surface has been installed on the approach to the top and bottom of the steps. Each ramp consists of 3 sections with intermediate landings. Handrails have been provided to each side of the ramps.

Conference Entrance

Entrance is via the Charter foyer which is located to the right side of the Manchester Central main entrance and is on the flat.

Charter Suite

These are located on the ground floor next to the Unison Registration, and is accessed via Charter Foyer. There is a choice of three sets of manually operated double doors.

Exchange Hall (main conference hall)

The Exchange Hall can be accessed from the ground floor Charter Foyer (via a ramp at the doors) and is located to the right of the Unison Enquiry Desk. Double doors provide access from each point. At the entrances from the Charter Foyer there are metal upstands which could prove difficult for some wheelchair users to negotiate unassisted although there is a shallow ramp available which circumvents the handrails.

Exchange Rooms 1 – 10

The Exchange Rooms are accessed via either the first floor Foyer of the Exchange Building or Charter Foyer.

Each room is accessed via a single pin hinged door. Each door comprises of full-length glazing and manifestations have been provided at two heights to highlight the doors.

The Exchange stairs and lift are located through double doors at the end of the first floor Exchange corridor after Exchange Room 1.

The lift is considered to be adequately large enough to carry a wheelchair user and companion. The lift has wheelchair accessible control buttons which also include tactile symbols.

The staircase incorporates 3 flights between the ground and first floors. Handrails have been provided to each side of the steps. Step nosings have been highlighted although this provides minimal contrast. Each step has a slight overhang.

The first aid room is also located between the Charter and Central Foyers

Toilets

There are a number of toilets located throughout Manchester Central. All accessible toilets have emergency pull cords that are linked to a staffed area of the building.

A male, female and accessible toilet has been provided on each floor. These are accessed from the main Foyers on each level. Signage is installed on each toilet door and includes either a tactile symbol only, or a tactile symbol, tactile text and Braille. Visual contrast of fixtures and fittings is limited in each facility due to the use of white fixtures that are

set on white walls. Within the accessible toilets contrasting bands have been installed which highlight the toilet roll dispenser, soap dispenser and hand dryer.

The 2 accessible toilets on the ground floor level next to the Unison Registration desk have separate baby change facilities.

On the first floor there is 1 accessible toilet and male and female facilities by Exchange 1, and 2 accessible toilets plus male and female facilities near Exchange 1

Signage

Directional signs and room signs within the building are generally located above head height. Toilets have eye-level signage which incorporates a tactile symbol only, or a tactile symbol, tactile text and Braille.

Facilities for Assistance Dogs

Assistance dogs are permitted to be exercised on the area outside the Exchange Upper Foyer, and would need to be kept on a lead

Free Wi-fi for delegates:

Connect to the wireless network “MCCC”

The portal page will automatically load (if the portal doesn’t open automatically, open your web browser and attempt to access a website).

Click “Login to Manchester Central’s Free WiFi”

Enter your information and accept the Terms and Conditions.

Once successful you will now have access to the internet.

Please contact a member of Manchester Central’s Concierge Team if you experience any problems accessing the internet.”

9.MAP OF THE MANCHESTER CENTRAL CONVENTION CENTRE

Manchester Central site plan



