



# UNISON Conference Bulletin

## NATIONAL WOMEN'S CONFERENCE 2019

AUGUST 2018

Conference Team  
Anita Edwards (Standing Orders)

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**This bulletin contains the timetable for National Women's Conference 2019  
Please note that both motions and delegations can only be submitted online.  
There are no paper forms for registration**

**The UNISON National Women's Conference will be held at Bournemouth International Centre from 12noon Thursday 14 February to 1.00pm Saturday 16 February 2019.**

Bournemouth International Centre  
Exeter Road  
Bournemouth BH2 5BH

Tel: 01202 055555

Email: [enquiries@bhlive.org.uk](mailto:enquiries@bhlive.org.uk)

### Timetable

Deadline for submission of Motions and Amendments to Standing Orders	12.00noon	Thursday 25 October 2018
Publication of Preliminary Agenda		Friday 9 November 2018
Deadline for submission of Amendments	12.00noon	Thursday 29 November 2018
Deadline for submission of Delegates	5.00pm	Monday 10 December 2018
Deadline for submission of crèche places	5.00pm	Monday 17 December 2018
Publication of Final Agenda		Friday 21 December 2018
Deadline for submission of reasonable adjustment requests for access	5.00pm	Thursday 3 January 2019
Deadline for submission of Emergency Motions	9.00am	Thursday 7 February 2019
Deadline for submitting Change of Delegates on the OCS	5.00pm	Monday 11 February 2019

Enclosed with this conference bulletin, and available for download on the conference webpage <https://www.unison.org.uk/events/2019-womens-conference/> are the following:

Delegate travel form

Visitor travel form

National Women's Conference Standing Orders

Advice from Standing Orders Committee

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

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

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

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

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

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

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

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

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

preferred e-mail address to update your UNISON Membership records – you will need your UNISON membership number.

- Or, you can contact your local UNISON branch and provide them with the details of your preferred e-mail address to update your UNISON membership records – you will need your UNISON membership number.

**Key contacts:**

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

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

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

Region	Contact	Tel	E-mail
Eastern	Amanda Tickner	01245 608909	<a href="mailto:a.tickner@unison.co.uk">a.tickner@unison.co.uk</a>
East Midlands	Colleen Forrest (Tues & Fri only)	0115 847 5468	<a href="mailto:c.forrest@unison.co.uk">c.forrest@unison.co.uk</a>
	Katrina Grace (Mon & Tues only)	0115 847 5417	<a href="mailto:k.grace@unison.co.uk">k.grace@unison.co.uk</a>
Greater London	Shelley Davey Lorraine Tant Cally Thompson	0207 535 6648	<a href="mailto:glrconference@unison.co.uk">glrconference@unison.co.uk</a>
Northern	Allison Jackson	0191 245 0805	<a href="mailto:a.jackson2@unison.co.uk">a.jackson2@unison.co.uk</a>
Northern Ireland	Elizabeth Robinson	02890 270190	<a href="mailto:e.robinson@unison.co.uk">e.robinson@unison.co.uk</a>
North West	Kim Scott	0161 661 6777	<a href="mailto:k.scott@unison.co.uk">k.scott@unison.co.uk</a>
	Gillian Gorman	0161 661 6743	<a href="mailto:g.gorman@unison.co.uk">g.gorman@unison.co.uk</a>
Scotland	Rosaleen Rodgers	0141 342 2816	<a href="mailto:r.rodgers@unison.co.uk">r.rodgers@unison.co.uk</a>
	Jean Fraser	0141 342 2880	<a href="mailto:j.fraser@unison.co.uk">j.fraser@unison.co.uk</a>
South East	Catherine Still	01634 285708	<a href="mailto:c.still@unison.co.uk">c.still@unison.co.uk</a>
	Kieran Pearson	01483 406510	<a href="mailto:k.pearson@unison.co.uk">k.pearson@unison.co.uk</a>
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	<a href="mailto:j.gollings@unison.co.uk">j.gollings@unison.co.uk</a>
Cymru/Wales	Beverley Powell	02920 729475	<a href="mailto:b.powell@unison.co.uk">b.powell@unison.co.uk</a>
West Midlands	Claire Kenny	0121 685 3174	<a href="mailto:c.kenny@unison.co.uk">c.kenny@unison.co.uk</a>
Yorkshire & Humberside	Laraine Senior	0113 218 2333	<a href="mailto:l.senior@unison.co.uk">l.senior@unison.co.uk</a>

	Joanne Turnbull	0113 218 2322	<a href="mailto:t.turnbull@unison.co.uk">t.turnbull@unison.co.uk</a>	
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**Branch Representation**

The scheme of branch representation provides for a **national conference of women members** with representatives from regional and branch groups, women members of the NEC and members of the National Women’s Committee, the national SOG committees and national young members’ forum.

**Branch Delegations**

Representation is on the basis outlined below, up to a maximum of five delegates:

- 1 - 2000 women members : 1 delegate
- 2001 - 4000 women members : 2 delegates
- 4001 - 8000 women members : 3 delegates
- 8001 - 12,000 women members: 4 delegates
- 12,001 + women members : 5 delegates

If you are uncertain how many women members there are in your branch, your regional RMS department will be able to advise you.

**Proportionality and Fair Representation**

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

- 1) Branches sending 3 delegates must include one low paid woman member in the delegation. Low paid members are those with a basic hourly rate as identified in Rule Q, Definitions.
- 2) Branches sending 4 delegates must include one young member in the delegation (i.e. age 26 or under at the end of conference).

Branches must be pro-active in filling the low paid member’s seat. In identifying low paid members, branches should ensure they consider all employers and all workforces covered by the branch.

Branches with more than one delegate should also seek to achieve fair representation as defined in Rule Q:

“Fair Representation is the broad balance of representation of members of the electorate, taking into account such factors as age and low pay, the balance between full time and part time workers, manual and non-manual workers, different occupations, skills, race, sexual orientation, disability and gender identity”.

## **National and Regional Representation**

The following bodies are eligible to send two delegates: Regional Women's Groups, National Black Members' SOG, National Disabled Members' SOG, National LGBT SOG, National Young Members' Forum, National Retired Members' Organisation.

## **Transgender Members**

Members who are in the process of transitioning gender may not yet have changed their UNISON membership details. For example, a member may wish to attend conference as a woman, but may still be attending work as a man. Members will therefore be registered for conference as the gender in which they will attend the conference, irrespective of their gender recorded on the RMS. Please note, however, that only members identifying as women are eligible to attend this conference. To ensure that nominations are not rejected, please contact the Conference Office on 020-7121 5123 with information on any online delegate submissions which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

## **Fitness to Attend Conference**

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

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

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

## **Please help us to help the environment**

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

## **Visitors**

Branches and regions may send **women visitors** to the Conference. All expenses, including travel, must be met by the branch or region. There is no deadline for visitor registration, seats are available on a first come first served basis. However visitors wishing to use the crèche must

register by **Monday 17 December 2018** as no requests for crèche places can be guaranteed after this date.

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

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

### **Reasonable Adjustments**

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted by **5pm, Thursday 3 January 2019**.

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

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

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

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

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

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

We will apply a necessary cut off point for requests, as close as possible to the conference while not impacting on the requirements to produce regional seating plans in good time for advance circulation. The deadline is **5pm, Thursday 3 January 2019**. We will retain a limited ability to respond to unexpected circumstances that affect a delegate at short notice prior to the conference.

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

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

## **Crèche and Babysitting**

Please note that crèche provision is available for children up to the age of 16 years. Arrangements have been made for Nipperbout, the company contracted to provide crèche facilities at all UNISON national conferences, to provide babysitting. Should you require this service please complete the request online, by **Monday 17 December 2018**. Delegates and visitors are reminded that the cost for babysitting is borne by the branch so authorisation is required from your branch secretary that this expenditure will be approved.

## **Change of Delegate**

Branches may change delegates up to the start of Conference. A member registering as a substitute branch delegate must have been eligible to represent the branch at the closing date for registration of delegates Monday 10 December 2018. Any changes must be in accordance with the Scheme of Branch Representation.

After 5.00pm, **Monday 11 February** no more changes can be made on the OCS. If a branch needs to make an emergency change to its delegation after this date then an 'Emergency Change of Delegate' form will need to be completed.

This form will be available on the UNISON website from 10 February and will also be available from the Conference Desk at Bournemouth.

## **Motions : Amendments to Standing Orders : Amendments to Motions : Emergency Motions**

- Motions **must** be submitted online.
- Motions **must** state the date of the meeting at which the motion was agreed.
- Motions must be submitted by the deadline.
- Motions should cover one subject only and can only instruct the National Women's Committee. Motions should not instruct the NEC, Service Groups or other national committees or outside bodies, such as the Labour Party.

Further guidance is enclosed.

## **Annual Report**

The Annual Report of the National Women's Committee will be published by **Friday 4 January 2019**. If branch or regional women's groups wish to raise questions on the Annual Report, these must be submitted in writing by **12 noon on Friday 18 January 2019**. At National Women's Conference, only questions supplementary to written questions will be taken. This is to ensure that proper consideration can be given to questions raised, and a considered response can be given.

## **Travel Arrangements**

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

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

Branches are responsible for funding their delegates' and visitors' attendance at conference. Subsistence should cover the cost of accommodation, meals, childcare, dependent care and facilitation.

Branches are reminded of the Organising for Equality guidelines which state that "Branch delegates to self-organised group conferences should normally be given the same level of subsistence as branch delegates to other UNISON conferences". The guidelines can be found at:

<https://www.unison.org.uk/search/organising+for+equality+guidelines/>

Any branches that may suffer financial difficulties as a result of these procedures may apply in writing to the Finance Officer for consideration for additional branch funding.

### **Accommodation**

Branches are encouraged to arrange accommodation through Delegate Reservations, the accommodation service at Bournemouth Tourism. Using Bournemouth Tourism supports the work of our members in local government and ensures our continuing ability, as a not-for-profit organisation, to secure preferential rates for our conference venues. For full details of current availability and for bookings please go to:

<http://www.bebres.org.uk/unisonwomens19/index.html>

or you can telephone on 01202 816147 or e-mail [info@bebres.org.uk](mailto:info@bebres.org.uk)

Please ensure that members have written confirmation of any booked and paid for accommodation.

### **Prepaid Cards**

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

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

UNISON Prepaid Plus Customer Services, 39-51 Highgate Road. London NW5 1RT or email [customerservices@unisonprepaid.com](mailto:customerservices@unisonprepaid.com)

### **Credit Cards**

If your branch does not specifically require a prepaid card the other best option is a credit card from Unity Trust Bank called Unity Corporate MultiPay Card. It is more flexible and is linked to branch current account. Details of the Corporate MultiPay card and further information on how to apply are available from their website at [www.unity.co.uk/multipay](http://www.unity.co.uk/multipay). To help branches switch to this Unity Trust credit card, the bank has agreed to waive the one off administration fee of £50 for all current ALTO card customers who apply for a Multipay card.

## **Data Protection**

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





# GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

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

**UNISON National Women's Conference**  
**Thurs 14- Sat 16 February 2019, Bournemouth Int'l Centre**  
**DELEGATE AIR TRAVEL APPLICATION FORM**

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

Delegate Name \_\_\_\_\_ A/C Code 0-22-15-20

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

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

**Additional Travellers**

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

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

**Journey Details**

**OUTBOUND FLIGHT**

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

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

**RETURN FLIGHT**

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

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

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

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

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

Listed below are contact details for STEWART CORPORATE TRAVEL:

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

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

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

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

**UNISON National Women's Conference**  
**Thurs 14 – Sat 16 February 2019, Bournemouth Int'l Centre**  
**VISITORS RAIL TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

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

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

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

**Additional Travellers**

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

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

**Journey Details**

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

Please tick the appropriate boxes

**Ticket Type**    Single     Return     Flexible     Fixed

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

Do you hold a Travel Discount Card?    Y/N

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

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

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

Listed below are contact details for STEWART CORPORATE TRAVEL:

**Tel No: 0800 091 4272**

**Fax: 0141 226 2960**

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

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3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per Visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. If you hold a Travel Discount Card such as the Young Persons/Student, Disabled or Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
8. Wherever possible, please ensure train tickets are delivered to you directly as collecting them from stations incurs an extra charge. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
9. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
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Branch Name \_\_\_\_\_ Branch No \_\_\_\_\_

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

**Additional Travellers**

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

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

**Journey Details**

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

## **ADVICE FROM THE STANDING ORDERS COMMITTEE ON SUBMITTING MOTIONS TO NATIONAL WOMEN'S CONFERENCE**

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

### **Who can submit motions**

- Branch Women's Groups
- Regional Women's Groups
- National Women's Committee
- National Self-Organised Groups
- National Young Members' Forum

If there is no women's group in your branch, you can contact your regional women's group to get involved.

### **How**

- Input your motion on line on the Online Conference System (OCS) by the deadline. You need to state the date of the meeting at which the motion was agreed.
- The word quorate is included on the OCS to ensure that meetings that submit motions to conferences have been properly convened within the local rules and do have the power to take the action of submitting the motion. This is best practice used at National Delegate Conference. If there is no quorum for the meeting then the term does not apply.

### **Who can authorise Motions**

- The Branch Secretary, Branch Women's Officer or the Branch Equal Opps Officer.

### **Subject Matter**

- The subject matter and the instructions contained in the motion must be wholly or predominantly of concern and relevance to women members. The motion must make clear why it is an issue for debate

at National Women's Conference rather than, say, National Delegate Conference.

So, for example, a motion on a health and safety issue would have to highlight the particular impact on women and identify action the National Women's Committee can take to address the issue in relation to women members.

### **Action**

- A motion is a means of indicating why you want something to happen, what you want done and by whom.
- National Women's Conference may instruct the National Women's Committee to take action within its remit.
- National Women's Conference may not instruct other bodies within the union, such as the NEC or service groups or external bodies.
- Don't use the phrases:

- “Conference agrees to”
  - “Conference resolves to”
  - “Conference calls on the NEC”
  - “Conference calls upon the union at all levels”

as Conference does not exist after the end of business. Conference cannot resolve to take action itself. The Women's Conference's relationship with the rest of the union, and the outside world, is through the National Women's Committee, so any proposed action must be taken through the National Women's Committee.

- Don't use the phrase:
  - “Conference calls directly on the National Executive Council to”

Because the Conference has no direct representation on the National Executive Council. Again such proposals have to be channelled through the National Women's Committee, which does have NEC representation.

So make sure your motion reflects this.

### Staffing

- As a general rule, motions to National Women's Conference should not deal with staffing matters since these are outside the remit of the National Women's Committee. Under Rule D2.10.1 and Rule D2.10.2, the National Executive Council and the General Secretary have responsibility for the employment of staff and staffing matters. Motions can be considered on their merit where they deal with general policy on staff resources. But motions dealing with the details of the staffing complement would be ruled out of order, since responsibility in this area rests with the NEC and the General Secretary.
- For example motions may not propose additions or deletion of staff posts, or job descriptions for staff, or interfere with management of staff but motions may include staffing as an element of allocation of resources for a project.

### Rule Changes

- The National Women's Conference cannot amend UNISON's National Rules. Only National Delegate Conference may amend the National Rules.
- National Women's Conference may agree a motion to submit a particular rule change to National Delegate Conference. It then needs to be chosen as one of the Women's Conference motions to the next National Delegate Conference, to get on to that agenda.

### Amendments to Standing Orders

- The National Women's Conference can amend its own Standing Orders. All changes to standing orders require a two-thirds majority of those present and voting.

Amendments to Standing Orders are not open to further amendment.

### Amendments to Motions

- An amendment is a proposed change to a motion that deletes from and/or adds to it.
- To be competent the amendment must:
  - refer to the original motion;
  - not change a positive motion into a negative one;
  - not contradict the intention of the motion;
  - not introduce substantially new subject matter to the extent that it unduly changes the balance of the motion or the substance;
  - not be from the proposer of the main motion

### Emergency Motions

- An emergency motion must relate to an issue that could not be addressed in accordance with the timetable for submitting motions and amendments.
- Emergency motions should also be submitted online by the deadline given. In addition to the normal procedures for submitting motions, the following criteria will also be used in considering all emergency motions:
  - the facts giving rise to the subject matter have occurred since the closing date for submission of motions and amendments - it is not sufficient that the submitting body was not aware of the facts until after the closing date
  - the matter could not be raised in debate on the agenda;
  - the action called for is not covered by another motion, amendment or composite;
  - the action must refer directly to the new information in the motion;
  - the subject cannot be dealt with through normal channels other than National Women's Conference.

**Can the Standing Orders Committee change the wording of a motion to make it competent?**

The SOC has the power to make minor wording changes of a technical nature so:

- points may be renumbered or re-lettered using a common format, to avoid confusion at amendment stage;
- references to line numbers in amendments will be replaced by reference to a paragraph numbers;
- any clearly incorrect spelling will be corrected.

but:

- where there is any ambiguity as to the intention of the motion, no change may be made;
- no alterations to grammar may be made, unless there is a query over what the motion means, in which case the women's group will be contacted for its interpretation;
- and a motion cannot be reworded to change its meaning.

A checklist is attached to help you when writing a motion and submitting it to the Women's Conference.

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**The Standing Orders Committee can be contacted via:**

**Anita Edwards  
Secretary  
Women's Standing Orders Committee  
c/o UNISON  
130 Euston Road  
LONDON  
NW1 2AY**

**Tel no: 020-7121 5487  
Email: [j.walker@unison.co.uk](mailto:j.walker@unison.co.uk)**

**CHECKLIST FOR COMPETENCY OF MOTIONS**

- From a body with submission rights
- Submit online on the OCS
- Date of meeting
- Submitted within the deadline
- Subject matter wholly or predominantly relevant to women members
- Not National Delegate Conference business;
- Not service group business;
- Not APF/GPF business
- Not seeking a donation
- Not a statement
- Does it make sense?/Is it sufficiently clear?
  
- Is it identical to previous motions/superfluous, or does it contain new policy/action?
  
- Clear action points
  
- Does it instruct/ask the correct body to take action? Can only instruct the NWC. Cannot call directly on the NEC, must go via the NWC.
  
- Cannot commit Conference to spend national funds
  
- Does not contravene union rules
  
- Does not contain instructions for unlawful action
  
- Does not refer to staffing issues

**STANDING ORDERS FOR**  
**NATIONAL WOMEN'S CONFERENCE**  
**2019**

**(as amended at National Women's Conference 2012)**

**1. APPLICATION OF STANDING ORDERS**

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

**2. STANDING ORDERS COMMITTEE**

- 2.1 The members of the Standing Orders Committee shall hold office from the end of one National Women's Conference until the end of the next National Women's Conference.

- 2.2 No delegates shall serve on Standing Orders Committees for more than four consecutive years.

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

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

- 2.4.1 Ensure that the Union's Rules and Standing Orders relating to the business of Conferences are observed, and notify the Chairperson of any violation that may be brought to the Committee's notice.

- 2.4.2 Draw up the preliminary agenda and final agenda of Conference business, and proposed hours of business.

- 2.4.3 Determine the order in which the business of Conference shall be conducted, subject to the approval of Conference.

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

- 2.4.4.1 decide whether such motions and amendments have been submitted in accordance with the UNISON Rule Book, and specifically principles outlined in Section D4, and in accordance with these standing orders;

- 2.4.4.2 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;

- 2.4.4.3 make such minor wording changes of a technical nature as the Committee may consider necessary and which will render

competent motions and/or amendments submitted with minor errors and/or omissions;

2.4.4.4 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;

2.4.4.5 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.

2.4.4.6 have power to do all such things as may be necessary to give effect to these Standing Orders.

2.4.4.7 The Standing Orders Committee will, from time to time, issue guidelines in order to assist with the smooth running of Conference and submission of motions and amendments. Such guidelines shall be consistent with these Standing Orders and amendments will be ratified by the Standing Orders Committee at their final meeting at conference, prior to issue with the papers for conference in the following year.

2.4.4.8 Any guidance issued by SOC will be reviewed by SOC following each National Women's Conference to ensure the guidance continues to be fit for purpose.

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

### **3. MOTIONS AND AMENDMENTS - PRE-CONFERENCE PROCEDURE**

3.1. The National Women's Committee shall have the right to submit to the National Women's Conference reports, statements, motions, amendments to motions and amendments to Standing Orders.

3.2 Each branch and regional women's group, other national self-organised groups and the National Young Members' Forum may submit motions, amendments to motions and amendments to Standing Orders.

3.3 Motions and amendments shall be submitted to the Standing Orders Committee via the OCS in order that they may consider them for inclusion in the preliminary agenda.

3.4 The date and time by which motions and amendments to be considered for the Conference shall be received by the Executive Office shall be as stated in the timetable laid out in Rule D.1.9 of UNISON rules.

3.5.1 A motion or amendment should normally be moved by a delegate of the branch, region or other approved body proposing that motion or amendment.

- 3.5.2 In the absence of a delegate of the branch, the motion or amendment may be moved by the Regional Delegate from the region to which that branch belongs, only where prior notification has been given to the Standing Orders Committee, but may not be moved formally from the Chair.
- 3.5.3 In the event of SO 3.5.2 being applied, the Presiding Conference Chair shall advise Conference of the Procedure.
- 3.5.4 If there is no other delegate to move the motion or amendment, then the motion or amendment falls.

#### **4. CONDUCT OF CONFERENCES**

- 4.1 The National Women's Conference shall meet in public session, except that by direction of the National Women's Committee or by resolution of the Conference, the whole or any part of a conference may be held in private. In addition to the elected delegates the only persons permitted to attend a private session of a Conference shall be:
  - 4.1.1 such members of staff as have been authorized by the General Secretary to attend Conference
  - 4.1.2 such other persons as the Chairperson may determine.

#### **5. RIGHT TO SPEAK**

- 5.1 Apart from the elected delegates and those nominated persons who have the right to speak at the National Women's Conference, no other person shall speak except by permission of the Standing Orders Committee, or by the resolution of Conference.
- 5.2 Paid officers may only speak at Conference to give reports, answer questions and provide information. Paid officers may not speak in debate on motions and amendments.

#### **6. PROCEDURES AND POINTS OF ORDER**

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

#### **7. POWERS OF CONFERENCE CHAIRPERSONS**

- 7.1 Upon the Chairperson rising during a Conference session, any person then addressing Conference shall resume her seat and no other person shall rise to speak until the Chairperson authorises proceedings to continue.
- 7.2 The Chairperson may call attention to any remarks or language running counter to the rules of UNISON, or any breach of order on the part of a member, and may direct such a member to discontinue her speech.

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

## **8. VOTING**

8.1 The method of voting shall be by a show of hands of those people present who are delegates to conference with the exception of delegates representing the national self organised committees, the young members' forum, regional women's groups, the National Executive Council and the standing orders committee, who do not have the right to vote. The presiding conference chair shall declare the result or shall call for a count.

8.2 A count may also be called if, after a presiding conference chair's declaration of a result, at least 10% of the members present immediately indicate that they want a count.

8.3 When a count has been called:

8.3.1 No other conference business may proceed until the count has been completed.

8.3.2 The presiding Conference Chair shall immediately instruct the tellers to close the doors. Any person may leave the conference during the time that the doors are closed. Members of the Standing Orders Committee and UNISON staff may enter the conference, should they deem their business to be such that it cannot wait until the count is completed, whilst the doors are closed.

8.3.3 The presiding Conference Chair shall instruct the tellers to do a count of those in favour, those against, and those not voting, and shall declare the result. Once the result has been declared the presiding Conference Chair shall instruct the tellers to re-open the doors.

## **9. TELLERS**

9.1 Conference shall appoint delegates to act as tellers for the duration of the Conference. Tellers shall not be members of the National Women's Committee or the Standing Orders Committee.

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

10.1 A mover of a motion or amendment who wishes to withdraw their motion or amendment shall inform the Standing Orders Committee. The Standing Orders Committee shall report this request to Conference. Conference shall decide whether or not the motion or amendment may be withdrawn.

10.2 If a motion is withdrawn with the consent of Conference and there is an amendment to that motion, which appeared in the preliminary agenda, then that amendment shall fall.

## **11. MOTIONS AND AMENDMENTS NOT ON THE AGENDA (EMERGENCY MOTIONS)**

11.1 A motion or amendment which is not shown on the final agenda may not be considered by Conference without the prior approval of the Standing Orders Committee and the consent of Conference, which shall be governed by the following rules:

11.1.1 Such motion or amendment shall be submitted via the OCS and sent to the Standing Orders Committee at least five working days before the commencement of Conference, except if it relates to events which take place thereafter. It will state at which meeting it was debated and adopted.

11.1.2 If the Standing Orders Committee gives its approval to the motion or amendment being considered, copies of the motion or amendment shall be made available for delegates at least one hour before Conference is asked to decide whether to consent to the matter being considered.

11.1.3 An emergency motion will not be given priority over other motions and amendments on the agenda except where the Standing Orders Committee and/or Conference decide that the purpose of the motion in question would be frustrated if it were not dealt with at an earlier session of the Conference.

## **12. PROCEDURAL MOTIONS**

Subject to SOs 12.9 and 16.2.6 the following procedural motions may be moved at any time without notice on the agenda:

12.1 That the question be now put, provided that:

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

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

12.2 That precedence be given to any particular business set forth on the agenda subject to the provisions of Standing Order 11.

12.3 That the Conference proceed to the next business.

12.4 That the debate be adjourned.

12.5 That the speaker no longer be heard.

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

- 12.7 A motion under SO 12.1, 12.2 and 12.3 shall be immediately put to the vote without discussion and no amendment shall be allowed.
- 12.8 The Chairperson may at her discretion permit a motion under Rule 12.5 to be discussed and amendments moved.
- 12.9 No motion under SO 12.1, 12.2 or 12.3 shall be moved by a person who has spoken on the motion or amendment in question.
- 12.10 That leave be given to amend a motion or an amendment with the prior approval of the Standing Orders Committee.
- 12.11 A delegate who moves a procedural motion under SO12.1 shall not speak on any motion or amendment debated as a result of that procedural motion.

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

- 13.1 When an amendment to a motion is moved, no further amendment may be moved until the first one is disposed of, subject to S.O.16
- 13.2 When an amendment is defeated, a further amendment may be moved to the original motion.
- 13.3 When an amendment to a motion is carried, the motion, as so amended, shall become the substantive motion, to which a further amendment may be moved. The right of reply belongs to the mover of the original motion regardless of amendments carried.
- 13.4 The mover of a motion may accept an amendment or amendments to their motion, but each amendment must be moved separately and voted upon.

### **14. LIMIT OF SPEECHES**

- 14.1 The mover of a motion or an amendment shall speak for no more than five minutes, and each subsequent speaker shall speak for no more than three minutes.
- 14.2 No person shall speak more than once on a question, except that the mover of the original motion may exercise a right of reply for not more than three minutes, introducing no new material.
- 14.3 These time limits may be amended where prior approval has been sought from the Standing Orders Committee.
- 14.4 The Chair shall, at their discretion, extend a particular speaker's time limit if their access requirements have an impact on speaking time.

## **15. POINTS OF ORDER**

- 15.1 A delegate may, at any stage in a Conference, raise a point of order if she considers that the business is not being conducted in accordance with the Union's Rules and Standing Orders.
- 15.2 Such a point of order must be raised as soon as the alleged breach occurs or at the earliest practicable moment thereafter.
- 15.3 The Point of Order shall not be debated or amended, and the Chairperson shall make an immediate ruling under S.O.6.1.

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

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

## **17. REPORTS BY NATIONAL WOMEN'S COMMITTEE**

- 17.1 After the opening of Conference the National Women's Committee shall present its report for the past year.
- 17.2 If the National Women's Committee presents a report to Conference which contains proposals or recommendations requiring approval and adoption by Conference, the Committee shall submit it under a motion seeking such approval and adoption.
- 17.3 The Committee report shall be circulated prior to Conference.

**18. REFERENCE OF OUTSTANDING ITEMS TO THE NATIONAL WOMEN'S COMMITTEE**

- 18.1 If at the end of the National Women's Conference, the business of the Conference has not been concluded, all motions and amendments then outstanding shall stand referred to the National Women's Committee, which shall in due course report to members its decision on these matters and in any event, report back will be made within the next annual report to conference.

**19. SUSPENSION OF STANDING ORDERS**

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