

UNISON Higher Education Service Group Conference

Conference agenda and guide

Thursday 10 January 2019

Crowne Plaza,
Wollaton Street,
Nottingham,
NG1 5RH



Welcome to the UNISON's Higher Education Service Group Conference

To everyone attending UNISON's 2019 Higher Education Conference – I want to wish you a warm welcome. Whether you're attending for the first time or have attended many times, I hope you'll participate in the vital debates.

As a member-led union, the direction of our union is defined by you. The debates that take place in the coming days are important not just to those of you attending this conference, but to everyone working in the sector and everyone who is reliant on the services you provide. Working together, we're in a great position to make a difference to the jobs and lives of those working in the sector today and those that follow.

Of course, we are facing difficult times, and have many challenges to overcome. Higher Education staff have fought against redundancies, outsourcing and changes to support staff pensions. Pay has been squeezed and more than ever our members are constantly being forced to do more work with for less reward. At the same time, Vice Chancellors' and senior managers' salaries continue to rise to unjustifiable levels.

Our members have had enough – with many suffering in work poverty and being forced to rely on food banks to make ends meet – whilst Vice Chancellors cream off incredible sums for themselves or receive additional perks on top of their high incomes. That's why it's vital that our union is standing up for our members. We have seen branches up and down the country involved in disputes on changes to pension schemes and fighting against compulsory redundancies. Reducing the pension schemes for the low paid will affect those in work now and also affect the same individuals long after they retire. We're taking the fight to the government locally and nationally. And we're showing the government the impact their brutal pay policies have had on the lowest paid workers in higher education.

So the year ahead won't be easy, and there will be many battles ahead of us but our union has shown that when we fight, we can win.

UNISON will continue to challenge and fight against injustice in society and injustice in Higher Education. At the same time, we will also stand up for all that makes your sector special and worthy of its "world class" status.

All this, and more, will be discussed over the course of this conference. You are here to lay the foundation for a better 2019 and help build a stronger union for the future.

I hope that you enjoy the conference.



Dave Prentis
General Secretary

Contents

1 Guide to Conference Procedures..... 5

2 Order of Business..... 12

3 Conference Motions and Amendments 13

4 How to find us 31

5 Conference and Venue information 31

7 Glossary of Terms 43

1 Guide to Conference Procedures

a) The Higher Education Standing Orders Committee

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

The Conference is convened in accordance with Rule D.3.4.1 (p.36 of this conference guide).

The Chair of the Committee will report to Conference at its start. The first SOC report will be available at the commencement of Conference. Conference will be asked to approve the report, which will detail any changes in programme, emergency motions and procedures.

Subsequent reports will be moved as necessary.

The Standing Orders Committee is responsible for the running of conference in accordance with Rule P. 2. (See p.54 of UNISON Rule book). It is convened in accordance with Rule D. 3.4.4. (See p.36 of the conference guide).

b) Order of Business

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

c) If you want to speak

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

d) Service Group Executive Policy on Conference Motions and Amendments

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

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

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

e) Annual Report

The annual report of the Higher Education Service Group Executive will be moved after the Chair’s address. The Service Group Executive will introduce the report, updating it as necessary.

Branches should have submitted any questions on the annual report in writing by **5pm, Thursday 3 January 2019** addressed to the Senior National Officer for Higher Education, Ruth Levin at UNISON Centre. Branches will be allowed to ask questions on the Annual Report from the Conference floor only as supplementary questions to the written questions submitted as above.

f) The Chiring of Conference

The conference will be chaired by Gordon McKay, President and Josie Bird, Senior Vice president. The chair’s role at conference is set out in the rules and standing orders and his/her ruling shall be final in accordance with Rule P.6 (see p.39 of the conference guide).

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

g) Visitors to Conference

There are a number of visitors to conference, who are welcome but must not participate in conference business or seek to influence it.

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

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

h) Delegate's Credentials

Please remember that you will need a passport size photograph to be attached to your credentials, which should be worn at all times while at the conference.

i) Collections

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

j) Distribution of Leaflets and Publicity Material

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

k) Progressing Business

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

Pages 35-43 of this guide set out the rules and procedures that govern conference. They include voting methods, changes to the agenda, procedural motions, points of order, unfinished business and suspension of standing orders.

l) Card Votes

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

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

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

m) Speaking at Conference

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

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

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

n) Conduct during Conference

It is important that conference is conducted courteously and in accordance with UNISON's Rules.

Racist, sexist, homophobic, or other discriminatory language or behaviour will not be tolerated.

The Chair of Conference can instruct a speaker to discontinue their speech and can exclude them from further participation. It is hoped that delegates will support each other and that conference will be friendly and enjoyable as well as constructive.

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

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

o) Personal Security and Safety when attending UNISON Conferences

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

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

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

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

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

Security points

The points you need to consider are:

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

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

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

Use only official taxis and pre-book wherever possible.

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

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

p) Filming, recording and photography at UNISON conferences

UNISON's conferences are a key part of our democracy. Delegates are able to make their voices heard and to vote on the policies which will govern our union's policy and campaigns.

As such, we want all our members to know about conferences and how important our democratic systems are – we believe this is an important part of being an open, democratic organisation. However, we also value the privacy of our members.

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

UNISON accredited photographers may be taking pictures of the main debates, fringe meetings and other public areas at all UNISON Conferences. These photographs may be used in the union's publications for members or on our website, social media sites e.g. Facebook and Twitter, to promote the union.

If you are not happy to be filmed or photographed:

1. In an individual circumstance i.e. the photographer is taking a picture of you specifically - request that your photograph not be taken or used.

2. And you are approached for a photograph or a video interview, say that you do not wish to be photographed or filmed.
3. And want to ensure that your image is not included in any group shot taken in the conference hall - i.e. an image of your delegation or the delegates as a whole - please speak to the Chief Steward or any of the staff in the Conference Office.
4. If you want to speak in a debate, but do not wish to be included in the recorded and live feed filming, please speak to rostrum control who will ensure that the filming does not include you.

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

1. Always ask an individual for their consent.
2. Explain the use of the picture e.g. these images may be used by UNISON in our own publications or on our website to illustrate conference.
3. And it involves a large group - images of a delegation or the whole of the conference floor etc - you clearly cannot seek individual permissions. Instead, a statement will be posted at conference explaining that the event will be photographed/filmed and individuals who object to being included in this will be told who to speak to in order to resolve their concerns.

Health and safety information

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

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

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

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

Accidents/injuries/near misses

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

Evacuation procedures

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

2 Order of Business

Thursday 10 January 2019

Conference begins at 9:30am
Lunch break will be from 12:00pm until 13:30pm

The Chair will decide if a comfort break in the afternoon is possible depending on progress of business

9:30 – 12:00	Opening Remarks by the Chair of Conference Welcome speech from AGS Standing Orders Committee Report Number 1 Higher Education Annual Report 2018 Motions and Amendments Speaker (Elizabeth Bowles from Equality & Human Rights Commission)
12:00 – 13:30	Lunch
12:00 – 12.35	Fringe meeting on young workers in the place Kendal Bromley Bewes (Chair of Young Members Forum)
12.40 - 1.00pm	Black Members Caucus Meeting
1.05pm -1.25pm	LGBT Caucus Meeting
13:30 – 17.00	Motions and Amendments

3 Conference Motions and amendments

These are the motions and amendments approved for the 2019 Higher Education Service Group Conference. Below is the order that they will be heard at Conference.

Motion No	Subject	Submitted by
*1	Ten years of delaying, where is our 35 hour week?	<i>University Of West Of England</i>
*2	Ten years of delaying, where is our 35 hour week?	<i>Higher Education Service Group Executive</i>
3	Higher Education Service Group Executive Pay Motion 2019/20	<i>Higher Education Service Group Executive</i>
3.2	Higher Education Service Group Executive Pay Motion 2019/20	<i>University Of Brighton</i>
4.	Improving Well-Being; Reducing Sickness: Towards Best Practice	<i>Aberystwyth University</i>
5.	The university belongs to us all	<i>Manchester Metropolitan University</i>
5.1	The university belongs to us all	<i>Higher Education Service Group Executive</i>
6.	Fighting for a £10 an hour minimum level of pay	<i>Manchester Metropolitan University</i>
7.	Fair Work convention in Scottish Campuses	<i>Scotland Region</i>
8.	University Sponsorship of Academies in England	<i>Higher Education Service Group Executive</i>
*9.	Defend our Pensions	<i>University of South Wales</i>
*10.	Defending Our Pensions	<i>Higher Education Service Group Executive</i>
11.	Outsourced Workers in Higher Education Institutions	<i>National Women's Committee</i>
12.	Campaigning Against the Marketisation of Higher Education in England	<i>Higher Education Service Group Executive</i>
13.	Supporting members with mental health problems	<i>Higher Education Service Group Executive</i>
14.	Transparency and fairness in University governance	<i>Cymru/Wales Region</i>
14.1	Transparency and fairness in University governance	<i>Higher Education Service Group Executive</i>
15.	Inclusive workplace policies	<i>National Lesbian, Gay, Bisexual and Transgender Committee</i>
16.	Challenging Racial Discrimination in Higher Education	<i>National Black Members' Committee</i>
17.	Boosting our campaign for fair pay	<i>Manchester Metropolitan University</i>

*Composites to be agreed.

Amendments Ruled Out of Order

Could place the union in legal jeopardy

3.1 Higher Education Service Group Executive Pay Motion 2019/20

Not printed on the advice of the legal officer

SOAS UNISON

3.2 Higher Education Service Group Executive Pay Motion 2019/20

Not printed on the advice of the legal officer

Leeds University

Not sufficiently clear

3.4 Higher Education Service Group Executive Pay Motion 2019/20

Birmingham University UNISON

Crowne Plaza Hotel**10 Jan 2019**

Negotiating and Bargaining

1. Ten years of delaying, where is our 35 hour week?

Conference is aware that in 2008 a 35 hour week for all HE staff had continued to play a large part in pay negotiations having noted in the previous three year pay agreement that "the unions aim to achieve a maximum standard working week of 35 hours by 2009".

In June 2008, UCEA published the results of a survey called "Conditions of Employment in Higher Education". The survey covered 86 out of 108 institutions and showed that the median basic working week for support staff with specified hours is 35 hours. In total, 40.8% of institutions have a standard 35 hour working week. In pre-1992 universities 48.9% have achieved a working week of 35 hours compared to 24.4% in the post-1992 universities.

Over the years since then, the 35 hour working week continued to play a part in the joint pay claim and the employers continued to deflect the issue. To rub salt into the wounds, the employers continue to refer to a 35 hour working week when calculating their compliance with the foundation living wage.

Conference believes that enough is enough and that because 2019 marks the 10 year anniversary and because the employers are relying on this, then they need to deliver on it.

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

- 1) Include the requirement of a standard 35 hour working week as a separate part of this year's pay negotiations.

If it is not included in the joint pay claim or if the employers further seek to deflect the issue as an issue for local bargaining then conference further calls on the HESGE to:

- 1) seek to work jointly with other HE Trade Unions to mount and coordinate a separate national campaign of local bargaining on the issue of a standard 35 hour working week.

and

- b) produce materials to include guidance on negotiating and achieving this locally.

University Of West Of England

2. Ten years of delaying, where is our 35 hour week?

Since 2008 a 35 hour week for all HE staff has been a key element in the joint union pay claim. This followed on from the three year pay agreement, which noted in the final agreement: "The unions' aim to achieve a maximum standard working week of 35 hours by 2009".

In June 2008 the Universities and Colleges Employers Association (UCEA) published the results of a survey called "Conditions of Employment in Higher Education". This survey covered 86 institutions and showed that the median basic working week for support staff with specified hours was 35 hours a week. In total, 40.8% of institutions

had a standard 35 hour week. In pre-1992 universities 48.9% had achieved a working week of 35 hours compared to 24.4% in the post-1992 universities.

Over the years the 35 hour working week has continued to be a part of the joint pay claim with the employers' refusing to discuss the issue nationally. To rub salt in the wounds, the employers continue to refer to a 35 hour working week when calculating their compliance with the foundation living wage.

Conference believes that enough is enough - 2019 marks the 10 year anniversary of the claim.

Conference calls on the Higher Education Service Group executive (HESGE) to:

- 1) Include the requirement of a standard 35 working are a separate part of this year's pay negotiations.

If it is not included in the joint pay claim, or if the employers refuse to discuss it nationally; then Conference further calls on the HESGE to:

- 1) Seek to work jointly with the other HE trade unions to mount and co-ordinate a separate national campaign of local bargaining on the issue of 35 hour standard working week.
- 2) Produce materials to include guidance on negotiating and achieving this locally.

Higher Education Service Group Executive

3. Higher Education Service Group Executive Pay Motion 2019/20

The continuing erosion of the pay of higher education support staff is a stain on the sector and flies in the face of assurances by employers that they value their workers.

It is scandalous that the Government's national living wage is approaching the bottom of the Joint Negotiating Committee for Higher Education Staff (JNCHES) pay scale, whilst the real 'Foundation Living Wage' (FLW) is a dream for many low paid Higher Education (HE) staff. Real terms earnings growth has been limited over the last decade and non-existent since the recession. In-work poverty has become one of the most important challenges we face.

In recent years student numbers have increased in most HE institutions, whilst staff cuts and redundancies have led to expanding workloads for the remaining staff. Yet only Vice-Chancellors and other senior staff have seen hefty rewards.

It is time to "Catch Up". Time to make up for the lost ground; following years of below inflation pay awards. Awards that don't match increased shop prices, utility bills and housing costs. We need to "Catch Up" on national pay and improve local terms and conditions. It is time for an end to insulting and derisory pay offers.

The HE sector continues to be blighted by the gender pay gap and there is a persistent ethnic pay gap that needs to be closed as a matter of urgency.

Conference calls on the Service Group Executive to pursue in the union negotiations that produce the joint claim the following points:

- 1) Negotiate a consolidated one year pay award of retail price index (RPI) + 3%, or a lump sum of up to £3,349 for those on a 37 hour week (whichever is greater) to achieve a minimum hourly rate of £10 an hour for all staff.
- 2) Negotiate an RPI +3% consolidated increase on London Weighting and all other allowances negotiated nationally. Work with branches to seek to negotiate a similar rise in all appropriate local allowances.
- 3) The introduction of a maximum 35 hour working week for all HE staff.
- 4) Establish a Scottish sub-committee of the New Joint Negotiating Committee for Higher Education Staff (JNCHES) as set out under the New JNCHES Agreement. The main purpose of the sub-committee would be to deal with matters not currently being dealt with at the New JNCHES Committee.
- 5) Step up the campaign to eliminate the gender pay gap working with regions, branches and sister trade unions. Seek to work with the employer where possible aiming for transparency and full sharing of data at both a national and local level.
- 6) Highlight the ethnic pay gap in the sector and recognise the impact of intersectionality on the pay gap. Campaign to encourage universities to improve how they capture information on the ethnicity of staff.
- 7) Identify and write to all non accredited Living Wage employers reminding them of the moral and business case of why they should apply for Living wage accreditation and demand that they do so.
- 8) Where it is suspected that HEI claiming to be accredited are not ensuring all staff, including outsourced contractors, are being paid the FLW, submit Freedom of Information requests as appropriate.
- 9) Highlight and campaign against those HE employers whose Vice-Chancellors and senior leaders receive above inflation increases, whilst the pay of the rest of their staff is held down.
- 10) In the event that the joint pay claim is not met by the employers, seek to coordinate lawful industrial action in conjunction with fellow Higher Education trade unions, with a clear plan for escalating lawful industrial action to strengthen the campaign, in accordance with UNISON rules relating to industrial action.

Higher Education Service Group Executive

3.1`

After paragraph 5, ending "...as a matter of urgency." Insert new paragraph:

"The outcome of the pay ballot of October 2018 cannot be ignored if we are to secure a meaningful pay increase for 2019-20. Whilst it would be preferable to secure a strong mandate for industrial action in the event of a poor offer, by achieving a 50% turnout nationally, the tactic which is most likely to lead to success is to ballot on a disaggregated basis, whilst aiming to achieve a 50% turnout at every institution."

In point 10, after "...not met by the employers," and before "seek to coordinate...", add:

“as soon as is practicable, declare a dispute and conduct a disaggregated, lawful industrial action ballot and”

University Of Brighton

4. Improving Well-Being; Reducing Sickness: Towards Best Practice

Conference notes that absence due to sickness has a significant impact both on the employer and the employee. A recent report by the Office of National Statistics shows that the absence rate has improved over recent years but that there is still a long way to go with an average of 4.3 days lost per worker every year. However, within the HE sector, the number of days is at least double.

The most common causes of sickness absence are minor illnesses such as coughs and colds, followed by musculoskeletal problems. Mental health issues, including stress, depression, and anxiety, were the next highest, accounting for around 12% of all days lost.

Some of the highest levels of absence reflect much of our typical membership: those working in larger organisations, and those working in manual and support roles, women, and part-time workers.

Beyond the economic impact to the employer, there can be significant impacts on the employee including being overlooked for promotion, difficulties in keeping informed about workplace developments, concerns about impact on colleagues, and missing out on the peer-support side of being in work.

Health and well-being provision across the Higher Education (HE) sector varies widely with some employers providing a wide range of initiatives while others pay little more than lip-service. Therefore, we believe that there is a need to bring all universities up to a level which minimises the impact of sickness absence in a way that improves the situation both for the employer and for our members.

As collaboration between Human Resources (HR), the recognised unions, our sports facilities, and our food outlets, Aberystwyth University has developed a Corporate Health Strategy which has seen major benefits, especially a reduction in our sick leave figures. Having union involvement has given staff a feeling of ownership rather than it being something management are pushing them into. For example, lunchtime exercise classes have been shortened to 45 minutes with staff allowed to take a longer break to attend them; we have regular healthier-food promotions; and health and well-being events are held throughout the year incorporating workshops on subjects such as sleep health, managing change, mental health awareness, and cancer at work as well as treatment sessions including massage, reflexology, and seated stretching.

We therefore call upon the HE Service Group committee:

- a) To seek to establish current sickness absence figures for all UK universities.
- b) To investigate current well-being provision in each university.
- c) To consider whether there may be a link between sickness levels and the level of well-being provision.
- d) To use this research to develop best practice guidance to branches.

- e) To encourage branches to engage with universities to implement best practice well-being strategies.

Aberystwyth University

5. The university belongs to us all

Conference believes that democratic governance of our universities is vital so that all staff and students can participate fully in how their institutions are run.

Conference instructs the Service Group Executive to develop a toolkit and to actively campaign for good democratic governance based on the following principles:

- 1) Governing bodies and all relevant sub-committees should be representative of the diverse communities that each university serves.
- 2) Boards of Governors should be fully elected and ensure representation of diverse local community groups, as well as including seats for staff representatives.
- 3) Staff and students should have an official voice through the creation of a 'General Assembly' that is part of the formal structures of governance of the institution.
- 4) Democratic elections should be held for all chairs of university committees within the formal structures of governance; for heads of academic department/schools; for deans and Pro-Vice chancellors or their equivalent, and for Vice-Chancellors or their equivalent.
- 5) Vice-chancellors should never sit on remuneration committees which decide their pay, but there should always be staff representative seats on such committees.

Manchester Metropolitan University

5.1

Insert after "toolkit" that reflects the situation across the devolved nations"

Bullet Point 2 - Delete "staff representatives" and replace with

"and should include seats for each institutionally recognised trade union."

Higher Education Service Group Executive

6. Fighting for a £10 an hour minimum level of pay

Conference notes that there is a lot of money to be made out of Higher Education – just look at the expansion of obscenely high salaries for our Vice-Chancellors and executive managers, and the large reserves held by many universities. If you're a cleaner, caterer, or receptionist however, you don't get a fair share of that wealth. Many workers in Higher Education are paid so little that they have to work two or three jobs to make ends meet.

Conference notes news reports over the last few years stating that over half of those living in poverty are living in 'working households', and a TUC survey found that one in eight workers is struggling to afford food, one in six has left the heating off while they're cold in order to save money.

Conference believes poverty pay damages our workforce and we cannot accept the sinking conditions our middle and lower income members find themselves subject to.

For all the problems we have in the Higher Education sector, universities should be forces for social good. As such, this sector should resolutely reject poverty pay for anyone who works within it.

The UK is one of the richest countries in the world, and Higher Education plays an important part in powering that economy. Those who work to provide that service should not have to live in poverty.

The demand for a £10 an hour minimum wage is a popular one, and one that can galvanize support for the union. It formed a key pledge of the Labour Party manifesto in the 2017 general election, and workers at McDonald's, organised by the Bakers', Food and Allied Workers Union (BFAWU), have even taken action for the demand. If we put the demand for £10 an hour at the centre of our pay campaigns, we will enthuse many lower paid workers to join the union and join the fight for fair pay.

This conference resolves that the Higher Education Service Group Executive should:

- a) Establish an ongoing campaign to fight for a £10 per hour minimum pay level in Higher Education that runs concurrent but complements our usual pay campaigns. The campaign should focus on the social injustice of low pay.
- b) Produce publicity highlighting the disparity between the lowest and highest paid in Higher Education, and how a £10 an hour minimum pay level would help begin to address that inequality.
- c) 3) Publicise pertinent struggles of workers in other sectors who are campaigning for better pay and an increased minimum wage, and look for ways to work with groups striving towards a £10 per hour minimum wage.
- d) Work with Labour Link as appropriate to ensure that this demand is represented within the Labour Party.

Manchester Metropolitan University

7. Fair Work convention in Scottish Campuses

Conference recognises that there is a commonality in the Scottish Higher Education system which has now been acknowledged by the Scottish Trade Unions (STUC), National Union of Students (NUS) Scotland and Universities Scotland with the creation of a forum where representatives from all three bodies meet to discuss issues of common interest.

Scottish Higher Education is in a unique situation in relation to the attention and support received from Scottish Government policies, particularly in relation to its commitment to investment and reform of the student support system, changes to governance legislation and the development of the Fair Work Convention / Developing Scotland's Workforce.

Conference believes that it is time for the harmonisation of the terms and conditions for staff within the sector working in Scotland. While the creation of the STUC / NUS / Universities Scotland forum is a positive step forward it does not go far enough as it will not be able to directly tackle issues related to terms and conditions.

Conference therefore calls upon the Higher Education Service Group Executive to press the Universities & Colleges Employers Association (UCEA), and Scottish Government, for a commitment to work in the Scottish sector to promote the best employment terms and conditions for Scottish Universities.

This will:

- 1) Promote fairness and equality in terms and conditions for all Higher Education sector members in Scotland.
- 2) Amalgamate the best practices from each establishment to ensure a “gold standard” in relation to the recognised policies e.g. the working week, annual leave entitlement, sickness policy.
- 3) Ensure that members, and their interests, are recognised as an intrinsic and important part of developing Scottish University objectives which seek to enhance and support students studying within our establishments.
- 4) Allow focus and debate in an open and dedicated forum to enhance partnership working.

Scotland Region

Organising and Recruitment

8. University Sponsorship of Academies in England

It is a matter of public concern that as a result of the Education Act 2011 in the UK Parliament, we have witnessed the acceleration of the programme to convert local authority primary and secondary schools into academies.

The failings of the academy project have been widely reported and at times have scandalised the notion of public services run for the good of our communities.

Our fellow public service workers in the primary and secondary schools system, whether organised by UNISON or other sister trade unions, have seen their terms, conditions, wages and pensions decimated in the race to provide our children’s education on the cheap.

More recently, we have seen Government incentives offered to higher education institutions to become involved in the academies system, as sponsors of individual or chains of academies, university technical colleges (UTCs) and free schools.

University links to primary and secondary education are not new and have the potential to deliver benefits in widening access to Higher Education (HE), aspiration raising for young people and fostering educational communities.

Higher Education Funding Council for England (HEFCE) reported in October 2016 that the take-up of sponsorship by universities was on a relatively small scale and presented a number of unforeseen challenges.

There is the potential for shared services arrangements (i.e. security, cleaning, facilities management) to be exploited by Higher Education Institutions (HEIs), which seek to combine these higher education services with those in primary and secondary schools.

Conference further notes:

As trade unionists we seek the greatest transparency of our own institutions, with the wellbeing of the workforce and students prioritised. We therefore recognise the need for school and college pupils, students and staff to seek the same.

As staff we do not stand by while our institutions seek to maximise profits at our expense – nor should we expect school staff tolerate the same. For HEIs involved in academy sponsorship there will be potential governance and management influence, which may include influence over staff terms and conditions.

The National Education Service policy framework as outlined by the Labour Party sets out a positive vision for cradle-to-grave education provision, free at the point of use, from early years to further, higher and adult education. Crucially, this calls for increased accountability in our schools, with the return of democratic, local accountability of our schools in order that they serve the local community in the public interest.

Conference calls on Higher Education Service Group (HESGE) to:

- i) Gather information about the scale and scope of HE sponsored academies, UTCs and free schools.
- ii) Work with local university branches of UNISON to identify issues for members as a result of sponsorship activity by their HEI.
- iii) Re-issue policy guidance and campaigning materials relating to shared services, as pertinent to this issue.

Higher Education Service Group Executive

Campaigning

9. Defend our Pensions

Conference notes the ongoing attack on our defined benefit pension schemes and believes that as pensions are deferred pay then any cut to our pension schemes is a direct attack on terms and conditions.

Conference sends solidarity to those branches such as Staffordshire University branch that are undertaking escalating industrial action to stop the removal of their access to the Local Government Pension Scheme (LGPS) pension scheme and to those branches that are campaigning hard to dissuade their universities from even entertaining the idea of doing the same.

Conference believes that access to a decent defined benefit pension scheme is of the highest priority for our union and that Universities that are removing said schemes are not acting in the best interests of staff or the long term interests of said universities.

Conference therefore calls upon the Service Group Executive to:

- a) Develop a union wide campaign that also takes into account the devolved nations different governance arrangements that seeks to stop any removal of DB pension schemes in favour of poorer Defined Contributions schemes.

- b) Develop an organising strategy and guidance that can be sent to branches to help argue against any changes.
- c) Work with UNISON Pension's unit to develop fact sheets to help our members understand how our pensions work and why it is essential we retain access to decent pension schemes. This should include the need for member involvement with any campaign and can't be driven by a branch committee alone.
- d) Work with UNISON Labour Link to campaign for manifesto commitment from the Labour party to support defined benefit (DB) pension schemes in Higher Education.

University of South Wales

10. Defending Our Pensions

Conference is aware of the repeated attacks that have been made on the pension schemes within the Higher Education (HE) sector over the past years.

The Local Government Pension Scheme (LGPS), Teachers Pension Scheme (TPS), Universities Superannuation Scheme (USS) and local Self-Administered Trusts (SATs) have all seen changes over the past ten years.

Conference is concerned about a developing trend that propagates the myth that these schemes are gold plated and not sustainable because of their costs.

Pensions are deferred pay. The employers are trying to cut this deferred pay by worsening the schemes and reducing the benefits to members, while at the same time a large number of Vice-Chancellors bolster their own pension pots.

There have been a number of studies that show significant fund management costs. Yet instead of tackling these costs and meeting requirements that funds are run in the best interests of the members, it is the members who are being attacked and their benefits targeted.

Conference agrees that we have a responsibility to defend and seek to improve hard fought for terms and conditions including pensions. If we do not take a more proactive approach to tackling these threats, we will continue to see benefits eroded, or schemes closed to new entrants - creating a two tier environment.

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

- I) Work with the national pensions unit to produce fact sheets on relevant pension schemes. These to include myth busting guidance to counter employer and media led attacks.
- II) Run pension scheme briefings and training sessions as part of the higher education branch seminar programme which can then be delivered back in branches.
- III) Raise our concerns at the Joint Negotiating Committee for Higher Education Staff (JNCHES) Pension Discussion Group.
- IV) Seek to work jointly with the other HE trade unions to mount a counter attack - promoting the value of pension schemes and challenging wasteful fund management.

Higher Education Service Group Executive

11. Outsourced Workers in Higher Education Institutions

Conference notes that outsourcing in universities and higher education institutions is on the rise. While some see this as a money saving exercise, it is not. It is unethical, promotes bad and unfair working practices. Some research has shown that outsourcing can push up student fees, making it unfair on staff and students. The aim of eradicating unethical employment practices is a laudable one and the Higher Education Service Group Executive should be fully supporting any work undertaken by branches in this area.

As trade union activists, we all need to be aware of outsourcing and do what we can to eliminate it. For example branches should be encouraged to work with their employers to negotiate and implement:

- 1) Ethical Employment Champions.
- 2) Whistle blowing processes that identify instances of unethical employment practices in the supply chain.
- 3) Appropriate questions being included in the tender process that address ethical employment.
- 4) No more use of Zero Hour Contracts.
- 5) An agreement that all suppliers allow Trade Union representatives to access and organise workers.

Conference calls upon the Higher Education Service Group Executive to:

- a) Write to universities requesting an implementation plan and time line to achieve the actions noted above.
- b) Work with UNISON Labour-Link to highlight this in the UK Parliament and other devolved bodies, in order to put pressure on all Universities to follow suit.
- c) Write to all Universities requesting a copy of their code of Practice action plan and whether their suppliers meet the requirements outlined in this motion.

National Women's Committee

12. Campaigning Against the Marketisation of Higher Education in England

Higher education as a public service has been and is increasingly under threat from profit-driven vultures encouraged by an ideological obsession that dictates that private interests should always triumph over common ownership and cooperation.

Attempts by the current and previous governments to introduce market forces and competition into the public services is nothing new to all sections of the public sector. This is largely driven by a requirement to cut state financial investment in the services on which we all rely, and the desire for private companies to seek new industries in which to make healthy financial returns.

The current review of post-18 education, due to report in early 2019, is likely to propose measures which will drive higher education institutions further apart, potentially linking tuition fee values to measures of “quality”, and creating further funding crises in some institutions.

There are lucrative profits to be made in cleaning and catering contracts, provided it is possible to drive down the terms and conditions of the workforce and remove current and/or future employees from national pay bargaining or existing pension schemes. Large and small commercial enterprises are now much more inclined to invest in public contracts to provide services, where cash-flow is pretty much guaranteed, than make risky investments with a smaller chance of a return.

University leaders are increasingly being forced down the road of seeing themselves as in competition with each other. This is driven by a funding mechanism which is designed to accentuate the differences between institutions. Those perceived to be the best universities compete over prestigious research contracts whilst institutions at the other end of the league tables compete with each other over clearing students, since these numbers dictate income levels on a year by year basis.

This funding system is inevitably fragile, being subject to the number of potential students, which is based on demographic fluctuations and the willingness of thousands of young people to build up colossal debts with no guarantee of quality jobs. The removal of a cap on recruitment at a given university means that if the more prestigious universities intend to grow, and there is some evidence to show that this is happening, then the less well regarded institutions will struggle to fill places, posing the issue of campus and/or course closures, asset-stripping or total institutional failure.

Marketisation is having two major effects on universities where Vice Chancellors are reacting to the situation.

- 1) Institutions experiencing or forecasting a decline in student numbers are cutting costs, closing courses and trying to reducing salary bills by attacking pension schemes.
- 2) Greater competition for students means significant investment into marketing, which diverts funds away from teaching and research and into selling the “student experience” to potential students - some with little chance of academic success - for multiple reasons.

The effect of this trend on our union is that battles to defend members’ rights are likely to be increasingly localised and victories will be significant only where branches have strong and determined leaderships, able to raise the confidence of members to fight.

Conference further notes:

The prospect of an end to the marketisation trend was raised, at least in part, by the Labour election manifesto of 2017, which promised to abolish tuition fees and reintroduce maintenance grants.

This was an enormously popular policy, which was a breath of fresh air to young people and higher education workers, who supported Corbyn’s policies wholeheartedly. This also chimed with UNISON’s position of total opposition to tuition fees and for fully funded universities.

Whilst abolition of fees would not in itself mean the end of marketisation, if appropriate state funding is provided, it would be a significant step in the right direction of returning the higher education system to one which provides a universal education service for those wanting to take advantage of it, and provide quality research for the benefit of all society.

Conference Calls on the Higher Education Service Group Executive:

- I) To make sure that UNISON's policy on higher education is clear to all by making it prominent on the national website and in all relevant material.
- II) To lobby Labour Link and all appropriate bodies to ensure that the next Labour manifesto commits a future Corbyn-led government to abolish fees and fund higher education adequately, through a system of progressive funding which guarantees all jobs and existing terms and conditions of higher education workers.
- III) To give full practical and material support to all higher education branches and members fighting the effects of marketisation.

Higher Education Service Group Executive

13. Supporting members with mental health problems

Conference is aware of the increasing need to support members who are experiencing either short or long-term mental health conditions.

Despite the good work already being done by branches in enacting conference policies - such as encouraging employers to sign up to Time to Change, or become Mindful employers - there is a great deal of fear from those experiencing mental ill health conditions that they may suffer a detriment as a result of disclosing a condition. Additionally some activists have expressed concerns of feeling out of "their depth" when it comes to understanding mental health conditions and how best to support members.

Conference welcomes the Universities UK (UUK) "#stepchange" incentive and the concept of a whole university approach supporting students and staff alike.

However, as can often be the case within the sector, the focus can become solely about students; ignoring staff need. Mental ill health does not discriminate and has no regard for age, gender, ethnicity, sexual orientation or if you are a student, employee or activist. Conference believes that our employers should not discriminate in their approach to support for mental health conditions.

Therefore, conference calls upon the Higher Education Service Group Executive to:

- a) Encourage branches to continue to seek active involvement in their own institutions enactment of the #stepchange initiative.
- b) Campaign for trade union representatives to be part of the UUK Mental Wellbeing in Higher Education Working Group to ensure there is a staff voice.
- c) Circulate to branches UNISON guidance on supporting members with mental health condition and available training courses. Where these do not exist, seek to work with the National Executive Committee in the development of materials and courses.
- d) Run a training session at the next Branch seminar on supporting activists to help members with mental health conditions

Higher Education Service Group Executive

14. Transparency and fairness in University governance

University Vice-Chancellors' and executive pay has been a subject of much scrutiny by Unison, and rightly so. We have seen seemingly limitless increases to their already substantial salaries, whilst we "ordinary" staff have our pay suppressed and feel the pain of outsourcing, increased workloads and diminished staff numbers. With the additional pressure of a creeping consumerist culture within the sector, pay is a part broad problem.

Our members working in universities are living in turbulent times. So many of us are paying the price of poor or careless decision making, carried out in obscurity, by our executive and governing bodies. We have seen teams decimated by clumsy restructures and VS schemes, yet they are still expected to perform as before. There are even examples of these schemes being so poorly run and short-sighted that staff granted severance have, within months, been re-appointed on a consultancy basis and at a far higher price. We have seen huge investment in estate when we are told that there is not enough money to pay a living wage. So many UNISON members in Higher Education (HE) are living under the threat that their university may decide to outsource their role. Yet we don't see how these decisions are made and how their impact is assessed; it's hard to believe that there is sufficient consideration given to the impact many of these decisions have on the majority of staff. Many of us have no guaranteed say in how our universities form their values and strategies. In short, university governing bodies appear to be a law unto themselves.

Conference believes that universities should be accountable to their staff, and that trade union voices should be heard at university councils, boards of governors and equivalents. Scotland have made a courageous move to do so with the Higher Education Governance (Scotland) Act 2016 (due for implementation in 2020) which not only determines that student, academic and support staff trade unions have seats at the university governing body, but also ensures greater transparency in the appointment of senior lay members. Conference believes that this is an important first step in our larger goal of ensuring that university staff are treated fairly and that our members' voices are heard when big decisions are made.

Therefore, Conference calls on the Higher Education Service Group Executive to launch a robust campaign recommending that England, Wales & Northern Ireland adopt legislation similar to the Higher Education Governance (Scotland) Act 2016, ensuring that trade unions have a seat at the table when decisions which affect our members are made.

Cymru/Wales Region

14.1

In the last para that starts "Therefore conference calls" after 'ensuring that' - insert 'recognised'

Higher Education Service Group Executive

15. Inclusive workplace policies

Conference celebrates UNISON's work over the past 25 years to promote women's equality and participation and to tackle sexism and sex discrimination at work, in our union and across society. Like other service groups, the Higher Education Service Group Executive (HESGE) has a majority of women members and our rules and practices to encourage women's participation are vital to achieving our equality

objectives. Likewise, in our negotiations, it is vital that we demand employers consider the impact of policies and practices on women workers and take active steps on equal pay and to tackle all forms of workplace discrimination.

Considerations of gender and monitoring of women's progress or experiences are key to much of this. Conference notes however that an overemphasis on gender where gender has no relevance can have the unintended effect of reinforcing gender stereotypes, which in turn reinforce gender job segregation and the glass ceiling.

Conference also notes that some initiatives for women's equality are framed as though all workers are either women or men. There is increasing recognition that some workers do not identify as having a binary gender – as being solely male or female. Instead they identify as non-binary – as neither male nor female, as both or something entirely different.

Conference believes that workers should be able to attend work according to their gender identity, whether this is female, male or non-binary. This may mean small but important changes to systems and facilities so that they are inclusive, such as:

- a) Inclusive gender and title options in electronic records.
- b) Checking gendered language (such as he/she, sir/madam, sisters and brothers, mothers and fathers) in policies and communications.
- c) Flexibility in any gendered dress codes.
- d) The option of gender neutral changing or toilet facilities.

Conference notes that gender neutral toilet and changing facilities are not a new idea. They have been commonplace in workplaces and public venues across Europe for many years. We all use gender neutral toilets every day without thinking about it, for example on trains and in our homes. Higher Education establishments and workplaces that have introduced gender neutral private cubicles with open washing spaces have found that they increase users' sense of safety and reduce graffiti. Sometimes this option can be introduced easily by designating some facilities as gender neutral. In other buildings, it will need a redesign, to ensure facilities that are safe and accessible and provide greater privacy, such as individual lockable cubicles rather than open plan communal changing rooms.

Conference calls on the Higher Education Service Group Executive to:

- 1) Gather good practice examples from employers of inclusive policies and practices, including in record-keeping, language, any dress codes and in the provision of safe and accessible gender neutral facilities.
- 2) Promote the good practice across the service group.

National Lesbian, Gay, Bisexual and Transgender Committee

16. Challenging Racial Discrimination in Higher Education

Conference, the National Black Members Committee (NBMC) welcome the work of the Higher Education Service Group Executive (HESGE) in highlighting and addressing the issue of institutional racism, conscious and unconscious bias in Higher Education (HE) with the annual HE Seminar in 2017, holding a workshop on the issue of unconscious bias.

We note the HESGE conference have raised the issue of the proportion of Black university professors as substantially below levels expected from the general population and further concern on the lack of visible lecturers as well.

UNISON as one of the largest unions in the Higher Education sector, supporting 50,000 members working in Universities, the ratio relating to how many are Black members is one which the NBMC would like to address with the service group and look at ways to do some joint work on issue of racial discrimination and unconscious bias towards Black staff.

This service group conference believes that there is evidence that could lead us to see that there are unjustified levels of discrimination both conscious and unconscious in the Higher Education system specifically in the so called 'select' universities like Oxford, Cambridge and the Russell group in support and employment practices of Black staff.

UNISON represents members employed by universities directly, or who work for contractors supplying services – it is imperative that some research to address where Black members are located in the workforce and establish if specific training is needed and how to improve joint work with the National Union of Students (NUS) that impact on both staff and students.

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

- 1) Seek to work with Advance HE (formerly the Equality Challenge Unit) to look at the statistic of staff in the sector based on race and ethnicity.
- 2) Analyse these results and look to do some joint work with the National Black Members Committee in publishing the findings in appropriate UNISON media and UNISON Black Action.
- 3) Develop a survey questionnaire and circulate to Black staff in Higher Education to explore issues such as unconscious bias, racial discrimination, unfair treatment and lack of promotional opportunity.
- 4) Explore how to draw up an action plan in the HESGE based on the results of the survey and work with the National Black Members Committee in challenging racism in the workplace and enhancing the work of UNISON across the HESGE to members.

National Black Members' Committee

17. Boosting our campaign for fair pay

This conference will likely agree our union's approach to pay negotiations for the coming year. Whatever the finer detail of our pay claim, if we are to be effective in making our demands, we need to place ordinary UNISON members and Higher Education workers at the centre of our campaign.

From the very start of this year's pay campaign, we should aim to inform members of the issues and enable activists to run a lively and effective campaign.

This conference instructs the Higher Education Service Group Executive to:

- a) Produce briefings of the key facts and issues of the campaign and to provide this to branches along with infographics and visual materials that can be used on social media and newsletters.

- b) Issue case studies/examples that can be used to demonstrate and humanise campaign material.
- c) Work with the National Union of Students (NUS) and our sister Higher Education unions to produce joint publicity.
- d) Work with Regions to support the running of regional activist workshops as part of the pay campaign to help spread good practice and to further inform future publicity and campaign events.
- e) Work with Regions to support the provision of organiser/fighting funds and organiser support for building participation in the campaign and in any industrial action ballots through leafleting sessions and workplace meetings, focussing particularly on regions and branches which have had historically low turnout in industrial action ballots.
- f) In the event that industrial action is taken as part of the campaign, coordinate with the NUS and our sister unions to hold protests, rallies, and events in the run up to and on the day of industrial action (all organised in line with the law and UNISON rules, of course). Events should incorporate other elements of our campaigns, such as campaigning for free education, against excessive VC pay etc. (as per conference policy).
- g) Work with Labour Link with a view of gaining support for our campaign from the Labour Party.

Manchester Metropolitan University

Amendments Ruled Out of Order

Could place the union in legal jeopardy

3 Higher Education Service Group Executive Pay Motion 2019/20

Not printed on the advice of the legal officer

SOAS UNISON

Motion 3 Higher Education Service Group Executive Pay Motion 2019/20

Not printed on the advice of the legal officer

Leeds University

Not sufficiently clear

Motion 3 Higher Education Service Group Executive Pay Motion 2019/20

APOLOGIES IF THIS IS DUPLICATE - SUBMITTED ONCE BEFORE 12:00pm BUT NOT SHOWING ON OCS

Add new point 11) after point 10)

'11) In the event a strike ballot is called, to ballot all relevant branches together on a disaggregated basis, with a clear strategy in place to achieve over 50% turnout at all branches'

Birmingham University UNISON

4 How to find us

Map and Directions



5 Conference and Venue information

Crowne Plaza Nottingham

Wollaton Street
Nottingham
NG1 5RH

How to get there

Train

Nottingham train station is just over a mile from the hotel. There is a taxis rank outside the main station entrance.

For details of train services, please go to www.nationalrail.co.uk

Road

Nottingham is linked directly to the national motorway system via M1. For SATNAV's use the postcode NG1 5FW (please note that this does not work on all SAT Nav so a traditional road map is advised along with a sat nav).

From the North – From the M1 take junction 26 to A610 for Nottingham City Centre. The hotel is situated at the bottom of Wollaton Street next to the Royal Centre.

From the North East – M1 to A1 to A52 to Grantham. Follow M1 North signs to city centre onto Derby Road. Keep in the right hand lane and turn right into Derby Street, just before the second set of traffic lights. Turn right at the end of Derby Road into Wollaton Street.

From the South – From the M1 take junction 25 to A52 to Nottingham. Go straight over the roundabout at the end of Derby Road, the Queens medical centre is on your right.

Follow signs for A6200 into the city centre then turn right at the end and follow A610 city centre. The hotel is situated at the bottom of Wollation Street next to the Royal Centre.

Parking

There is a 600 space car park adjacent to the hotel and parking will be complimentary for delegates on a first come, first served basis. Entry to the car park is unrestricted but you will need a pass to exit and these will be available from the hotel reception. Please note that the car park does have a different postcode as it is on a different street – NG1 5FW

Air

The nearest airport is East Midland Airport which is approximately an hour by train. For more information about flights, please visit their website, www.eastmidlandsairport.com/

Conference desk

The conference desk will be in the Royal Suite foyer. It is responsible for all administrative and organisational matters. This is where you go if you have any queries concerning the administration of conference or if you lose your conference credentials or paperwork. You do not have to register on arrival if you have a photograph for your credentials and all your paperwork. The desk will be open:

Wednesday	1.30pm – 5pm
Thursday	8.30am - 5.15pm

Conference hall

The conference hall will be in the Royal Suite on the ground floor. Delegate and sharer 1's will be seated in their regions at the front of the hall and visitors and sharer 2's at the back of the hall. A seating plan will be available at conference.

Credentials photographs

If you require a photograph for your credentials, please go to the conference desk.

Standing Orders Committee

The Standing Orders Committee will be available throughout conference. They will be located in the Hampton on the first floor. Delegates wishing to see the committee should go to the SOC waiting area outside the Hampton and speak to the SOC steward.

Card vote collection desk

The card vote collection desk will be in the Royal Suite Foyer and this is where you collect your card vote booklet. The desk will be open:

Wednesday	2pm – 5pm
Thursday	8.30am – 5pm

Please note that if a card vote is called and you have not already collected your card vote booklet, you will not be able to collect them until after the count.

Cloakroom

A free cloakroom will be available on Thursday in the Royal Suite foyer. If this is locked please go to the hotel reception.

Catering

Refreshments are available from the bar and lounge area on the mezzanine floor.

Exhibitions

Exhibitions will be in the Royal Suite foyer. The exhibition contains a range of stalls representing services to members, campaigning and voluntary organisations. This will be open from 8.30am on Thursday.

First Aid

Please speak to the conference desk, a UNISON steward or the hotel reception if you require first aid.

Wi-fi

Free wi-fi is available and is not password protected.

UNISON conference app

The conference app includes information in this guide and gives you the chance to meet and chat to other members at the conference. The app can be used on smart phones and tablets and is available on Google play or in the app store. There is also a web version containing the agenda and online version of the conference guide.

You can browse the conference agenda and standing orders committee reports and connect with other delegates by viewing their posts and pictures or posting your own. You can also save details of meetings you want to attend.

If you have registered your email address for the conference, you will receive an email with all details of how to access and use the app.

Prayer and quiet room

The prayer and quiet room is available for all delegates and visitors to use on request. Please go to the conference desk for further details.

Safety and security

Safety for everyone attending conference is a key priority for UNISON. In light of recent events, we have reviewed our safety and security procedures and have in place a number of security measures to make conference as safe and secure as possible. Whilst at conference, it is important to take precautions to minimise potential risks and safeguard yourself. You will need to wear your credentials in the venue but remember to take them off when you leave. Keep your belongings close and secure whilst in the venue and report any unattended bags immediately to the venue. No bags may be left in the conference hall during lunchtimes and any unattended bags will be removed.

Please familiarise yourself with the nearest fire exit, at the venue and your hotel. In the event of an emergency, please follow the venue's instruction.

If you require a Personal Emergency Evacuation Plan (PEEP) and have not already requested one, you can do [on](#) the Online Conference System (OCS) via My UNISON.

You can also register your emergency contact details on OCS via My UNISON.

Access and facilitation

UNISON recognises the importance of making conference as accessible as possible and all delegates have the opportunity to register for provision of services to make conference accessible to them.

For questions about access prior to conference, please call the conference office on 0207 121 5123 or email *s.barlow@unison.co.uk*. At conference, please contact the conference desk.

For the venue's accessibility guide, please visit their website.

6 UNISON Rules and Standing Orders

RULE D - SERVICE GROUP CONFERENCE

(See page 16 of UNISON Rules)

- 3.4.1. Each Service Group shall hold a Conference annually, for a period not exceeding three days.
- 3.4.2. The policies of a Service Group shall be determined by the Group's Conference.
- 3.4.3 Arrangements for the Conference shall be made by the Group's Executive in accordance with the Standing Orders.
- 3.4.4 Each Service Group shall have a Standing Orders Committee comprising either a panel of members of the Standing Orders Committee of the National Delegate Conference or two representatives from and nominated by the members of the Standing Orders Committee of the National Delegate Conference, together with representatives from the Service Group.
- 3.4.5 Delegates to the Conference shall be elected annually in accordance with a scheme to be drawn up by the Group's Executive and approved by the Group Conference.
- 3.4.6 The following members shall have the right to attend the Conference and to speak, but not to vote:
 - 1 All members of the Group's Executive (subject, in the case of the members who are also members of the Standing Orders Committee, to the rules of that committee).
 - 2 The General Secretary, Associate General Secretaries, Deputy General Secretaries, head of group and such other staff as the National Executive Council, General Secretary, Group Executive or head of group may determine.
 - 3 One representative from each professional and sectional body.
 - 4 The chairperson of the Group's Standing Orders Committee.
 - 5. Two representatives of each Service Group Regional Committee.
 - 6 Two representatives (being members of branches in the relevant Service Group) of each Self-Organised Group at national level.

7. Two representatives (being members of branches in the relevant Service Group) of the National Young Members' Forum.
- 3.4.7 The Group's Standing Orders Committee shall be present at the Conference but, except as provided for, shall take no part in the Conference proceedings.
- 3.4.8 In accordance with the rules of procedure each branch represented within the Service Group may submit motions and amendments to the Group's National Conference or any special conferences.
- 3.4.9 Each regional Higher Education Service Group Committees shall be entitled to send one delegate each to the conference. Regional Higher Education Committees will be entitled to submit motions to the Higher Education Conference.
- 3.4.10 Each Self-Organised Group at the national level may submit a total of two motions and two amendments to the Group's National Conference.
- 3.4.11 The National Young Members' Forum may submit up to two motions and two amendments to the Group's National Conference.
- 3.4.12 A special service group conference shall be convened on receipt, by the head of the service group, within any two month period, of requisitions to that effect, stating the business to be transacted, from branches representing not less than 25% of the service group membership.

RULE P - STANDING ORDERS FOR CONFERENCES

(See pages 54-59 of UNISON Rules) NB. These rules have been amended to refer to service group conferences only.

1. APPLICATION OF STANDING ORDERS

- 1.1 These Standing Orders shall apply to all meetings of the Service Group Conferences held under Rule D.3.4.
- 1.2 In the case of a Service Group Conference, the appropriate Standing Orders Committee shall have power (but is not required) to decide at the request of the Service Group Executive that it is necessary that certain Standing Orders shall not be applicable to the Conference.
- 1.3 In addition to branches acting under Rule D.3.4.8 the Service Group Executive, Service Group Regional Committee, Sector Committees and self organised groups at the National level (who may each submit a total of two motions to the Conference) may propose motions and amendments to the Conference.

2. STANDING ORDERS COMMITTEE

- 2.1 The members of the Standing Orders Committee shall hold office from the end of one Conference until the end of the next Conference.
- 2.2 At its first meeting after it takes office, the Committee shall elect a Chairperson and a Deputy Chairperson from amongst its members.
- 2.3 The functions of the Committee shall, subject to these Standing Orders, be to:
 - 2.3.1 Ensure that the Union's Rules and Standing Orders relating to the business of Conferences are observed, and notify the Chairperson of any violation that may be brought to the Committee's notice.
 - 2.3.2 Draw up the preliminary agenda and final agenda of Conference business, and the proposed hours of business, to be circulated in accordance with the timetable stated in Rule D.1.9. i.e.
 1. Submissions of motions: 16 weeks
 2. Publication of preliminary agenda: 13 weeks
 3. Submission of amendments: 8 Weeks
 4. Publication of final agenda: 4 weeks
 - 2.3.3 determine the order in which the business of Conference shall be conducted, subject to the approval of Conference
 - 2.3.4 consider all motions and amendments submitted for consideration by Conference and, for the purpose of enabling Conference to transact its business effectively the Committee shall:
 1. decide whether such motions and amendments have been submitted in accordance with the Rules
 2. group together motions and amendments relating to the same subject, decide the order in which they should be considered and whether they should be debated and voted on separately or debated together and voted on sequentially
 3. prepare and revise, in consultation with the movers of motions and amendments, composite motions in terms which in the opinion of the Committee best express the subject of such motions and amendments
 4. refer to another representative body within the Union a motion or amendment which in the opinion of the Committee should properly be

considered there; the mover shall be informed of the reason for so doing

5. have power to do all such other things as may be necessary to give effect to these Standing Orders.
- 2.4 Any decisions of the Committee which are to be reported to Conference shall be announced by the Chairperson of the Committee and shall be subject to ratification by Conference.

3. MOTIONS AND AMENDMENTS - PRE CONFERENCE PROCEDURE

- 3.1 Motions, amendments and other appropriate business may be proposed for the conference by the bodies set out in Rules D.1.10.3 and D.1.10.4.
- 3.2 Motions and amendments shall be sent to the National Secretary in order that the Standing Orders Committee may consider them for inclusion in the preliminary agenda.
- 3.3 The date and time by which motions and amendments to be considered for the Conference shall be received by the National Secretary shall be stated in the timetable to be published under rule D.1.9.

4-7 CONDUCT OF CONFERENCES

- 4.1 The Service Group Conference shall meet in public session, except that by direction of the Service Group Executive or by resolution of the Conference the whole or any part of Conference may be held in private. In addition to the elected delegates and those who under Rule D.3.4.6 have the right to attend and speak at Conference, the only persons permitted to attend a private session of a Conference shall be
 - 4.1.1. such members of the staff as have been authorised by the Service Group Executive or the Head of Group to attend Conference
 - 4.1.2 such other persons as the Chairperson may determine.
- 4.2 The agenda for the Service Group Conference shall be arranged so that the first session of the Conference shall be in public, subject to Rule 4.1 above.
5. Apart from the elected delegates and those persons who have the right to speak at the Service Group Conference under Rule D.3. 4. 6. no other person shall speak except by permission of the Standing Orders Committee.
6. Any questions of procedure or order raised during a Conference shall be decided by the Chairperson whose ruling shall be final and binding.

- 7.1 Upon the Chairperson rising during a Conference session, any person then addressing Conference shall resume her/his seat and no other person shall rise to speak until the Chairperson authorises proceedings to continue.
- 7.2 The Chairperson may call attention to continued irrelevance, tedious repetition, unbecoming language, or any breach of order on the part of a member and may direct such a member to discontinue his or her speech.
- 7.3 The Chairperson shall have power to call any person to order who is causing a disturbance in any session of Conference and if that person refuses to obey the Chairperson, she/he shall be named by the Chairperson, shall forthwith leave the Conference Hall, and shall take no further part in the proceedings of that Conference.

8. VOTING

- 8.1 The method of voting shall be by a show of hands of the delegates present, unless a card vote is called by the Chairperson or immediately after the result of the show of hands has been declared by at least 10 per cent of the delegates registered at the Conference.
- 8.2 On a card vote, the delegate or delegates of a branch or group of branches shall be entitled to cast a total number of votes in accordance with the card issued to them in respect of their branch membership and such votes will be cast as a single block or may be divided in line with a branch mandate.
- 8.3 In the event of a card vote being called or demanded, the card vote shall be taken immediately after it has been demanded, but no business shall be suspended pending the declaration of the result of the vote except that which in the Chairperson's opinion may be directly affected by that result.

9. TELLERS

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

10. WITHDRAWALS OF MOTIONS AND AMENDMENTS

- 10.1 A motion or amendment which is shown on the final agenda may not be withdrawn without the consent of the Standing Orders Committee, whose decision shall be reported to Conference.

11. MOTIONS AND AMENDMENTS NOT ON AGENDA

- 11.1 A motion or amendment which is not shown on the final agenda may not be considered by Conference without the prior approval of the

Standing Orders Committee and the consent of Conference, which shall be governed by the following rules:

- 11.2 Such motion or amendment shall be in writing, signed by the Secretary and Chairperson of the branch or branches on whose behalf it is submitted and shall be sent to the Standing Orders Committee at least five working days before the commencement of Conference, except if it relates to events which take place thereafter. It will state at which meeting it was debated and adopted.
- 11.3 If the Standing Orders Committee gives its approval to the motion or amendment being considered, copies of the motion or amendment shall be made available for delegates at least one hour before Conference is asked to decide whether to consent to the matter being considered.
- 11.4 An emergency motion will not be given priority over other motions and amendments on the agenda except where the Standing Orders Committee decide that the purpose of the motion in question would be frustrated if it were not dealt with at an earlier session of the Conference.

12. PROCEDURAL MOTIONS

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

- 12.1 That the question be now put, provided that:
 1. the Chairperson may advise Conference not to accept this motion if in her/his opinion the matter has not been sufficiently discussed
 2. if the motion is carried, it shall take effect at once subject only to any right of reply under these Standing Orders.
- 12.2 That the Conference proceed to the next business
- 12.3 That the debate be adjourned
- 12.4 That the Conference (or any part thereof) be held in private session provided that:
- 12.5 A motion under Rules P12.1, P12.2 and P12.3 shall be immediately put to the vote without discussion and no amendment shall be allowed
- 12.6 The Chairperson may at her/his discretion permit a motion under Rule P12.4 to be discussed and amendments moved.

- 12.7 No motion under Rules P12.2 or P12.3 shall be moved by a person who has spoken on the motion or amendment in question.

13. AMENDMENTS TO A MOTION

- 13.1 When an amendment to a motion is moved, no further amendment may be moved until the first one is disposed of, subject to Rule P.16.
- 13.2 When an amendment is defeated, a further amendment may be moved to the original motion.
- 13.3 When an amendment to a motion is carried, the motion, as so amended, shall become the substantive motion, to which a further amendment may be moved.
- 13.4 A delegate shall not move more than one amendment to any one motion, nor shall the mover of a motion move any amendment to such motion.

14. LIMIT OF SPEECHES

- 14.1 The mover of a motion or an amendment shall not be allowed to speak for more than five minutes and each succeeding speaker for not more than three minutes, except where the Standing Orders Committee have decided otherwise.
- 14.2 No person shall speak more than once on a question, except that the mover of the original motion may exercise a right of reply for not more than three minutes, introducing no new material.

15. POINTS OF ORDER

- 15.1 A delegate may at any stage in a Conference raise a point of order if she/he considers that the business is not being conducted in accordance with the Union's Rules and Standing Orders.
- 15.2 Such a point of order must be raised as soon as the alleged breach occurs or at the earliest practicable moment thereafter.
- 15.3 The Chairperson's ruling on the point of order is final.

16. GROUPED DEBATES AND SEQUENTIAL VOTING

- 16.1 Where, in the view of the Standing Orders Committee, separate debates on specified motions and/or amendments dealing with the same subject matter would lead to undue repetition in the debates, a grouped debate and/or sequential voting may be adopted by Conference.
- 16.2 The following procedure will be followed:

1. The Chairperson will advise Conference of the order of business and of the sequence in which motions and amendments will be moved and voted on following a general debate, and of the effect of certain proposals on others.
2. All motions and amendments included in the debate shall be moved.
3. The general debate shall take place.
4. The Chairperson shall again state the order of voting and shall advise Conference which, if any, motions or amendments will fall if others are carried.
5. Voting will take place on motions, preceded by relevant amendments, in the order in which they were moved.
6. A debate being conducted under this procedure may not be adjourned until after all the motions and amendments have been moved.

17. REPORTS BY SERVICE GROUP EXECUTIVE

- 17.1 After the opening of Conference the Service Group Executive shall present its report for the past year.
- 17.2 If the Service Group Executive presents a report to Conference which contains proposals or recommendations requiring approval and adoption by Conference, the Executive shall submit it under a motion seeking such approval and adoption.

18. REFERENCE OF OUTSTANDING ITEMS TO THE SERVICE GROUP EXECUTIVE

- 18.1 If at the end of the Service Group Conference, the business of the Conference has not been concluded, all motions and amendments then outstanding shall stand referred to the Service Group Executive. The Service Group Executive in turn shall then report back to the appropriate branch or body its decision on these matters. All such motions and amendments shall be responded to at least one month before the deadline for submission of motions and amendments to the following year's Conference.

19. SUSPENSION OF STANDING ORDERS

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

7 Glossary of Terms

Acronyms Used In Higher Education

ACAS	Advisory, Conciliation and Arbitration Service
Advance HE	Advance HE brings together the Equality Challenge Unit (ECU), the Higher Education Academy (HEA), and Leadership Foundation for Higher Education. Their role is to support universities in putting strategy into practice for the benefit of students, staff and society.
AMSU	Association for Managers in Student Unions now merged with the NUS
APF	Affiliated Political Fund – this fund is used to promote UNISON's political objectives via political affiliations
AUA	Association of University Administrators
BUFDG	British Universities Finance Directors Group - the representative body for finance office staff in the higher education sector in the United Kingdom.
DfE	Department for Education
DDA	Disability Discrimination Act
DEIG	Disability Equality Implementation Group – a group of 27 key stakeholders from the post 16 sector which UNISON co-chairs. The group has been established to oversee the implementation of the recommendations arising from the Commission for Disabled Staff
DBIS (BIS)	Department for Business, Innovation and Skills
EHRC	Equality and Human Rights Commission
ELQ	Equivalent or Lower Level Qualification
FAQ	Frequently asked question
Framework Agreement	The Framework Agreement for the Modernisation of Higher Education Pay Structures: This is the 2004 pay agreement that unifies pay arrangements across the higher education sector. It addresses concerns about equal pay, and introduced job evaluation to ensure fairness and transparency in the way staff are rewarded. It involves the creation of a single national pay spine and a common grading system for all staff groups.
GPF	General Political Fund – this fund is used to promote UNISON's political objectives. No money from this fund is paid to any political party it is used for campaigning purposes.
GuildHE	GuildHE is one of the two formal representative bodies for Higher Education in the UK. It was founded in 1967 as the Standing Conference of Principals, registered as a company in 1992 and became GuildHE in 2006. It represents 50 organisations that have a tradition of learning and research in industries and professions.
HEaTED	Higher Education and Technicians Education and Development
HEFCE	Higher Education Funding Council for England
HEFCW	Higher Education Funding Council for Wales

HEI	Higher Education Institution
HEIDI	Higher Education Information Data base for Institutions
HESA	Higher Education Statistics Agency
HEEON	Higher Education Equal Opportunities Network
HSE	Health and Safety Executive
HEOPs	Higher Education Occupational Physicians/Practitioners
HESH	The Higher Education Safety and Health Forum. Membership is drawn from the Universities and Colleges Employers Association (UCEA), the Trade Unions, and HSE
HERA	Higher Education Role Analysis (a HE specific job evaluation scheme).
UKCISA	UK Council for International and Student Affairs
JNCHES	Joint Negotiating Committee for Higher Education Staff. In 2001, the Universities and Colleges Employer Association (UCEA) and Higher Education unions replaced ten negotiating bodies with a single national Joint Negotiating Committee for Higher Education Staff.
LGBT	lesbian, gay, bisexual, transgender
LLUK	Lifelong Learning UK
LSC	Learning and Skills Council
MSD	Musculoskeletal Disorders
NUS	National Union of Students
RRA(A)	Race Relations Amendment Act
Russell Group	The Russell Group represents 24 UK 'pre 1992' universities which are focused on maintaining the best research and outstanding teaching.
SHEFC	Scottish Higher Education Funding Council
TUC	Trades Union Congress
UCEA	Universities and Colleges Employers Association – which represents the employers' side on national negotiating committees.
UCU	The UCU is the University and Colleges Union. It represents academics and some senior support staff in higher education. It was formed by the amalgamation of the Association of University Teachers (AUT) and (NATFHE) - The National Association of Teachers in Further and Higher Education
Universities UK	Universities UK has 133 members, the executive heads of all the UK HE institutions. They were formally known as the Committee of Vice Chancellors and Principals (CVCP)