

UNISON Community Conference

Conference agenda and guide

1-3 March 2019

Southport Convention Centre

#uCVS19



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Welcome to UNISON's Community Service Group Conference 2019

Dear Delegate,

I wish you a very warm welcome to UNISON's 2019 annual Community Conference, especially if you are attending for the first time.

It's great to see members in the Community Sector leading the way for our union with crucially important campaigns. I was really pleased to attend a Parliamentary reception a few months ago where MPs and Labour's front bench were showing their support for the Community "End Violence at Work Charter", a great campaign which seeks to get employers to take the issue of violence at work more seriously. We cannot accept people being assaulted in the line of their work, and this Charter helps to draw a line on this issue. Now that councils are starting to make the Charter part of their commissioning process, I expect to see even more community employers showing that they are committed to safe-guarding their staff.

It's also good to see Community members getting involved in the Pay Up Now campaign. As your General Secretary, I'm committed to ending pay austerity for *all* members, including those providing public services via contracts. Not only do we need to ensure pay rises are funded for big public sector employers, but also for third and private sector workers who are working for external providers. In the coming year this will be a key message from UNISON to government.

This is a very uncertain time for so many people in the country. A conservative government in chaos and the continued impact of austerity mean it is difficult for many of our members to make ends meet and plan for the future. But there is one thing that UNISON Community members can rely on – their union. UNISON will be there for you when you need us, giving members a loud and effective voice in the workplace. It's noticeable that UNISON Community membership is rising rapidly. That is testament to the great work our reps are doing up and down the country.

This booklet contains the business of Community Conference – including the timetable, motions and amendments and a guide to conference procedures. I hope you will participate fully in all aspects of the conference and I wish you an enjoyable and productive time in Southport.

Best Wishes

Dave Prentis

UNISON General Secretary

A handwritten signature in black ink that reads "Dave Prentis". The signature is written in a cursive, slightly slanted style.

Timetable for Community Conference

Friday 1 March

12:00pm - 2pm – Sector Meetings

Community and Voluntary Sector (open to all)

Housing Associations Sector (open to all)

Major Charities Sector (sector committee only)

1:45pm - 2:15pm – New delegate workshop briefing

2.30pm - 5.30pm – Seminar

6.15pm – Regional Meetings (details available from the Conference Desk)

Saturday 2 March

9.30am -12.30pm – Seminar

12.30pm - 2pm – Break and Caucus Meetings (details available from the Conference Desk)

2-5pm – Formal Conference

Sunday 3 March

9:30am-12pm – Formal Conference

Timetable for Community Seminar 2019

Friday 1 March

<u>Time</u>	<u>Session Titles</u>
1.45 - 2.15	New Delegate Workshop – Registrations outside Conference Hall This workshop is for anyone who wants to know more about how seminars and conferences work, giving you the information you need to get the most out of the weekend. People new to conference are particularly welcome, but the session is open to anyone who is interested. Matt Lay & Jane Ellis
2.30 – 2.45	Welcome Chair Malcolm Gray, Community Service Group Executive.
2.45 – 3.15	Christina McAnea Speech, followed Q&A Assistant General Secretary of state for Bargaining, Negotiating and Equalities.
3.15 – 4.00	Rebecca Long Bailey, Speech, followed by Q&A Shadow Secretary of State for Business, Energy and Industrial Strategy.
4.00 – 5.30	Speaker from the National Council for Voluntary Action.

Timetable for Community Seminar 2019

Saturday 2 March

All workshop registrations will be at the Conference desk

Time Session Titles

9.30 – 11.00 **Workshops:**

1. The Violence at Work Charter Campaign.

36 major third sector employers are now signed up to the UNISON End Violence at work charter. Come to this workshop to find out why this is such a key issue for our service group and how you can get more involved.

Gavin Edwards, UNISON National Officer

2. Women and Pensions

UNISON has been at the forefront of campaigns to improve pensions, both state and occupational, for many years. Today, that means we were the first union to support the Women Against State Pension Inequality (WASPI) campaign on behalf of women facing an increased retirement age with little or no notice. Hear from Glyn Jenkins, UNISON Head of Pensions, how all UNISON members need to be aware of their pension provision and what we can do together to campaign for fairness. All workers deserve dignity in retirement.

Glyn Jenkins, UNISON Pensions Officer

3. Lay Democracy in UNISON, how it works

UNISON is a lay member led union and it is important for Community members to understand how to make their voice heard. The 'Lay democracy in UNISON' workshop will help reps, delegates and visitors to understand and access the democratic structures in UNISON.

Beth Bickerstaffe, UNISON Director of the Executive Office

4. UNISON Social Care Strategy

Scared, skint and sceptical – How can UNISON recruit and organise vulnerable workers in the social care sector?'

UNISON's North West Region's groundbreaking Social Care Campaign has outlined some challenges facing UNISON in organising workers in the social care sector. The workshop will consider the achievements of the campaign and identify the strengths and challenges facing UNISON and consider how to apply learning points from the campaign.

Donna Rowe - Merriman, UNISON Senior National Officer

11.00 – 11.30 **Break**

11.30 – 12.30 **Simon Nunn (National Housing Fed) Speech with Q&A**

Guide to Conference Procedures

a) The Community Standing Orders Committee

The Conference is convened in accordance with Rule D.3.4.1 (page 16 of UNISON's rule book).

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 page 54 of UNISON Rulebook). It is convened in accordance with rule D.3.4.4 (page 16 of UNISON's Rulebook).

b) Order of Business

The order of business is set out on page 14 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 Community Service Group Executive (CSGE) 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 CSGE 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 CSGE opposes a motion, but supports one or more amendments to the motion, this indicates that the CSGE will change its position on the motion if the amendment or amendments are carried.

e) Annual Report

The annual report of the Community 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 submit any questions on the annual report in writing by **15 February 2019 by 5pm**, addressed to the National Officer for Community, Gavin Edwards, at UNISON Centre (g.edwards@unison.co.uk). Responses should be received by **1 March 2019**. Branches will be allowed to ask questions on the annual report from the Conference floor **only** as supplementary questions to the written questions submitted as above.

f) The Chairing of Conference

The conference will be Chaired by the president or one of the vice-presidents of UNISON. The Chair's role at conference is set out in the rules and standing orders and his/her ruling shall be final in accordance with Rule P.6 (see page 56)

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 on production of their UNISON membership cards.

h) Delegate's Credentials

Please remember that if you have not uploaded a photograph to the online conference system then 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 can be distributed within the conference centre. 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 33 to 40 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. A speaker can continue if two thirds of the delegates indicate that they should.

n) Conduct during Conference

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) 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.

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.

p) 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.

REMEMBER

Over the last few years there have unfortunately been a few incidents of theft and assault of members attending Conferences. Therefore you should remember to be vigilant whatever you are doing at Conference, but try and enjoy yourself at the same time.

Order of Business

Conference will run between 2.00pm and 5.00pm on Saturday 2 March 2019 and
(should extra time be needed) between 9.30am and 12 noon on Sunday 3 March 2019

- 1.1 **Opening of Conference**
- 1.2 **Appointment of Tellers**
- 1.3 **Standing Orders Committee Report**
- 1.4 **Community Annual Report 2018/19**
- 1.5 **Motions and Amendments**
- 1.6 **Close of Conference**

Motions and Amendments

These are the motions and amendments approved for the 2019 Community Service Group Conference.

1. Bargaining for good Mental Health policies in Community workplaces.

NATIONAL DISABLED MEMBERS COMMITTEE

2. Organising around Health & Safety

COMMUNITY SERVICE GROUP EXECUTIVE

3. Social Care Green Paper

COMMUNITY SERVICE GROUP EXECUTIVE

4. Family Friendly Policies in the Community & Voluntary Sector

YMLAEN – FORWARD

5. The Effects on staff going through the Menopause

YMLAEN – FORWARD

Amendment 5.1

COMMUNITY SERVICE GROUP EXECUTIVE

6. Inclusive workplace policies in the Community Sector

NATIONAL LESBIAN, GAY, BISEXUAL AND TRANSGENDER COMMITTEE

7. Building and Strengthening Black Community links

NATIONAL BLACK MEMBERS' COMMITTEE

Amendment 7.1

COMMUNITY SERVICE GROUP EXECUTIVE

8. Women’s Refuges and Universal Credit Changes

COMMUNITY SERVICE GROUP EXECUTIVE

9. Standing Up for Fair Pay for CVS Workers in Commissioned Services

BRISTOL

Amendment 9.1

COMMUNITY SERVICE GROUP EXECUTIVE

10. Alexa, Did you take our jobs? The Rising Threat of Automation and Computerisation in the Housing Sector

CYMRU/WALES REGION

Amendment 10.1

COMMUNITY SERVICE GROUP EXECUTIVE

11. Hidden Disabilities

CYMRU/WALES REGION

12. Mental Health support for our members

WEST MIDLANDS COMMUNITY BRANCH

Amendment 12.1

COMMUNITY SERVICE GROUP EXECUTIVE

13. Housing Association Mergers

WEST MIDLANDS COMMUNITY BRANCH

14. Making Community Workplaces safe and accessible

NATIONAL DISABLED MEMBERS COMMITTEE

Organising and Recruitment

Recruitment & Organisation

1. **Bargaining for good Mental Health policies in Community workplaces**

Conference notes that our workplaces are changing, with members in the community and voluntary sector facing increased workloads due to a combination of slashed local authority funding, project based voluntary sector commissioning that does not cover overheads, and increased commercialisation and a target driven culture in housing associations.

These pressures have made the importance of ensuring good mental health in Community workplaces clear.

At least one in four of us will experience mental health problems at some time in our lives and at any one time one in six workers is experiencing a mental health problem. Although mental health problems aren't always caused by work, unrealistic targets, poor management, bullying and discrimination can exacerbate them.

The cost to UK employers in mental health related sickness absence, lost productivity and staff turnover is estimated at £26 billion. However the cost to our members' is incalculable.

Conference notes UNISON's recent branch guidance "Bargaining on Mental Health Policies" which includes a range of steps branches that organise in the community sector can take to raise the issue of mental health with the employer.

The guide outlines the legal protections for members, such as the right to reasonable adjustments for disabled workers, including those experiencing mental health problems. It recommends working with employers to comprehensively review the organisation's policies to promote mental wellbeing and support staff with mental health problems.

Conference notes that some employers are training staff to be mental health first aiders. This can be a positive step if it is part of a broader set of measures including changes to sickness absence and capability procedures, action on unrealistic workloads and the causes of workplace stress, management training on mental health and a commitment to providing reasonable adjustments.

Conference welcomes the work already undertaken by the Service Group Executive to implement the motion on mental health from Cymru/Wales to 2018 Community conference but there remains work to be done.

Conference therefore calls on the Service Group Executive to:

- 1) Publicise UNISON's "Bargaining on Mental Health Policies" guidance to UNISON branches which organise in the community sector, including encouraging branches to lobby employers to make a public commitment to mental health wellbeing in the workplace

2) Seek and disseminate examples of best practice in UNISON branches that organise in the community sector

3) Use this work as a recruitment tool to engage new members working in the community sector, including disabled members, to UNISON.

National Disabled Members Committee

Negotiating and Bargaining

Negotiation and Bargaining

2. Organising around Health & Safety

Conference notes with concern that across UNISON the number of accredited Health & Safety (H&S) representatives continues to decrease.

This is of particular concern to the Community Service Group where, out of a collective membership of almost 75,000 members, less than 200 across all our nations/regions are accredited Health & Safety Representatives.

Conference further notes that currently the Institute of Employment Rights (IER) are arguing for:

- a. Loosening the current linkage in the 1977 Safety Representatives and Safety Committees Regulations (as amended) between union recognition and safety representative appointment to enable unions to represent members in workplaces where they are not recognised, effectively generalising the rights currently possessed by Equity and the Musicians' Union;
- b. The extension of the duty to consult over Health and Safety matters to those in control of businesses and undertakings in relation to all categories of workers (not just employees); and;
- c. The empowering of representatives to issue 'provisional improvement notices' and to 'stop the job' in situations of serious and imminent risk.

In addition, the IER argues Health and Safety should be encompassed within a new system of sectoral collective bargaining.

Conference believes that these recommendations, which are supported by Shadow Chancellor John McDonnell MP and Shadow Secretary of State for Business, Energy and Industrial Strategy Rebecca Long Bailey MP, would improve the working lives of UNISON members within the Community sector and beyond.

Should this change to the legislative framework be enacted, it would assist UNISON to recruit Health & Safety representatives in the community sector and be of assistance to members working for charities and housing associations in workplaces that do not enjoy trade union recognition.

All the evidence collected over the lifetime of the Community Service Group relating to our members' experience of violence at work, the effects of unsafe working practices on our mental health, lack of safeguarding of staff, poor sickness leave policies and the

erosion of good Health and Safety practice clearly demonstrates the need to address these issues.

Conference therefore calls on the Community Service Group Executive to:

1. Continue to work with the National Health and Safety Committee to ensure that the issues raised by Community members are contained within their bargaining agenda.
2. Work with regions and branches to prioritise the recruitment of Health and Safety representatives within our sector.
3. Regularly disseminate information about the role and function of Health and Safety representatives to members in Community.
4. Work with UNISON Labour Link, NEC and other stakeholders including lobbying political parties in positions of power and influence in Scotland, Wales and Northern Ireland to promote the need for legislative change in relation to national Health and Safety law, consistent with UNISON's mission to safeguard our members at work.

Community Service Group Executive

3. Social Care Green Paper

UNISON Community Conference believes any plan to improve the dire state of social care in the UK must have the fair treatment of care workers at its core. Many carers work for third sector organisations, making this a key issue for the Community Service Group.

The government has said that the proposals in the forthcoming Green Paper will “ensure that the care and support system is sustainable in the long term”. UNISON Community Conference does not believe this is possible unless care workers are treated with the respect and fairness they so deserve.

Poverty wages and exploitative working practices have scarred the social care workforce over a period of decades. Many carers have been on the receiving end of the following sharp employment practices:

- a. Not being paid for travel time between care visits
- b. Being forced to carry out impossible work rotas, including 15 minute care visits
- c. Chronically low staff levels
- d. Unclear pay-slips which make it impossible to tell if they have been paid correctly
- e. Being paid less than the national minimum wage for overnight sleep-in shifts
- f. Being told that violence at work is “part of the job”

These are just a few examples of the employment practices that care workers have been forced to endure.

Conference notes that UNISON Community Service Group has worked closely with other service groups and UNISON Policy Officers to provide a full and comprehensive response to the LGA Green Paper on Social Care, launched in July 2018.

UNISON Community Conference commits to ensuring our union gives the strongest possible response to the forthcoming/current government's social care green paper when it is published and to putting pressure on the government to face up to the issue of fair employment conditions in social care.

Conference calls on the Community Service Group Executive to:

1. Work with the NEC policy Committee, Local Government and UNISON Policy Officers to contribute to a detailed response to the government Social Care Green Paper, which addresses the employment issues which are so important to UNISON Community members.
2. In particular, ensure that the issues of minimum wage for sleep-in shifts and violence at work are addressed in this response.
3. Work with UNISON Labour Link, NEC and other stakeholders including lobbying political parties in positions of power and influence in Scotland, Wales and Northern Ireland to secure the funding which is so badly needed to improve standards of social care and the conditions of UNISON Community members working within it.

Community Service Group Executive

4. Family Friendly Policies in the Community & Voluntary Sector

In the Community & Voluntary Sector which includes care provision, charities, not for profit organisations and housing associations, employers must ensure provision of family-friendly policies are in place when trying to recruit and maintain staff levels of experienced and valued staff.

The UK's long hours working culture damages family life and parents are voting with their feet.

Flexible working, on its own, is only giving parents the ability to keep going, without improving their quality of life.

For employers, tackling unsupportive workplace cultures is a crucial to success of family-friendly working initiatives.

Within organisations in the Community & Voluntary Sector, staff satisfaction and timely engagement means that care and support staff will maintain loyalty and ensure that their participation in improving workplace conditions and support continues. The end product in utopia would be a contented and settled staff team. Satisfaction amongst the employees is made up of a number of points that can make staff contented such as:

Work-Life Balance, Flexibility, Parental responsibilities, Care Provision, Managing work and private life.

Modern family life has now changed, gone are the days when there was only one breadwinner in the family, today family life has changed greatly from yesteryear. The

makeup of families at this time has totally changed; there are a number of different concepts now including:

Single Parents, Same Sex Couples, Unmarried Couples, Parents that are living apart, Step Parents.

Add to this the ever increasing ageing population where individuals are working longer due to changes in pension arrangements and the increased reliance on grandparents to assist with the home structure of family life. Family friendly policies within the organisations are found to be falling short of the needs of today's families, there are other factors that also cause issues within the organisations that are closely connected with family friendly requirements, such as shared parental pay arrangements, maternity pay and maternity leave, there is also the question of staff that due to health and medical issues have the need to look at IVF and surrogacy, these generally are not always included in the framework of the policies.

Consider grandparental leave for example. The government aired this in 2015, and referred to data that more than half of mothers rely on grandparents for childcare when they first go back to work after maternity leave. This suggested that nearly two million grandparents had given up work, reduced their hours or taken time off work to help with childcare. These numbers suggest that many employees who are grandparents might look at the policy that gives some flexibility in this area as hugely appealing. Offering grandparental leave is also a way an employer can show that its promise to work-life balance is valid and not just insincerity.

An employer who widely advertises family friendly policies must ensure that they cater for the wide spectrum of diversity and inclusion that is evident in today's modern families. Some employers in the Community & Voluntary Sector go a little further and have transitional arrangements on the return to work; giving fathers the same rights as mothers and employers offering family-friendly benefits which may be more generous than other organisations in the same catchment area.

But there is nothing to stop a thoughtful and good employer putting solutions in place for its own organisation, which could pay dividends with its workforce.

We call on the Community Service Group Executive to:

1. Invite members working in the Community & Voluntary Sector and Housing Associations to look at their Family Friendly policies and submit inconsistencies to UNISON to create a spreadsheet of organisations not providing the best support for staff with families.
2. Develop a factsheet for members working in the Community & Voluntary Sector and Housing Associations that will provide advice and ways of improvement in workplace family friendly policies.
3. Establish a dialogue with organisations in the Community & Voluntary Sector and Housing Associations to share best practice in promoting the benefits of Family Friendly policies to organisations in order to benefit all support staff.

5. The Effects on staff going through the Menopause

In the Community & Voluntary Sector which includes care provision, charities, not for profit organisations and housing associations, women make up nearly half of the workforce and with the increasing numbers of older workers many will be either currently experiencing the menopause or will have worked through it.

Around eight in ten women report having noticeable symptoms as a result of the menopause with 45 % of these finding the symptoms hard to deal with.

Traditionally the menopause has been a taboo subject, rarely discussed openly even within families and between generations. Work places, even those dominated by female workers, have been slow to recognise that the menopause can have a significant impact on a woman's mental, physical and emotional health. The menopause is not recognised in many workplaces as an issue and consequently many women have felt they have to hide their symptoms and have not been able to request additional considerations or adjustments.

In 2016 the TUC surveyed almost 4000 workers on this issue. They report that response was overwhelming with almost 9/10 respondents stating that they felt the menopause had a direct effect on their working lives.

The survey also showed that very few workplaces had a policy that provided support to employees experiencing menopausal symptoms.

The menopause does not only affect those traditionally associated with it, i.e. Cis women (denoting or relating to a person whose sense of personal identity and gender corresponds with their birth sex) it also affects transmen who have either had their ovaries removed, thus causing a forced menopause, or who have retained their ovaries which results in them going through the menopause later in life.

Transwomen experience symptoms of the menopause due to the hormones they take during and after transition. Intersex and non-binary people may also experience the menopause. Just imagine how much more difficult it is to address this 'taboo' subject with your employer, or colleagues if you do not conform to what people think of as female.

The impact of the menopause is particularly difficult for many of our sectors members. As low paid workers people cannot afford to take time off and risk sickness absence reviews. We often work in isolated workplaces or, in the case of support workers, within people's homes. This means some of the suggestions from the TUC study, such as access to showers, flexible working and the provision of fans, cannot be utilised.

Support such as menopause policies, information and advice and recognition of the impact can be used in all workplaces and with all roles.

We call on the Community Service Group Executive to:

1. To work with the NEC and all appropriate agencies to develop a support plan which can be adapted within the community sector to support our members.
2. Develop a factsheet for members working in the Community & Voluntary Sector and Housing Associations that will provide advice and ways of improvement in the

acceptance of the menopause which is a bigger issue in the sector that affects the staff.

3. Communicate with employers in the Community & Voluntary Sector and Housing Associations to share best practice in promoting the benefits of supporting staff that are experiencing issues with the menopause.

YMLAEN - FORWARD

5.1

In action 2, delete “Develop a factsheet” and replace with “Promote up to date information”

Community Service Group Executive

6. Inclusive workplace policies in the Community Sector

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 community service group 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 can in turn reinforce gender job segregation and the glass ceiling and have no recognition for workers who do not identify as women or men.

There is increasing recognition that some workers do not identify as having a binary gender – as being solely male or female.

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) Removal of gendered language (such as he/she, sir/madam, sisters and brothers, mothers and fathers) in policies and communications;
- c) Non-gendered dress codes;
- d) Gender neutral changing or toilet facilities.

Community 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.

By becoming more inclusive for our members we also become more inclusive to the people we work with. It is to this end, that the National Lesbian, Gay, Bisexual and Transgender (LGBT) Committee consulted with its members who overwhelmingly supported a name change for the group to be called LGBT plus (+) although the remit of the group will remain the same, LGBT+ was felt to be a more inclusive term.

Conference calls on the community service group executive to:

- 1) Gather good practice examples from branches organising in the community sector 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 good practice across the service group.
- 3) Promote the Gender equality: non-binary inclusion fact sheet to community branches
- 4) Circulate the national LGBT committee's briefing on becoming LGBT+, LGBT bargaining factsheets and how to be a good trans ally leaflet to branches organising in the community sector and encourage support amongst community members for any rule change to national delegate conference on the LGBT group becoming LGBT+

National Lesbian, Gay, Bisexual and Transgender Committee

7. Building and Strengthening Black Community links

Conference notes the national Black members' committee 'Creating, Building, and Strengthening Black Community link motion was debated with much support from other delegates at the 2018 Community conference and was carried along with the amendment submitted by the Community Service Group Executive.

However the National Black Member's Committee is concerned that limited work has commenced and therefore is seeking to further address some of the fundamental issues that continue to impact on the Black community.

The damaging decline in numbers and workplace density is as a result of many housing associations merging. This has resulted in more job losses disproportionately in a community where there is a high concentration of Black workers. This has reduced our effectiveness in the workplace, our impact in collective bargaining negotiations and most importantly member engagement.

However, despite the job losses in our communities, UNISON is to be applauded on successfully maintaining its membership figures and Black members are still said to be 'most likely to join a union'.

Nevertheless, for Black members, the issue of racism and discrimination still prevails and conference notes a continued trend of research that reflects some of the barriers Black member face by lack of engagement and representation across the public/private sectors in our regions and branches.

Encouragingly, the recent general election campaign, showed overwhelming support of Jeremy Corbyn and a more socialist leadership for the country demonstrating an eagerness of members to become involved in the democratic process, campaigning and participation in the decision making which affects their lives.

Throughout the year our NEC General political fund supports branch regional and national initiatives that encourage and involve our members in the community and in their wider communities via a vast range of diverse equality events.

These numerous events have helped increase membership, interest in the union and positive feedback as to UNISON's visibility. The events provide an opportunity to discover exactly what the union is doing for members, and how we as a union can be responsive to the real issues which concern them.

With deeply concerning issues for Black members which have never been more increasingly important since the Brexit decision was taken. According to Home Office figures, of the 386,474 stops and searches made last year 58,397 were of people who self-identified as being Black or Black British. This is the equivalent of 31.4 stop and searches for every 1,000 Black people in the UK compared to white people for whom there were only 4.9 stop and searches for every 1,000 people. With evidence of racial bias in the criminal justice system, Black men are seven times more likely to be affected by 'stop and search', Deaths in police custody, the rise in racism and attacks specifically affecting women and children and elderly in our Black communities.

Following the Manchester bombing where figures for reported Race Hate crimes rose by 500%; the tragic deaths at Finsbury Mosque and acid attacks of young Asian people, African Caribbean men in the mental health system where unnecessary punitive force is applied such as tasers and the completely avoidable deaths at Grenfell Tower have served only to highlight the overall feeling of distrust and neglect felt by many in the Black community who insist that "Black Lives do Matter".

We must continue to connect with and support our members affected by such events by building sustainable community engagement. By being more visible to our members and offering support which allows them to see the wider benefits of trade union involvement.

Conference therefore calls upon the Community Service Group Executive to work with the National Black Members Committee:

1. Where possible, to engage in specific work to connect with local Black community groups who do work in support of our members in their communities;
2. To seek to explore and undertake statistical survey of racism within the work place for further action and support in the housing and community sector.
3. And with Labour link and NEC in recognising the significance in retaining and supporting membership and self organisation groups in the community sector.

National Black Members' Committee

7.1

In paragraph 2 delete "is concerned that limited work has commenced and therefore".

Add at end of Para 2, after "Black Community.", add "Nonetheless, Conference notes the work done to deliver on the 2018 motion, which includes successful engagement between the Community SGE and Black Community Groups. The progress of this successful work has been monitored by the Service Group Executive throughout the

past year and a full report on this work is available in the 2019 Annual Report to this Conference.”

In para 3, delete “The damaging decline” and replace with “A decline”

In para 3, after “workplace density”, delete “is” and replace with “could be”

In para 3, change “This has resulted in more job losses” to “This may have resulted in more job losses”

In paragraph 3, delete “This has reduced our effectiveness” and replace with “There is a danger this could reduce our effectiveness”

At the end of para 3, add “This is particularly urgent given the well-documented disproportionate impact of public spending cuts on Black community groups and organisations.”

In paragraph 9, which begins “With deeply concerning”, delete “of the 386,474 stops and searches made last year” and replace with “of the 386,474 stops and searches made in 2015-16”

In paragraph 10, which begins “Following the Manchester Bombing”, delete “by many in the Black community” and replace with “across all Black communities”.

In action point 3, after “And with Labour Link and NEC” insert “ and other stakeholders including lobbying political parties in positions of power and influence in Scotland, Wales and Northern Ireland”

At the end, as a new paragraph insert : “4. Work with Regions and Branches with members in the Community Service Group to promote the UNISON Race Discrimination Protocol as an equalising tool that can provide a more transparent, effective and accountable way of dealing with race discrimination in our workplaces.”

Community Service Group Executive

Campaigning

Campaigns

8. Women’s Refuges and Universal Credit Changes

Conference congratulates campaigners, including UNISON’s National Women’s Self-Organised Group, on their success in preventing changes to the welfare system which would have caused the closure of more women’s refuges. Proposed government changes resulting from Universal Credit could have meant women fleeing abusive partners not being able to pay for accommodation using housing benefit. This is the last guaranteed source of income available to many refuges.

In August 2018, pressure applied by the campaign, led by Women’s Aid, forced the government into a u-turn when they announced that all supported housing funding would be retained in the welfare system.

However, the episode shows once again that refuges remain vulnerable to closure as a result of continued austerity measures. The UK has a network of more than a thousand

refuges providing women and children with sanctuary from violence and giving ongoing support. Refuge services for survivors of domestic violence have been decimated by the public-sector funding cuts.

Data provided by 131 refuges in 2016 showed that, on one day, 78 women along with their children were turned away because they could not be accommodated. This is unacceptable.

Conference believes it is absolutely crucial that the Government should provide more funding for refuge places.

Conference calls on the Community Service Group Executive to:

- 1) Work with UNISON Labour Link and other stakeholders to improve the financial position of women's refuges. This includes lobbying political parties in positions of power and influence in Scotland, Wales and Northern Ireland.
- 2) Work with UNISON Women's Self-Organised Group to support their campaigning on this issue.
- 3) Ensure UNISON Community members working in the women's refuge sector are aware of this campaigning work and have an opportunity to get more involved.

Community Service Group Executive

9. Standing Up for Fair Pay for CVS Workers in Commissioned Services

Community conference welcomes the recent nationally negotiated pay deals for Local Government and the NHS giving many public service workers deserved pay rises. However, many members in the Community and Voluntary Sector (CVS) work for employers who are held in long-term contracts with the public sector, with no annual or inflationary uplifts built into those contracts. Employers are then either unable or unwilling to give pay rises whilst inflation reduces the real value of those contracts.

Consequently, many CVS staff nationally have received little or no cost-of-living pay rises in the last nine years. As a result, many members in the CVS are struggling financially and real income is falling relative to their Local Government and NHS comrades. Conference believes that this unfair situation needs to be remedied.

This conference, therefore, resolves to call upon the Community Service Group Executive to:-

- 1) Lobby UNISON Labour Link, the NEC and other stakeholders, political parties in England, Wales, Scotland and Northern Ireland, including politicians responsible for Local Government and NHS, for extra funding for contracts to have annual uplifts.
- 2) Instigate a campaign along the lines of the Pay Up Now campaign but that includes the needs of CVS employees who work for employers that are commissioned by the public sector.
- 3) Liaise with UNISON's national Local Government and NHS Pay Negotiators and Service Groups around this issue to ensure our CVS members are not forgotten.

- 4) Call upon the regions to analyse the situation for CVS employees who work for organisations that are commissioned by the Public Sector.

Bristol

9.1

In paragraph 1, replace “Employers are then” with “Some employers are then”

In action 2) delete “Instigate a campaign along the lines of” and replace with “Continue to work with the NEC and”. In the same action, after “Pay Up Now campaign”, delete “but that” and replace with “to ensure it”.

Community Service Group Executive

10. Alexa, Did you take our Jobs? The Rising Threat of Automation and Computerisation in the Housing Sector

Conference notes the rising number of business reports and academic research regarding automation and computerisation across the whole economy over the last five years. From Frey & Osborne’s alarmist 2013 “The Future of Employment”, claiming 47% of jobs in the USA were at risk of automation to Ford’s seminal “the Rise of The Robots” in 2015. There is growing concern that there is an increasing appetite amongst Housing Associations to invest in such software products at a rate not seen in many years. Driven by threats to business income over rent arrears from Universal Credit and Bedroom Tax, to rent cuts and freezes etc. There is also aggressive marketing by software providers.

Capita even title their sales staff as “Product Evangelists”. But it is not just the established players like Capita eyeing up the Housing Association market, recently the likes of Hitachi have been investing and marketing solutions for Associations. New companies like Mobysoft are also actively marketing products such as “Rent Sense”. Many associations are moving towards tenant’s web portals, so they don’t need to engage with staff at all. It is all part of a growing trend that a sector, that was always seen as a “people business”, is increasingly becoming simply a business, losing its soul and purpose. This is a concern for many members in itself, with many long serving members leaving the profession, and possibly the union. More worrying still is the growing threat to jobs from developing technology such as Artificial Intelligence.

The 2018 PWC report “Will Robots Really Steal Our Jobs” in particular makes for scary reading, suggesting possible job losses across sectors and that it will happen in 3 phases. The first phase, the algorithmic wave has already begun. With products like the aforementioned Rent Sense’s algorithms actively being marketed as providing an immediate 32% full time equivalent staff efficiency.

The Second Phase is the Augmentation Wave, and the third the Autonomous Wave could start around the year 2030. The report predicts that by this time around 35% of “public administration” jobs could be at risk. It even predicts that 20% of “human health and social work” jobs could be at risk with further breakdowns and risks to workers by age, gender and educational attainment.

It is clear that the threat to members’ jobs from automation and computerisation is back on the agenda, at a level not seen for many years. Conference therefore calls on the Service Group Executive to:

- 1) Carry out a questionnaire of members in the housing sector to gather evidence of new software and practices that pose a risk to jobs and canvas their experiences and concerns.
- 2) Carry out research on companies and products developing automation and efficiency solutions.
- 3) Develop a strategy to assess and mitigate the risks to member's jobs from automation and computerisation.

Cymru/Wales Region

10.1

Insert new first paragraph: "Conference notes that we are living through a period of profound and rapid technological change which has the potential to significantly affect our working lives."

In new 2nd paragraph after "Conference" insert "further"

In new paragraph 6, which begins "It is clear . . .", after first sentence insert: "Conference agrees with the Trades Union Congress (TUC) that the key aim for managing this wave of technology must therefore be to protect workforces and communities who are at greatest risk of seeing their jobs change."

Delete action point 2) and replace with new action point: "2) Contribute to UNISON's due diligence on employers, organisations and product developments which seek to transform our working lives."

Delete Action point 3) and insert new "3) Continue to work with the NEC, Labour Link and other stakeholders including lobbying political parties in positions of power and influence in Scotland, Wales and Northern Ireland in recognising the significant impact that automisation and computerisation has on our working lives."

Community Service Group Executive

11. Hidden Disabilities

In the Community & Voluntary Sector which includes care provision, charities, not for profit organisations and housing associations - long term health conditions which incorporate hidden disabilities is a subject that comes up regularly in the workplace. Community Sector staff who are not aware that they meet the definition of Disability in the Equality Act 2010 (as amended) fail to realise that the Act can be used to protect them against unfair practices and poor treatment of health issues that come under the banner of disability, visible or hidden.

We are all aware of the person in a wheelChair that is the recognised symbol of disability everywhere, from supermarket car parks to public transport to workplaces. People believe that "real" disability can be seen and that anyone who is not visibly impaired is not really disabled. Time and again the words "you don't look disabled" are used to show disbelief.

What about those members who have a hidden disability and go about their lives without telling their colleagues or employers? Some of these might be low paid

workers who care about the individuals they support and may attempt to conceal the effects of an impairment in order to “fit in” or to simply maintain employment. Without a higher number of union members identifying as disabled, the ability to start and run strong campaigns that challenge disability discrimination becomes limited. This includes the ability to organise in workplaces and improve rights for disabled people.

The “hidden” part of invisible disabilities means there is some urgency for creating awareness and changing attitudes. Changes often start with simple conversations that encourage understanding. Removing the social stigma involved with revealing an invisible disability and having colleagues, employers and others try to be more accommodating and accepting of the unique challenges faced can also help create a more inclusive society.

This conference calls upon the Community Service Group Executive to:-

1. Work closely with the National Disabled Members Committee to gather information and advice on hidden disability.
2. Provide guidance to branches with Community members and reps on how to negotiate for the rights of members with hidden disabilities to ensure members are treated fairly by their employers.
3. Advertise to branches with Community members and reps ‘Proving Disability and Reasonable Adjustments - A Guide to evidence under the Equality Act 2010’ newly published guidance by Unison as a helpful source of information.
4. Provide a specific guide for reps to use with employers within the Community Sector to explain the term ‘hidden disabilities’.
5. Arrange for articles to be included within UNISON Community publications sent out to members and activists about hidden disabilities and what they are, to enable members to self-identify as having a disability.

Cymru/Wales Region

Efficient and Effective Union

Efficient and Effective Union

12. Mental Health support for our members

One in four people in the UK will have a mental health problem at some point. While mental health problems are common, most are mild, tend to be short-term and are normally successfully treated.

Mental health is about how we think, feel and behave. Anxiety and depression are the most common mental health problems. They are often a reaction to a difficult life event, such as bereavement, but are increasingly being caused by work-related issues.

Although many employers operate employment assistance programmes the service provided can vary widely. Most assessments are carried out over the telephone and

the counselling that follows is also phone based and limited to a certain number of sessions.

The current work to train mental health first aiders in the workplace includes valuable information on relevant signposting for people suffering from mental health problems.

Conference notes that we in the community sector are in a unique position to help our members with support both in work and if they become unemployed. A number of the employers where we have members are charities specifically set up with mental health in mind. Branches and our members are more likely to be aware of and may even work in smaller local services which can support people with their mental health whether in work or not.

Conference asks the Service Group Executive to:

- 1) Survey Unison community service group members on the mental health services available in their area
- 2) Create a directory of mental health services available to members by region and publicise this to Unison branches.

West Midlands Community Branch

12.1

In the first sentence, delete “in the UK will have a mental health problem” and replace with “in the UK will experience mental ill-health”

In action point 2, delete “Create” and replace with “Publicise to UNISON Community members” and delete “and publicise this to Unison branches”

Community Service Group Executive

13. Housing Association Mergers

We continue to see a number of housing associations merge across regions and nationally. These range from large scale mergers such as the creation of Clarion Housing Group (125,000 homes) to the medium/smaller scale such as WM Housing (30,000 homes).

These mergers present a range of challenges to us in the community sector, such as retaining membership and keeping members informed and updated across, potentially many different branches. They also however present opportunities, with the potential exposure to new members and workplaces that may not have had previous recognition or any Unison presence at all.

Conference calls on the Service Group Executive to:

1. Compose a report on membership and trends in merged housing associations pre and post-merger.
2. Produce a guide for regions on mergers in housing associations.

3. Create an organising strategy specifically for merging and merged housing associations

West Midlands Community Branch

14. Making Community workplaces safe and accessible

Conference notes that the legal framework that is supposed to ensure reasonable access for disabled workers comprises the Equality Act 2010 and building regulations. The Workplace Health, Safety and Welfare Regulations 1993 also give workers the right to a safe and healthy workplace.

However despite this legal underpinning, conference is aware that some disabled workers in Community workplaces continue to be denied reasonable adjustments and work in inaccessible and unsafe buildings.

Some employers refuse to make adjustments to neighbourhood offices or “hubs”. In addition, Community members often work in service users homes and these can be inaccessible and unsafe for disabled members in particular. Domestic premises are not always covered by the 1993 Health and Safety regulations, however the Equality Act can be used to push these employers to make reasonable adjustments to remove any barriers employees face in their job and duties.

Conference notes UNISON’s updated 'Proving Disability and Reasonable Adjustments' guide which can be used by branches which organise in the community sector to negotiate reasonable adjustments for their disabled members. Conference further notes UNISON’s suite of health and safety guides which are a vital tool in making our Community workplaces safer for all our members.

Conference calls upon the Service Group Executive to work with the National Disabled Members Committee to:

- 1) Circulate the 'Proving Disability and Reasonable Adjustments' guide to branches and encourage them to negotiate for reasonable adjustments to workplaces.
- 2) Circulate UNISON’s 'Health and Safety Six Pack' guide to branches.
- 3) Consider producing a briefing on how branches can use these resources to negotiate safe and accessible workplaces, including where the workplace is in the community or is a service user’s home.

National Disabled Members Committee

UNISON Rules and Standing Orders

RULE D - SERVICE GROUP CONFERENCE

(See section D 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, 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 the Private Contractors National Forum at national level.
 7. Two representatives (being members of branches in the relevant Service Group) of each self Organised Group at national level.
 8. 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 The Private Contractors National Forum may submit up to two motions and amendments to the Group's National 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 National Delegate Conference and Special Delegate Conference held under Rule D.1 and of the Service Group Conferences held under Rule D.3.4.
- 1.2 In the case of a Special Delegate Conference or a Service Group Conference, the appropriate Standing Orders Committee shall have power (but is not required) to decide at the request of the National Executive Council or the Service Group Executive respectively that it is necessary that certain Standing Orders shall not be applicable to the Conference.
- 1.3 In application to Service Group Conferences, these Standing Orders shall apply, subject to the following modifications:
 - 1. "the Standing Orders Committee" shall mean the Standing Orders Committee referred to in Rule D.3.4.4;
 - 2. "The President" shall mean the Chairperson or Vice- Chairperson of the Service Group Executive under Rule D.3.5.12 or such other person as the Service Group Executive or the Service Group Conference may have appointed to preside at the conference;
 - 3. "the National Executive Council" shall mean the Service Group Executive;
 - 4. "the General Secretary" shall mean the Head of Group;

5. Rule P.3.1 shall not apply. The bodies who may propose motions and amendments for the Conference shall be: each branch represented within the Service Group; the Service Group Executive; Service Group Regional Committees and (where these are established) Sector Committees. The Private Contractors National Forum, Self Organised Groups at the national level and the National Young Members' Forum may submit a total of two motions and two amendments to the conference.
6. Standing Orders Committees for the Service Group Conferences, in exercising powers in accordance with Rule P.2.3, shall have regard to the national negotiating machinery in devolved administrations. The Standing Orders Committee may take recommendations to restrict voting to representatives of members covered by that machinery which shall be subject to ratification by Conference in accordance with Rule P.2.4.

2. STANDING ORDERS COMMITTEE

- 2.1 The members of the Standing Orders Committee shall hold office from the end of one National Delegate Conference until the end of the next National Delegate 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 President 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.1.7 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.1.7. 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 For Service Group Conferences, the Service group Regional Committee may submit 'Emergency Motions' in writing, signed by the Secretary and Chairperson and sent to the Standing Orders Committee at least Five working days before the commencement of the Conference, except if it relates to events which take place thereafter. It will state at which meeting it was debated and adopted.
- 11.4 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.
- 11.5 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 5 minutes and each succeeding speaker for not more than 3 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 3 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. The items of the report shall be discussed on a subject basis and in conjunction with any motion on the agenda which bears directly upon any part of the report.
- 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 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, or in the case of a card vote at least two-thirds of the votes cast are for the resolution.

Acronyms Used in Community

ACAS

Advisory, Conciliation and Arbitration Service

ACEVO

Association of Chief Executives of Voluntary Organisations

DBIS (BIS)

Department for Business, Innovation and Skills

EHRC

Equality and Human Rights Commission

FAQ

Frequently asked question

HSE

Health and Safety Executive

LGBT

Lesbian, Gay, Bisexual, Transgender

NAVCA

National Association for Voluntary and Community Action

NCVO

National Council for Voluntary Organisations

NHF

National Housing Federation

SGE

Service Group Executive

TUC

Trades Union Congress

Quick Guide to UNISON Jargon

Fair representation

The broad balance of representation of members of the electorate, taking into account such factors as age and low pay, the balance between part-time and full-time workers, manual and non-manual workers, different occupations, skills, race, sexual orientation, disability and gender identity – UNISON has a rulebook commitment to fair representation.

GPF

General Political Fund: Fund from contributions from opted-in members used for non party political campaigning.

Labour Link

Fund from contributions from opted-in members used to support the Labour party via the UNISON Labour Link.

Lay Structure

A decision making body of UNISON members that does not include employees of the union.

National Delegate Conference

Supreme decision making body of UNISON – annual conference of branch delegates, at which the self-organised groups have representation.

National LGBT committee

National Lesbian, Gay, Bisexual and Transgender Members Committee

NBMC

National Black Members Committee

NDMC

National Disabled Members Committee

NEC

National Executive Council - elected body of lay members.

NRMC

National Retired Members Committee

NWC

National Women's Committee

NYMF

National Young Members Forum

Proportionality

The representation of women and men in fair proportion to the relevant number of female and male members – UNISON has a rulebook commitment to proportionality.

Sector

A sub-group of a service group e.g. the housing associations sector of the community service group.

Self-Organisation

Groups facing discrimination meeting and organising to determine their collective agenda and feeding it into the union's structure.

Service Groups

Employer-based structures in the union. UNISON organises members in the following services – community, energy, health care, higher education, local government, police staff, water, environment and transport. Each service group has autonomy to decide the group's general policy and negotiate on behalf of their members. Each service group has an annual conference of delegates which sets the group's agenda for the following year.

SOC

Standing Orders Committee

SOGs

The four self organised groups: currently defined by UNISON national rules as women members, Black members, disabled members and lesbian, gay, bisexual and transgender members

UNISON Parliamentary Group

A UNISON group of Labour MPs working closely with the union in the House of Commons.

Conference Venue

Southport Theatre and Convention Centre

The Promenade
Southport
PR9 0DZ

Tel: 01704 514 770

Web: www.southporttheatreandconventioncentre.com

How to get there

Road

From the South

- Join the M6 and continue north until junction 26
- Leave at J26 and go straight ahead onto the M58 heading towards Southport/Skelmersdale
- Exit the M58 at J3 signposted for Ormskirk
- From here follow signs for Southport (you will be travelling along the A570) after approx 10 miles you will enter Southport
- Continue to follow signs for the promenade/town centre
- The venue is situated on the main promenade next to the Ramada Plaza Hotel and to the right of Funland at the pier (as you look at it)
- The entrance to the car park is at the far end of the building

From the North

- Join the M6 and continue north until Junction 31
- Leave at J31 and follow signs for the A59 towards Southport
- After approx 8.5 miles you will lead straight onto the A565 which will lead you into Southport
- The venue is situated on the main promenade next to the Ramada Plaza Hotel and to the right of Funland at the pier (as you look at it)
- The entrance to the car park is at the right hand side of the building

Rail

A frequent rail service runs from Southport to Liverpool Central Station. From the station, you can either walk the short distance to the promenade or take a taxi from outside the station. A taxi from the station to the venue costs approximately £4.50.

There are rail connections to Southport from most parts of the country via the Wigan and Manchester stations.

Merseytravel Information (Local rail lines): 0151 236 7676.
National Rail Enquiries: 0845 7484950 www.nationalrail.co.uk

Air

With 3 airports less than an hour away, Southport is easily accessible by air:-

Liverpool John Lennon Airport is one of the UK's longest established operational airports, and is located 7 miles from Liverpool City Centre with major operators including KLM, Ryanair, Easyjet and Wizz Air.

Blackpool International Airport offers passengers a congestion-free alternative for air travel in and out of the Northwest. It is conveniently located at the end of the M55 which links up with the M6 and has public transport links nearby.

Manchester International Airport is one of the UK's most accessible international gateways operating to more than 200 destinations. You can connect to the airport via a number of options including train, coach and road links.

Car Parking

There is an NCP car park next door to the venue. This car park has 156 spaces and charges £4.50 for up to 24 hours. There is other on-road pay and display parking around Southport as well as a number of off-road car parks.

Conference and Venue Information

You should enter the venue via the promenade entrance, the doors closest to the Ramada Plaza hotel. There is also an internal link from the hotel.

Conference enquiry desk

The conference enquiry desk will be located at street level in the promenade foyer and will deal with delegates' general enquiries. The opening times are:

Friday 9.30am – 6.00pm

Saturday 9.00am – 5.30pm

Sunday 8.30am – 12.30pm

Photographs

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

Card vote collection desk

Branches can collect their card vote booklet from the card vote collection in the Garden bar on the lower level promenade.

Standing orders committee

The standing orders committee will be available to meet delegates in the Lakeside suite.

Conference hall

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

Meeting rooms

Workshops and meetings will take place in the rooms in the Waterfront suite – these rooms are on the lower promenade level.

Exhibitions

The exhibition area will be located in the gardens link and lower foyer on the lower promenade level. The exhibition opening times are:-

Friday 12pm – 5pm

Saturday 9.00am - 5pm

Sunday 8.30am – 12.00pm

Catering

Refreshments are available from the Promenade bar which is on street level.

Cloakroom

A free cloakroom will be available on the lower promenade level.

Crèche

The crèche will be located in the Hesketh Suite in the Ramada Hotel. This facility is only available to delegates who have reserved places for their children in advance.

First Aid

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

Wifi

Free wi-fi is available.

Access and Access Officer

The Southport Convention Centre is a purpose built conference venue and offers good wheelChair access. There are two passenger lifts located in the promenade foyer which take you down to the lower promenade level. There are wheelChair accessible toilets in the Promenade bar, in the lower lobby next to the Waterfront suite and in the ladies toilet at the back of the Floral hall.

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

Fire evacuation notes for delegates

1. It is essential that delegates familiarise themselves with the nearest exit routes which are indicated by running men signs.
2. The venue management & staff are in control of emergency evacuation therefore the delegates must follow the instructions of the staff at all times. Conference Stewards and organisers are not required to assist and are requested to evacuate the building with the delegates.
3. Fire exits are clearly marked above door ways and by running men signs
4. Please note there are no scheduled fire alarms during your conference.
5. There is no audible alarm – however in the event of an emergency an announcement will be made – following the announcement please follow the instructions of the venue staff.
6. Please do not attempt to use the lift – this cannot be used in the event of an emergency.
7. Once the venue has been evacuated please make your way to the pier forecourt.
8. **DO NOT ATTEMPT TO GAIN ACCESS TO THE VENUE UNTIL GIVEN CLEARANCE BY THE FIRE OFFICER & VENUE MANAGER 6**

The UNISON app for conference

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

To use it, you need the conference code – **ucommunity19**. You can download it now, or ask for details from the information desk at conference.

Download your free app now ready for conference

Download the app for iPhone and iPad <https://itunes.apple.com/au/app/unison-conferences/id1044647358>

Download the app for Android phones

<https://play.google.com/store/apps/details?id=com.attendify.confnl7ybh>

Or Google 'unison conferences app'

Accessing conference on the app

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

- Open the app and click the menu icon (three horizontal lines in the top left hand corner).
- Click 'Sign up'. Enter an email and password, or use Facebook, LinkedIn, Twitter or Google+ to log in automatically.
- Review and approve your profile information.
- Be aware that some parts of this information (name, position) will be shown to other users of the app so don't use full names if you're not comfortable with that.
- Select your conference from the list of events.
- Click to check in and enter the event code - **ucommunity19**
- Confirm your profile again and you're in the app!

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

Conference	App code	Hashtag	Twitter	Facebook
Community	Ucommunity19	#uCVS19	@UNISONCommVol	UNISONCommVol