

Conference Bulletin

January 2019

National Delegate Conference 2019

Conference Team

020 7121 5123

This bulletin contains the timetable and information for
2019 National Delegate Conference.

**Please note that both motions and delegations can only be submitted online.
There are no paper forms.**

**National Delegate Conference 2019 will be held at the ACC Liverpool starting 10am
Tuesday 18 June, ending 4pm Friday 21 June 2019.**

ACC Liverpool
Kings Dock
Liverpool Waterfront
L3 4FP
Tel: 0151 475 8888

Web: <https://www.accliverpool.com/>

Timetable

Deadline for Submission of Motions	12.00 noon	Tuesday 26 February 2019
Publication of Preliminary Agenda		Monday 18 March 2019
Deadline for Submission of Delegates	5.00pm	Thursday 28 March 2019
Deadline for crèche places	5.00pm	Thursday 11 April 2019
Deadline for reasonable adjustment requests for access	5.00pm	Thursday 2 May 2019
Deadline for Submission of Amendments	12.00 noon	Tuesday 23 April 2019
Publication of Final Agenda		Monday 13 May 2019
Deadline for Emergency Motions	9.00am	Tuesday 11 June 2019
Deadline for submitting Change of Delegates online on the OCS	5.00pm	Friday 14 June 2019

Enclosed with this Conference Bulletin, and available for download on the conference webpage (<https://www.unison.org.uk/events/2019-national-delegate-conference/>) are:

Scheme of Branch Representation
Delegate Travel Form
Visitor Travel Form
Advice from Standing Orders Committee
NEC Guidance

There are NO paper forms for motion or delegation submission. You must use the Online Conference System (OCS) instead.

See next section for full information.

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

Which branch officers can use the OCS? Motions and delegations can be submitted at branch level by either the Branch Chair or Branch Secretary. The other will receive e-mail copies of the motion or delegation submission as soon as it is submitted. Branch employed staff are also able to enter motions but do not have authority to submit them on behalf of a branch.

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

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

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

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

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

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

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

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

Key contacts:

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

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

Region	Contact	Tel	E-mail
Eastern	Amanda Tickner	01245 608909	a.tickner@unison.co.uk
East Midlands	Colleen Forrest (Tues & Fri only)	0115 847 5468	c.forrest@unison.co.uk
	Katrina Grace (Mon & Tues only)	0115 847 5417	k.grace@unison.co.uk
Greater London	Shelley Davey Lorraine Tant Cally Thompson	0207 535 6648	glrconference@unison.co.uk
Northern	Linda Smith	0191 245 0852	l.smith@unison.co.uk
	Allison Jackson	0191 245 0805	a.jackson2@unison.co.uk
Northern Ireland	Elizabeth Robinson	02890 270190	e.robinson@unison.co.uk
North West	Kim Scott	0161 661 6777	k.scott@unison.co.uk
	Gillian Gorman	0161 661 6743	g.gorman@unison.co.uk
Scotland	Rosaleen Rodgers	0141 342 2816	r.rodgers@unison.co.uk
	Jean Fraser	0141 342 2880	j.fraser@unison.co.uk
South East	Catherine Still	01634 285708	c.still@unison.co.uk
	Kieran Pearson	01483 406510	k.pearson@unison.co.uk
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	j.gollings@unison.co.uk
Cymru/Wales	Beverley Powell	02920 729475	b.powell@unison.co.uk
West Midlands	Claire Kenny	0121 685 3174	c.kenny@unison.co.uk
Yorkshire & Humberside	Laraine Senior	0113 218 2333	l.senior@unison.co.uk

National and Regional Representation

The following bodies are eligible to send two delegates (at least one of whom should be female) who shall be entitled to speak but not vote:

- Regional Councils
- National Self-Organised Groups
- Service Groups
- Private Contractors National Forum
- National Young Members' Forum
- National Retired Members' Committee

The following bodies are eligible to send one delegate only who shall be entitled to speak but not to vote:

- Regional Young Members' Forums
- Regional Retired Members' Committees

Branch Funding

Branches are expected to send delegates to National Delegate Conference. This is reflected in the branch funding formula. If a branch does not send at least 50 per cent of its delegate entitlement to Conference, and is not represented by at least 50 per cent of the delegate entitlement at conference sessions, then the branch's funding entitlement will be reduced by 2.5 per cent, so you are encouraged to send your full delegation.

If your branch, for whatever reason, cannot send delegates to Conference, you should notify your regional office as soon as possible of the reasons why. Depending on the branch circumstances the region will be able to provide guidance on how attendance at Conference can be achieved.

All branches contribute to the cost of providing crèche provision at National Delegate Conference. This is based on the size of the branch, and the deduction is made centrally each year through branch funding. Therefore no further action is required from branches.

Disenfranchised Branches

Branches are reminded that under Rule D.1.3.3.1 you will be disenfranchised from sending delegates to attend National Delegate Conference and Service Group Conferences for the remainder of the financial year following the year to which the financial return applies, if you did not submit your annual financial returns (Rule G.10.1) to your UNISON regional office by no later than **15 March each year**.

Branch Representation

This will be in accordance with the Scheme of Branch Representation drawn up under Rule D.1.3, attached. **Please read the guidelines attached to the Scheme as they provide clear information on how the scheme is interpreted, in particular in relation to sharers, low paid female delegates and young members.** Representation is based on membership at **30 September 2018**. Regions will monitor the list of delegates submitted by branches to ensure compliance with the scheme.

Transgender Members

UNISON applies strict rules on proportionality in branch conference delegations, to ensure proper representation of women. Members who are in the process of transitioning gender may not yet have changed their UNISON membership details. For example, a member may wish to attend National Delegate Conference as a woman, but still be attending work as a man. Members will be registered for National Delegate Conference as the gender in which they will attend the Conference, irrespective of their gender recorded on the RMS.

To ensure that branch delegations including transgender members are not rejected on grounds of proportionality, please contact the Conference Office on 020-7121 5123 with information on any online delegate submissions which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference.

Appeals

Any appeals concerning the composition of branch delegations shall be considered at regional level via a regional appeals panel convened by the regional secretary. Late delegate registrations will not be approved. There will be no exceptions to this. The appeals mechanism in the regions is for the composition of delegations, not for late submissions. Regions have to apply the deadlines strictly.

Fitness to Attend Conference

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

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

Members should send a copy of the Fitness to Attend note to the UNISON Conference Office in advance of the conference. This information will be treated with confidentiality.

Please help us to help the environment

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

Reasonable Adjustments

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted by **Thursday 2 May 2019**.

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

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

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

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

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

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

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

We will apply a necessary cut off point for requests, as close as possible to the conference while not impacting on the requirements to produce regional seating plans in good time for advance circulation. The deadline is **Thursday 2 May 2019**. We will retain a limited ability to respond to unexpected circumstances that affect a delegate at short notice prior to the conference.

Personal Emergency Evacuation Plan (PEEP)

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

Crèche and Babysitting

Please note that crèche provision is available **for delegates only** for children up to the age of 16 years. Arrangements have been made for Nipperbout, the company contracted to provide crèche facilities at all UNISON national conferences, to provide babysitting. Should you require this service please complete the request online by **5pm, Thursday 11**

April 2019. This can only be done by the registered delegate themselves. Delegates are reminded that the cost for babysitting is borne by the branch so authorisation is required from your branch secretary that this expenditure will be approved.

Change of Delegate

Branches may change delegates up to the start of Conference. A member registering as a substitute branch delegate must have been eligible to represent the branch at the closing date for registration of delegates **Thursday 28 March 2019**. Any changes must be in accordance with the Scheme of Branch Representation.

After **5.00pm Friday 14 June**, no more changes can be made on OCS. If a branch needs to make an emergency change to its delegation after this date then an Emergency Change of Delegate form will need to be completed.

This form will be available on the UNISON website from **Saturday 15 June** and will also be available at the regional pre-conference delegates meeting for National Delegate Conference. The form will also be available from the conference desk at Liverpool.

For National Delegate Conference the regional secretary must sign the form to approve the changes and to ensure that proportionality and fair representation still apply.

Branches are reminded that changes to a delegation can only be made up to the start of a conference. There are no exceptions to this rule.

Travel Arrangements

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

- Travel costs for **Delegates and Sharer 1's only** will be funded from National Office.
- Travel costs for **Visitors and Sharer 2's** must be paid for by the branch. **This is in line with Rule D.I.6 on shared delegates.** *Please note that a booking fee is applicable – further details from Stewart Corporate Travel.*

Accommodation

Branches are encouraged to arrange accommodation through Liverpool's Accommodation Booking Service, Marketing Liverpool. Using the Booking Service supports the work of our members in local government and ensures our continuing ability, as a not-for-profit organisation, to secure preferential rates for our conference venues. For full details of current availability and for bookings please go to:

<https://book.passkey.com/go/UNISON2019>

You can also email: conferences@marketingliverpool.co.uk or telephone 0151 233 5933.

Advice on Submission of Motions

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

The Preliminary Agenda will be published on Monday 18 March 2019. The Final Agenda will be published in newspaper format and online on Monday 13 May 2019. The motions and amendments will also be included in the Conference Documents which are sent to all delegates in June 2019.

Prepaid Cards

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

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

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

Credit Cards

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

Data Protection

The information you provide via the OCS, in addition to your information held on UNISON's membership database, will be used for the organisation and administration of Conference. It may also be used for statistical purposes as this helps us plan future conferences. We will process your personal data in compliance with the requirements of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation 2016 (GDPR). You can find out more about how UNISON processes your personal data by going to unison.org.uk/privacy-policy or emailing dataprotection@unison.co.uk.

UNISON Scheme of Branch Representation NDC 2019

INTRODUCTION

UNISON rules require the NEC to draw up a scheme for the composition of branch delegations to National Delegate Conference.

The purpose of the scheme is to ensure that branch delegates are representative of the union's diverse membership and that delegations meet the requirements of proportionality and fair representation.

It is important that all groups of members are represented at National Delegate Conference. Groups that have been consistently under-represented include low paid women, young, disabled, LGBT and Black members.

SUMMARY OF REQUIREMENTS

- 1) Branches are entitled to one delegate per 1,000 members or part thereof.
- 2) If the delegation only comprises one full delegate, then this delegate may be of any gender.
- 3) The gender make up of the delegation is based on the gender make up of the branch.
- 4) Branches with over 2,000 members must include one low paid, female member in the delegation.
- 5) Branches with over 3,000 members must include one young member in the delegation (ie. Age 26 or under at end of conference).
- 6) Branches can send two people, in any gender combination, to share one of the delegate places. However:
 - a. If the entire delegation entitlement comprises of just the two sharers, then at least one must be female.
 - b. if they are sharing the low paid seat, both sharers must be low paid;
 - c. if they are sharing the young members' seat, both sharers must be young members.

ie. Sending one sharer to meet either the low paid or young member requirement is not sufficient.
- 7) Branches must include Black members in their delegation in proportion to the workforce profile of the employers covered by the branch.
- 8) Branches should endeavour to include disabled members and LGBT (lesbian, gay, bisexual and transgender) members in the delegation.
- 9) Overall, branches should also consider factors such as the balance between full time and part time workers, manual and non-manual workers, different occupations and skills.

REGIONAL RESPONSIBILITIES

Under the terms of Rule D.1.3, regional committees have the responsibility for implementing this scheme and applying the NEC agreed criteria within their region. Therefore regions are required to monitor the registration process to ensure branch delegations meet the requirements of the scheme.

APPEALS

Branches have a right of appeal against a decision by their region that their proposed branch delegation is not in line with this scheme. Regions are therefore asked to make early arrangements for an appropriate lay member body to hear appeals.

When considering appeals, regions must satisfy themselves that branches are providing clear, documented evidence that they cannot meet the categories of membership. For example, where branches state that they have no low paid women members, consideration must be given to the profile of the overall workforce(s) covered by that branch. Regions are also asked to consider what steps branches bringing appeals have taken to ensure their delegations meet the requirements of the scheme.

DETAIL OF REQUIREMENTS

This section provides further detail about the requirements of the scheme of branch representation, as summarised on page 1.

SIZE OF BRANCH DELEGATIONS (Rule D.1.3.1 and D.1.3.2)

Representation is on the basis of one delegate per 1,000 members or part thereof at 30 September 2018.

For example a branch with 4,300 members is entitled to 5 delegates.

SINGLE DELEGATE BRANCHES

If the delegation only comprises one full delegate, then this delegate may be of any gender.

PROPORTIONALITY (Rule D.2.12.2)

UNISON's proportionality rules mean that the total branch delegation, including any sharers, must be made up from the same proportion of women and men as there are in the membership of the branch.

For example if a branch has 70% women members, 70% of its delegate entitlement must be women delegates.

When calculating proportionality, each sharer counts as one delegate.

If a branch is unable to elect enough women delegates to meet proportionality, then the women's places on the delegation must remain unfilled. This is consistent with the approach to proportionality taken elsewhere in the union.

FAIR REPRESENTATION: LOW PAY (Rule D.2.12.3)

Branches with over 2,000 members, entitled to send delegations of three or more members, must include a low paid woman delegate.

Low paid members are those with a basic hourly rate of £9.94 or less [note this figure will be inflated where London Weighting applies].

Branches must be proactive in filling the low paid members' place. In identifying low paid members, branches should ensure they consider *all* employers and *all* workforces covered by the branch. The low paid woman delegate place may only be shared by two low paid women.

FAIR REPRESENTATION: YOUNG MEMBERS (Rule D1.5)

Branches with over 3,000 members, entitled to send delegations of four or more members, must include a young member (aged 26 or under at the end of the conference).

The young members' place may only be shared by two young members.

SHARED DELEGATES (Rule D.1.6)

Branches may elect two members to share a delegate place in order to promote proportionality, fair representation or equal opportunities.

For example a branch with 4,300 members is entitled to 5 delegates. If the branch chooses to share a delegate place the total size of the branch delegation is increased to 6.

Sharers can be any gender combination. *For example, a man and a woman, or two women, or two men.* Except if the entire delegation entitlement comprises of just the two sharers, then at least one must be female.

If you wish to share the low paid seat, both sharers must be female, low paid member. If you wish to share the young members' seat, both sharers must be young members.

FAIR REPRESENTATION: BLACK MEMBERS (Rule D.2.12.3)

Branches must include Black members in their delegation in proportion to the workforce profile of the employers covered by their branch.

The NEC requires that all parts of the union include Black members within all UNISON activities. Branches and regions are urged to ensure that delegations include Black members in fair proportion to the workforce profile of the employers covered by the branch.

Regions have a responsibility to ensure that this requirement is applied consistently and to work with branches to identify the workforce profile of their employers.

FAIR REPRESENTATION: DISABLED MEMBERS AND LGBT MEMBERS
(Rule D.2.12.3)

Branches are asked to endeavour to include both disabled members and LGBT (lesbian, gay, bisexual and transgender) members in the delegation.

Branches should maintain these members' confidentiality as required.

GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

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

**UNISON National Delegate Conference,
Tuesday 18 June – Friday 21 June 2019, ACC Liverpool
DELEGATE AIR TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-15-10-01
Branch Name _____ Branch No _____
Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____
Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE: _____ TIME OF FLIGHT: _____
JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____
JOURNEY FROM: _____ TO: _____

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

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

Name
Address
Tel No. _____ E-mail _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: 0800 091 4272 Fax: 0141 226 2960

E-mail: unison@stewarttravelmanagement.com

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

GUIDELINES: DELEGATE AIR TRAVEL APPLICATION FORM

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

3rd Floor
Sterling House
20 Renfield Street
Glasgow G2 5AP
11. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking air travel only.

GUIDELINES: VISITOR RAIL TRAVEL APPLICATION FORM

1. Please complete in block capitals
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per Visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of travel please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. If you hold a Travel Discount Card such as the Young Persons/Student, Disabled or Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
8. Wherever possible, please ensure train tickets are delivered to you directly as collecting them from stations incurs an extra charge. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
9. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
10. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Whether a seat reservation is required
 - Departure and destination stations
 - If you require a sleeper ticket
11. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
12. Stewart Corporate Travel Address: 3rd Floor, Sterling House, 20 Renfield Street Glasgow G2 5AP

13. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking rail travel only.

**UNISON National Delegate Conference,
Tuesday 18 June – Friday 21 June 2019, ACC Liverpool
VISITOR AIR TRAVEL APPLICATION FORM**

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE : _____ TIME OF FLIGHT : _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

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

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

Name	
Address	
Tel No. _____	E-mail _____

Listed below are contact details for Stewart Corporate Travel:

Tel No: 0800 091 4272

Fax: 0141 226 2960

E-mail: unison@stewarttravelmanagement.com

All forms must be returned to Stewart Corporate Travel at the address overleaf. *Please note – a booking fee is applicable.*

GUIDELINES: VISITOR AIR TRAVEL APPLICATION FORM

1. Please complete in block capitals.
2. All information should be entered in its entirety as omissions may result in errors or delays. **Please note that as part of UNISON's current travel policy Stewart Corporate Travel will endeavour to obtain the cheapest available tickets; this will restrict any changes being made after booking, so please ensure all details entered are accurate.**
3. Stewart Corporate Travel will invoice the Branch direct for all visitors travel. This travel will not be met from National Funds.
4. One form should be completed per visitor.
5. Any children or personal assistants accompanying you should also be entered on your form in the spaces provided. Children must be under 16 years of age and their age indicated on the form.
6. If you are unsure of the time of the flights please put the time you wish to travel and Stewart Corporate Travel will book the cheapest option available nearest to these times.
7. Please ensure you enter your full address including the postcode in the box provided. This is the address your tickets will be delivered to.
8. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
9. Journey details must be as precise and clear as possible indicating:
 - Date of travel, both outward and return
 - Preferred time of travel
 - Departure and destination Airports
10. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return Air fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
11. Stewart Corporate Travel address:

3rd Floor
Sterling House
20 Renfield Street
Glasgow G2 5AP
12. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking air travel only.

DP/AP
0207 121 5528

TO: BRANCH SECRETARIES

December 2018

Dear Colleague

NATIONAL DELEGATE CONFERENCE 2019 – GUIDANCE

2019 will continue to see tough challenges for the union, with further attacks linked to spending cuts. We also do not know what Government may be at Westminster given the political situation. The lack of funding means there is an attempt to squeeze the incomes of our members further. Conference will have to deal with the consequences of the UK exiting the European Union.

It is crucial that we use our National Delegate Conference to discuss and debate the critical issues and set out a clear programme to organise and campaign to defend members' jobs, public services and living standards. For that we need collective strength and collective decision making to continue to grow our union.

I would encourage every branch to consider submitting motions around these issues in order to shape our agenda.

Please find enclosed a document outlining the topics which can contribute to the overall themes of the conference.

Yours sincerely

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

**DAVE PRENTIS
GENERAL SECRETARY**