

Conference Bulletin

National Black Members' Conference 2020

August 2019

Conference Team
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This bulletin contains the timetable for the 2020 National Black Members' Conference
Please note that both motions and delegations can only be submitted online.
There are no paper forms for registration.

UNISON National Black Members' Conference 2020 will be held at Bournemouth International Centre from 1.00pm Friday 31 January to 12.30pm Sunday 02 February 2020.

Bournemouth International Centre
Exeter Road
Bournemouth BH2 5BH

Tel: 01202 055555 Email: enquiries@bhlive.org.uk

Timetable

Deadline for Submission of Motions on the OCS	12.00 noon	Thursday 19 September 2019
Publication of Preliminary Agenda		Friday 18 October 2019
Deadline for Submission of Delegates on the OCS	4.00pm	Thursday 7 November 2019
Deadline for Amendments to Motions on the OCS	12.00 noon	Thursday 14 November 2019
Deadline for babysitting and crèche requests on the OCS	4.00pm	Thursday 21 November 2019
Deadline for reasonable adjustment requests for access on the OCS	4.00pm	Thursday 5 December 2019
Publication of Final Agenda		Tuesday 17 December 2019
Deadline for Submission of Emergency Motions on the OCS	12.00 noon	Friday 17 January 2020
Deadline for Submitting Change of Delegates on the OCS	4.00pm	Tuesday 28 January 2020

Enclosed with this Conference Bulletin, and also available on the UNISON webpage at <https://www.unison.org.uk/events/2020-black-members-conference/> are the following documents:

Delegate Travel Forms

Visitor Travel Forms

Standing Orders for Black Members' Conference

Advice from Standing Orders Committee

Meetings of Black members' groups should be arranged in good time to ensure that motions/amendments are agreed and submitted by the closing dates.

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

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

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

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

How will these people access the OCS? Users access the OCS via the UNISON website at www.unison.org.uk 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 Black members wishing to participate in any way in the conference. The e-mail address can be any one that you have easy access to e.g. your personal e-mail, branch e-mail or that of a friend or relative.

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

Key contacts:

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

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

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

Region	Contact	Tel	E-mail
Eastern	Amanda Tickner	01245 608909	a.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	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
	Joanne Turnbull	0113 218 2322	t.turnbull@unison.co.uk

Registration and Funding of Delegates

To be eligible to attend the National Black Members' Conference you must self-define as Black and must be a member of one of the following groups:

Branch Black Members' Group
Regional Black Members' Group
National Black Members' Committee
National Disabled Members' Committee, Lesbian, Gay Bisexual and Transgender Committee, and Women's Committee
National Young Members' Forum

Branch Representation

Each branch may send six delegates to the conference.

Proportionality and Fair Representation

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

- 1) The gender make up of the delegation must be based on the gender make up of the branch.
- 2) If the delegation only comprises one full delegate, then this delegate may be male or female.
- 3) Branches sending 4 delegates must include one low paid woman member in the delegation.
- 4) Branches sending 5 delegates must include one young member in the delegation (i.e. age 26 or under at end of conference).

National and Regional Representation

The following bodies are eligible to send two delegates (at least one of whom must be female): Regional Black Members' Groups, National Disabled Members' SOG, National Women's SOG, National LGBT SOG, National Young Members' Forum, National Retired Members' Organisation.

Standing Orders Committee

Also enclosed is advice from the Black Members' Standing Orders Committee on submission of motions.

Elections

Elections to appoint or re-appoint members of the Standing Orders Committee will be held at Conference. Notices for the election and the nomination procedures will be circulated with the Preliminary Agenda.

Funding of Places

Branches or regions are responsible for providing funding for their delegates to national self-organised conferences to cover accommodation, subsistence, to meet the costs of

dependent care (including babysitting whilst at Conference) and personal assistance costs. Only travel costs will be reimbursed to branches and regions from central funds.

Branches are reminded that they should consider their funding arrangements when determining the number of delegates they are sponsoring to this event. Branches may apply for additional funding from the region to meet the cost of access needs associated with sponsorship to this event, contact your regional officer for further advice. Additional national funding for branches with identified exceptional circumstances may be available to support the attendance of delegates at this event if the branch is at risk of suffering financial difficulties; application should be made in writing to the Finance Officer. Further advice about applying for additional funding is available from Tim Bertuchi on 020 7121-5467.

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 the Black Members' Conference as a woman, but still be attending work as a man. Members will be registered for the Black Members' 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.

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 Black Members' 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 Tracey Ayton Harding, Head of Conferences, in advance of the conference. This information will be treated with confidentiality.

My Requirements *IMPORTANT INFORMATION*****

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

Reasonable Adjustments

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted by **4pm, Thursday 5 December 2019**.

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

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

While we work within the context of the social model of disability this does not mean that UNISON can automatically provide all resources that are requested as adjustments. We have to consider the finite resources available both in terms of space and finances in order that we can balance our commitment to the social model with the resources available, and channel them to where they are needed most. Where resources are allocated, this is done on the understanding that the member will use the resources at all times that they are in the conference hall. Failure to do so may result in the resources being reallocated.

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 **4pm, Thursday 5 December 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 Bournemouth International Centre, please ask them to indicate this with their online request.

Creche 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 **4pm, Friday 21 November 2019**.

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.

Language

The language we use is important and reflects deep-rooted and long-standing power structures and beliefs. Racist, disablist, sexist, transphobic, ageist, biphobic or homophobic language will not be tolerated. Generalisations are seldom helpful and seldom true: please avoid making them. Jokes or comments based on sexist, racist, disablist, ageist, homophobic, biphobic or transphobic ideas should not be made.

Conduct of delegates

All delegates, visitors, staff and facilitators are expected to behave in a courteous manner. Aggressive, offensive, intimidatory, disrespectful or unacceptable behaviour will not be tolerated. This applies to all aspects of communication, at or in connection with the conference, including postings on social media. Complaints will be treated seriously.

As trade unionists we do not expect any of these problems to arise, however issues of unsatisfactory conduct by anyone attending conference can be raised with the conference information desk.

Please help us to help the environment

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

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 **4pm, Thursday 9 November 2019**. Any changes must be in accordance with the Scheme of Branch Representation.

After **4.00pm, Tuesday 28 January 2020** no more changes can be made on the OCS. If a branch needs to make an emergency change to its delegation after this date then an 'Emergency Change of Delegate' form will need to be completed. This form will be available on the UNISON website from Wednesday 29 January and will also be available from the Conference Desk in Bournemouth.

Travel Arrangements

Branches are asked to book all travel arrangements for Conference through Stewart Corporate Travel. Travel application forms are attached to this circular. Wherever possible, please ensure train tickets are collected from the train station you are travelling from. Branches are reminded that:

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

Accommodation

If you require assistance in booking your accommodation the team at Delegate Reservations, the accommodation service at Bournemouth Tourism, can help. Using Bournemouth Tourism supports the work of our members in local government and ensures our continuing ability, as a not-for-profit organisation, to secure preferential rates for our conference venues. For full details of current availability and for booking please go to:

<https://www.bebres.org.uk/events/unison2020blackmembers.html>

or you can telephone on 01202 816147 or email info@bebres.org.uk

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

Prepaid Cards

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

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

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

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.

To: Branch Secretaries of all UNISON Branches
Secretaries to Regional Black Members' Committees
Secretary to the National Black Members' Committee

July 2019

Dear Colleague,

**UNISON BLACK MEMBERS CONFERENCE 2020 –
ADVICE FROM THE STANDING ORDERS COMMITTEE**

This circular sets out advice from the UNISON Black Members' Standing Orders Committee on the submission of competent motions, amendments and emergency motions to the UNISON National Black Members' Conference.

Branches and other submitting bodies are often disappointed when motions are ruled out of order by the Standing Orders Committee because of a technicality, for example, where the motion has been drafted in a way which conflicts with the UNISON Rule Book or standing orders.

Please take the time to read the advice and guidance contained within this bulletin as it will aid you in drafting motions and ensuring they are not ruled out of order.

The Standing Orders Committee hope that these guidelines will be useful in assisting branches, regions and national committees to prepare motions for Conference and will reduce the number ruled out of order. If you have any queries, please do not hesitate to contact me.

Finally, please assist in the preparation of Conference by submitting motions and amendments in good time, and well within the specified deadlines.

Yours sincerely,

Tim Roberts

Tim Roberts

Secretary to the National Black Members' Conference Standing Orders Committee

Each year the Standing Orders Committee (SOC) issues guidance to submitting bodies on what to be aware of when submitting motions and amendments to the National Black Members' Conference. The SOC is not able to vet or approve motions prior to their submission; however the following guidance is detailed advice and branches and other bodies planning on submitting motions should find it helpful.

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

1. Submitting bodies

The bodies who can submit motions and amendments to the National Black Members' Conference are:

- Branch Black Members' Self Organised Groups
- Regional Black Members' Committees
- National Black Members' Committee (NBMC)
- The Black Lesbian, Gay, Bisexual and Transgender Members' (LGBT+) Caucus Group
- The Black Disabled Members' Caucus group
- The Black Women's Caucus Group
- The National Young Members' Forum

2. Subject Matter

All motions, amendments and emergency motions submitted to the agenda for National Black Members' Conference **must** be relevant to Black members. Motions that are relevant to the union as a whole rather than to Black members should be sent to National Delegate Conference.

a) Staffing

Motions dealing with staffing matters are not appropriate for National Black Members' Conference. The National Executive Council (NEC) and the General Secretary have responsibility for the employment of staff under Rule D.2.10. 1 and D.10.2

b) Industrial Action

Rule O – Industrial Action gives exclusive power to the NEC to authorise industrial action. To be lawful, industrial action must relate to a trade dispute as defined by s.218 of the Trade Union and Labour Relations (Consolidation) Act 1992.

Motions calling for industrial action over privatisation or 'the cuts' do not fall within the legal definition of a trade dispute and so must not be debated as this would put the union in legal jeopardy. Any motions relating to industrial action must not contravene Rule O which relates to industrial action or Rule B.4.5 which requires the union to act lawfully.

Motions or amendments must not describe previous or current trade disputes as being 'against privatisation' or similar words, as this could leave the union open to legal challenge.

c) Political Fund/Labour Link

Matters relating to the Labour Party, both in relation to internal issues and in respect of matters to be pursued at Labour Party Conference, are properly dealt with by the Affiliated Political Fund through its own structures, not Black Members' Conference. The rules governing the Political Fund include both the Affiliated and the General Political Funds.

The term 'UNISON sponsored MP' is inaccurate as it is illegal to 'sponsor' MPs to undertake advocacy. A motion or amendment which uses this term will be ruled out of order. Submitters of motions and amendments may refer to UNISON's parliamentary group of MPs or the relevant group in the devolved institutions or the European Parliament.

d) Motions relating to Legal services

Rule K of the Rule Book gives absolute discretion to the NEC in relation to the provision of legal services to members. Motions that request that specific legal action is taken by the union will be ruled out of order.

e) Legal proceedings

The principle applied by the SOC is that the National Black Members' Conference cannot compromise existing or potential legal proceedings for either party in a case. Proceedings include potential, past or current Rule I disciplinary issues.

If there is a possibility that a motion may prejudice proceedings, the SOC will seek legal advice. If the advice is that a motion either directly or indirectly refers or could lead to reference to a particular case either expressly or by implication, or if a decision at Conference could be used in a case by any party, the SOC will rule the motion out of order.

On some very limited occasions it may be necessary to rule a motion out of order, not because of its content, but because it would be impossible to debate the motion without the details of a particular legal case arising.

Motions that call on the Union to break the law are not competent.

f) Citizenship

Some issues, which initially may be relevant to Black members' Groups, such as the withdrawal of the Education Maintenance Allowance may also be a citizenship (union wide) issue, of relevance to the whole union because of its impact on all young people. Such motions when submitted to National Delegate Conference can instruct the whole union to adopt a policy or campaign

3. Submitting Motions

Motions/amendments, etc must be submitted electronically using the Online Conference system (OCS). As well as supporting UNISON's environmental policy by moving away from a paper-based system, this allows greater transparency and accuracy in all submissions. All items are time and date stamped by the system to ensure there is no dispute about the date and time of submission.

4. Competency

Motions **must instruct** the National Black Members' Committee to actually do something. Motions that "call upon conference" or make general statements without a specific instruction to the National Black Members' Committee will be ruled out of order.

Motions can only instruct the National Black Members' Committee. Motions that instruct other parts of the union for example Labour Link, TUC, will be ruled out of order.

Motions can ask the National Black Members' Committee **to "work with"** other parts of the union but **cannot** ask that the National Black Members' Committee "obtain the support" of any other parts of the union or outside body as this implies that the National Black Members' Committee **must** obtain the support – and this cannot be guaranteed. To be competent, any instruction should say **"seek to obtain the support"** of the body.

5. Amendments to motions

Amendments are subject to the same rules as motions set out above. They should not be used to promote essentially alternative motions or as a substitute for voting against a motion. Therefore amendments are likely to be out of order (as wrecking amendments) if they:

- Introduce a direct negative into the motion
- Reduce the motion to a mere re-statement of existing policy
- Seek to change fundamentally the purpose of the motion.

Amendments to a motion cannot be submitted by the branch / body that submitted the original motion.

Once a motion has been ruled out of order it **cannot** be amended and it **cannot** be submitted as an emergency motion.

6. Emergency Motions

An emergency motion should be submitted, in accordance with Rule P.11. Branches which submit emergency motions during Conference will have to provide the Standing Orders Committee with details of their branch rules covering advance notice for convening meetings and branch quorum.

The Branch/Region/Committee will have to show:

- 1) The matter could not be raised in debate on the agenda
- 2) The action called for is not covered by another motion, amendment or composite
- 3) The facts giving rise to the subject matter have occurred since the closing date for the submission of motions and amendments. It is not sufficient that the branch was not aware of the facts until after the closing date.
- 4) The subject of the emergency motion cannot be dealt with through normal channels, other than at National Black Members' Conference.

The motion should be accompanied by an explanation of the reasons why it could not be submitted in accordance with the normal procedures and deadlines. The strict application of

these criteria will ensure that only matters of a genuine emergency will be admitted onto the agenda.

7. Emergency motions amendments

Amendments to emergency motions can be considered for admission to the agenda by the SOC. However the same criteria that applies to the submission of emergency motions must be adhered to.

Also any amendments must meet the same criteria as other amendments submitted to the agenda.

8. Tidying up

As a general principle, as little as possible of a branch/region's original motion or amendment should be altered and where changes are made, the branch/region is informed.

Any tidying up will relate to:

- 1) Points re-numbered or re-lettered using a common format, to avoid confusion at amendment stage.
- 2) Any clearly incorrect spelling or typos, however where there is any ambiguity as to the intention of the motion, no change will be made.
- 3) Alterations to grammar where there is a query on the meaning of the motion and the submitter has given clarification.

9. Motion Competency Checklist

All motions must be considered by a quorate meeting.

The content of the motion:

- Must be appropriate for National Black Members' Conference.

The subject matter:

- 1) Must be wholly or predominantly relevant to Black members.
- 2) Must have clear action points for the National Black Members' Committee to carry out.
- 3) Must only instruct the National Black Members' Committee; although it may instruct the National Black Members' Committee to liaise with / call upon other sections of the union.
- 4) Must not relate to general (citizenship) issues which are properly a matter for National Delegate Conference.
- 5) Must not relate wholly or predominantly to the business of another service group; or to policies for the Labour Party which are the business of the Political Funds.
- 6) Must not commit National Black Members' Conference to spend national funds.
- 7) Must not contravene UNISON's rules.
- 8) Must not contain instructions for unlawful action.
- 9) Must not refer to legal proceedings which are a matter for the NEC.
- 10) Must not refer to staffing issues.

10. Best practice on writing motions and amendments

1) Using 'Black' in UNISON

- In UNISON **'Black'** is used to indicate people with a shared history. **Black with a capital 'B'** is used in its broad political and inclusive sense to describe people in Britain that have suffered colonialism and enslavement in the past and continue to experience racism and diminished opportunities in today's society. The terms 'minority ethnic' and 'ethnic minority' are in widespread official use today. However, these have clear disadvantages in terms of the connotations of marginal or less important. Also, in many neighbourhoods, towns and cities in Britain it is statistically inaccurate or misleading to describe Black groups as a minority. Using Black is about creating unity in our fight against racism.

- 2) Submitters are encouraged to write clear, succinct motions that include specific proposals for action
- 3) Any quotations from other source documents must be identified with quotation marks
- 4) Wording should avoid language which may cause offence
- 5) Links to websites are not appropriate in motion text
- 6) General advice is available from SOC members on:
 - drafting motions and amendments prior to deadlines; and
 - guidance and assistance on procedures and standing orders.

However, receiving advice from individual committee members does not guarantee acceptance onto the agenda, as each motion and/or amendment is considered by the whole committee and decisions made collectively.

- A useful suggested format for the layout of a motion includes:
 - *"This Conference believes/supports/notes/recognises etc...."*
 - *"This issue is relevant and important to Black Members' because....."*
 - *"This Conference instructs/calls upon the National Black Members' Committee to take the following actions....."*

11. Contact Details

The contacts for the National Black Members' Standing Orders Committee are listed below:

Secretary	Tim Roberts 01245 608913 t.roberts@unison.co.uk
Administrator	Indira Patel 020 7121 5768 i.patel@unison.co.uk

UNISON National Black Members Conference

Fri 31 – Sun 02 February 2020, Bournemouth Int'l Centre

DELEGATE RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code. 0-22-15-40

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

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

Please tick the appropriate boxes

Ticket Type Single ☐ Return ☐ Flexible ☐ Fixed ☐

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

Do you hold a Travel Discount Card? Y/N

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

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

Name _____	
Membership Number _____	
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 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. Ticket codes will be sent via email with the delegate collecting from the nearest available train station. A credit/debit card will be needed for this, but will not be charged.
7. Please give a contact telephone number where you can be contacted during office working hours i.e. 9am to 5pm or an e-mail address if available. This is in case Stewart Corporate Travel needs to contact you regarding your booking requirements.
8. If you hold a Travel Discount Card such as the Young Persons/Student or Disabled, Elderly Card please advise Stewart Corporate Travel where indicated. Please note if doing this you will need to take the card with you when you travel.
9. Journey details must be as precise and clear as possible indicating,
 - Date of travel, both outward and return
 - Preferred time of travel
 - Whether a seat reservation is required
 - Departure and destination stations
 - If you require a sleeper ticket
10. **This form should be completed and returned to Stewart Corporate Travel as soon as is possible.** This is to enable Stewart Corporate Travel to acquire the cheapest return fare. An alternative method of booking can be to telephone or fax Stewart Corporate Travel your details, their contact numbers can be found on the front of the form.
11. Stewart Travel Management address: 3rd Floor, Sterling House, 20 Renfield Street, Glasgow, G2 5AP
12. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking rail travel only.

UNISON National Black Members Conference
Fri 31 – Sun 02 February 2020, Bournemouth Int'l Centre
DELEGATE AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-22-15-40
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 _____	
Membership Number _____	
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 Travel Management address is: 3rd Floor, Sterling House, 20 Renfield Street Glasgow, G2 5AP.
11. UNISON and Stewart Corporate Travel are the data controllers for the information you provide on this form. The information will be used for booking air travel only.

UNISON National Black Members Conference
Fri 31 – Sun 02 February 2020, Bournemouth Int'l Centre
VISITORS RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

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

Please tick the appropriate boxes

Ticket Type Single ☐ Return ☐ Flexible ☐ Fixed ☐

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

Do you hold a Travel Discount Card? Y/N

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

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

Name _____	
Membership Number (if applicable) _____	
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 confirmation¹⁹ and authorisation of attendance.

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.
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 - Preferred time of travel
 - Whether a seat reservation is required
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UNISON National Black Members Conference
Fri 31 – Sun 02 February 2020, Bournemouth Int'l Centre
VISITORS 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 _____

Membership Number (if applicable) _____

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

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GUIDELINES: VISITOR AIR TRAVEL APPLICATION FORM

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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.
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