

# Conference Bulletin

October 2021

## Health Care Service Group Conference 2022

Conference Team 020 7121 5123  
Health Group – Policy Information 020 7121 5150  
June Chandler – Standing Orders 020 7121 5508

This bulletin contains the timetable and information for  
**2022 Health Care Service Group Conference.**

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

The Health Care Service Group Conference will be held at the ACC Liverpool from 9.30am on Monday 25<sup>th</sup> April until 1.00pm on Wednesday 27<sup>th</sup> April 2022.

ACC Liverpool  
Kings Dock  
Liverpool  
L3 4FP

Tel: 01273 290131

Website: [www.accliverpool.com](http://www.accliverpool.com)

### Conference Timetable

|  |         |                         |
|--|---------|-------------------------|
| Deadline for Submission of Motions                                   | 12 noon | Friday 10 December 2021 |
| Publication of Preliminary Agenda                                    |         | Friday 21 January 2022  |
| Deadline for Submission of Delegates                                 | 5.00pm  | Monday 31 January 2022  |
| Deadline for Submission of Creche places                             | 5.00pm  | Monday 7 February 2022  |
| Deadline for Submission of reasonable adjustment requests for access | 5.00pm  | Monday 21 February 2022 |
| Deadline for Submission of Amendments                                | 5.00pm  | Friday 25 February 2022 |
| Publication of Final Agenda  |         | Friday 25 March 2022    |
| Deadline for Emergency Motions                                       | 5.00pm  | Friday 15 April 2022    |
| Deadline for Submitting Change of Delegates on the OCS               | 11:59pm | Tuesday 19 April 2022   |

Enclosed with this Conference Bulletin, and available for download on the conference webpage are: <https://www.unison.org.uk/events/2022-health-care-service-group-conference>

Health SGE Objectives 2022  
Advice from the Standing Orders Committee  
Delegate Air Travel Form  
Visitor Air Travel Form

## 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 will also be able to enter motions but will not have authority to submit them on behalf of a branch.

At regional level, the regional head of the service group will be authorised to submit the motion/delegation, with the chair of the regional committee 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 stated deadline.

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

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

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

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

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

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

### Key contacts:

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

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

| Region                 | Contact  | Tel              | E-mail   |
|------------------------|--|------------------|--|
| Eastern                | Amanda Tickner                                   | 01245 608909     | <a href="mailto:a.tickner@unison.co.uk">a.tickner@unison.co.uk</a>                   |
| East Midlands          | Colleen Forrest<br>(Tues & Fri only)             | 0115 847<br>5468 | <a href="mailto:c.forrest@unison.co.uk">c.forrest@unison.co.uk</a>                   |
|                        | Katrina Grace<br>(Mon & Tues only)               | 0115 847<br>5417 | <a href="mailto:k.grace@unison.co.uk">k.grace@unison.co.uk</a>                       |
| Greater London         | Shelley Davey<br>Lorraine Tant<br>Cally Thompson | 0207 535<br>6648 | <a href="mailto:glrconference@unison.co.uk">glrconference@unison.co.uk</a>           |
| Northern               | Linda Smith                                      | 0191 245<br>0852 | <a href="mailto:l.smith@unison.co.uk">l.smith@unison.co.uk</a>                       |
|                        | Allison Jackson                                  | 0191 245<br>0805 | <a href="mailto:a.jackson2@unison.co.uk">a.jackson2@unison.co.uk</a>                 |
| Northern Ireland       | Elizabeth Robinson                               | 02890 270190     | <a href="mailto:e.robinson@unison.co.uk">e.robinson@unison.co.uk</a>                 |
| North West             | Kim Scott  | 0161 661<br>6777 | <a href="mailto:k.scott@unison.co.uk">k.scott@unison.co.uk</a>                       |
|                        | Gillian Gorman                                   | 0161 661<br>6743 | <a href="mailto:g.gorman@unison.co.uk">g.gorman@unison.co.uk</a>                     |
| Scotland               | Rosaleen Rodgers                                 | 0141 342<br>2816 | <a href="mailto:r.rodgers@unison.co.uk">r.rodgers@unison.co.uk</a>                   |
|                        | Jean Fraser                                      | 0141 342<br>2880 | <a href="mailto:j.fraser@unison.co.uk">j.fraser@unison.co.uk</a>                     |
| South East             | Claire Harvey                                    | 07545 660341     | <a href="mailto:communicationsteam@unison.co.uk">communicationsteam@unison.co.uk</a> |
|                        | Rob Bealey                                       | 07545 661652     |  |
| South West             | Jenn Gollings<br>(Mon – Thurs only)              | 01823 285336     | <a href="mailto:j.gollings@unison.co.uk">j.gollings@unison.co.uk</a>                 |
| Cymru/Wales            | Beverley Powell                                  | 02920 729475     | <a href="mailto:b.powell@unison.co.uk">b.powell@unison.co.uk</a>                     |
| West Midlands          | Claire Kenny                                     | 0121 685<br>3174 | <a href="mailto:c.kenny@unison.co.uk">c.kenny@unison.co.uk</a>                       |
| Yorkshire & Humberside | Laraine Senior                                   | 0113 218<br>2333 | <a href="mailto:l.senior@unison.co.uk">l.senior@unison.co.uk</a>                     |
|                        | Joanne Turnbull                                  | 0113 218<br>2322 | <a href="mailto:t.turnbull@unison.co.uk">t.turnbull@unison.co.uk</a>                 |

### 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**.

### **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:

- National Self-Organised Groups
- Regional Health Committees
- National Sector Committees
- National Young Members' Forum
- Private Contractors National Forum

Each Professional and Sectional Body is entitled to send one delegate who shall be entitled to speak but not vote.

### **Branch Representation and Proportionality and Fair Representation**

Please note that the NEC Scheme of Branch Representation for National Delegate Conference applies across all service groups.

- 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 male or female.
- 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.

Branch representation is based on membership as at **30 September 2020**.

***30 September 2021 membership figures will be available from the RMS in early January 2022. At this point the Conference Office will run a check to see if any branches are entitled to more or fewer delegates and action this as necessary. Branches can check their membership figure via their regional RMS contact.***

### **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 Health Conference as a woman, but still be attending work as a man. Members will be registered for Health 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 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 Health Care 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 and Designated Health & Safety Manager, in advance of the conference. This information will be treated with confidence.

### **Appeals**

Regions monitor the delegations submitted by branches to ensure compliance with the scheme. Branches have a right of appeal against a decision by their region that their proposed branch delegation is not in line with this scheme.

### **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

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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.

### **My Requirements**

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

### **Reasonable Adjustments**

UNISON aims to provide a fully accessible event to disabled members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted by **5pm Monday 21<sup>st</sup> February 2022**.

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 **5pm, Monday 21<sup>st</sup> February 2022**. 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 and including 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, Friday 7<sup>th</sup> February 2022**. Delegates and visitors are reminded that the cost for babysitting is borne by the branch so authorisation is required from your branch secretary that this expenditure will be approved.

## **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. Remember that some of us do not identify on the gender binary, so expressions such as 'sisters and brother' do not include us all.

## **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.

## **Change of Delegate**

Branches may change delegates up to the start of Conference. A member registering as a substitute branch delegate must have been eligible to represent the branch at the closing date for registration of delegates **Monday 31<sup>st</sup> of January**. Any changes must be in accordance with the Scheme of Branch Representation.

**After 11:59pm Tuesday 19<sup>th</sup> April 2022 no changes to delegates can be made,** from Wednesday 19<sup>th</sup> April 2022 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 20<sup>th</sup> April** and will also be available from the **Conference Desk at Liverpool**.

## **Travel Arrangements**

Branches are asked to book all travel arrangements for Conference through Stewart Corporate Travel. Air Travel application forms are attached to this circular.

Train travel can be booked up to 12 weeks in advance – attendees can contact Stewart Travel on the details below to make travel arrangements.

0800 091 4272

[unison@stewarttravelmanagement.com](mailto:unison@stewarttravelmanagement.com)

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 are available from Stewart Corporate Travel.*

- Driving is discouraged for conference unless delegates are travelling together or as a reasonable adjustment. Total reclaimable will be the cost of standard tickets or cost of car travel – whichever is the lesser.
- **All travel requests (including 1<sup>st</sup> Class Travel) as a reasonable adjustment must be reviewed and authorised by the Head of Conferences.**

### **Accommodation**

We are pleased to provide you with a free accommodation booking service through Liverpool Convention Bureau. This is a flexible service which allows you to book accommodation to suit your needs and budget. Special rates have been negotiated at a number of hotels close to the conference venue.

For more information, please visit <https://book.passkey.com/go/UNISON2022>

As rooms and rates are guaranteed until 12<sup>th</sup> March 2022 it is advisable to book accommodation early. After this date it may not be possible to book rooms at special rates for selected hotels. If you wish to make a group booking, or you are experiencing any difficulties in completing your booking online, please contact the Liverpool Convention Bureau team at [accommodation@marketingliverpool.co.uk](mailto:accommodation@marketingliverpool.co.uk) or on 00 44 (0) 151 233 5933. The exclusive rates are only available when booked via Liverpool Convention Bureau.

### **Submitting Motions, Amendments, Emergency Motions**

Motions should be submitted via UNISON's Online Conference System (OCS).

The Preliminary Agenda will be published on Friday 21<sup>st</sup> January 2022. The Final Agenda will be published on Friday 25<sup>th</sup> March 2022.

### **Advice from the Standing Orders Committee (Annex 1)**

Attached as Annex 1 is guidance from the Standing Orders Committee outlining issues that submitting bodies need to be aware of when formulating motions to the health conference. Please pay careful attention to this guidance.

### **Advice from the Health Service Group Executive (Annex 2)**

The Service Group Executive has identified a number of priority areas for the Health Group's work programme. When branches meet to discuss their motions for submission to Health Conference, they are encouraged to take the SGE's priorities into account. Branches may also wish to revisit the motions they submitted to Health Conference 2020 which was cancelled due to Covid.

### **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.



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

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

**Credit Cards**

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

**Data Protection**

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](http://unison.org.uk/privacy-policy) or emailing [dataprotection@unison.co.uk](mailto:dataprotection@unison.co.uk).

## HEALTH SERVICE GROUP EXECUTIVE PRIORITIES FOR 2022

**UNISON Objective:** Enhance our capability to recruit and retain members and meet the organising and representation challenges facing the union in the changing world of work. Ensure our union is relevant to all members who provide public services – including those who work in the community and private sectors. Identify and develop leadership from across the union, particularly among young members. Enhance our democracy by increasing and widening participation of our activists and members.

### **SGE Priority: *Challenging government policy on the NHS***

- Campaign for safe staffing levels
- Campaign to improve mental health services
- Improve food standards through the Better Hospital Food campaign
- Ambulances in bus lanes campaign
- Promote One Team campaign
- Ensure new NHS roles are clear and well-supported
- Protect the health and wellbeing of NHS staff and campaign against violence
- Tackle discrimination and promote the *Race for Equality* campaign
- Seek improvements to regulatory systems
- Develop organisational consistency for health care students
- Wholly owned subsidiaries – defend NHS staff and services

**UNISON Objective:** Deliver increased funding for public services and secure real terms pay increases, improved terms and conditions, and high quality employment and pensions for UNISON members. Build confidence for industrial action when required, identify and support strategic industrial disputes at national and branch level and seek to co-ordinate action wherever possible. Promote equal pay and equality. Actively challenge all forms of discrimination including racism and sexism, discrimination against LGBT+ people, against disabled people, and discrimination based on age, religion or social class. Provide support to migrant workers. Promote UNISON's alternative economic strategy.

### **SGE Priority: *Improving your terms and conditions***

- Represent members' interests through relevant collective bargaining machinery
- Maintain and extend the coverage of the collective AfC agreement across the UK
- Defend Agenda for Change from local attacks
- Improve pay for NHS staff
- Work across the union to improve pay for indirectly-employed NHS workers
- Improve members' earnings
- Support members through service change
- Work with skills bodies and employers in all four countries to improve access to learning and development for NHS staff
- Promote, support and protect the NHS Pension Scheme
- Maintain, improve and promote the NHS Job Evaluation Scheme

**UNISON Objective:** Develop our campaigns in support of quality public services and in defence of the NHS, education, local government, social care, police, probation and all public services. Build our political influence, forging alliances with other unions and appropriate campaigning and community groups to challenge the austerity programme, including attacks on the welfare state. Campaign for the election of UK governments and councils that value public services and working people, rejecting the arguments of the Tory government and far right parties.

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Promote the new political fund arrangements. Promote the union's international work.

***SGE Priority: Standing up for patients and staff***

- Work through formal partnership structures to engage with government in the four UK administrations
- Advance UNISON policy on NHS funding, workforce and structure via the UK parliaments
- Undertake parliamentary lobbying and liaison in support of our positions
- Challenge NHS funding allocation
- Oppose privatisation of NHS services and promote in-sourcing
- Engage with and influence emerging policy areas and structures

**UNISON Objective:** Ensure that the union's structures including organisational, lay member, ICT infrastructure, digital and internal management systems and the distribution of our resources are accessible, efficient and effective to meet the changing needs of all sections of the union and its members.

***SGE Priority: Supporting members as decision-makers***

- Educate members about the NHS and encourage participation in formal structures
- Facilitate decision-making by lay activists via HSGE structures
- Support relationships with external bodies
- Encourage members to take part in our work

# Health Care Service Group Conference: 25-27 April 2022

## Standing Orders Committee guidance on submitting motions

### Introduction

This guidance is to assist branches and other bodies submitting motions and amendments to the 2022 health service group conference. It outlines the criteria used by the standing orders committee when considering whether motions and amendments will be admitted to the conference agenda, i.e. whether they are 'competent.' Branches and other bodies who are planning to submit motions to the 2022 Health Conference should read this guidance carefully.

Motions must be:

- From a body entitled to submit motions to a health service group conference
- About a matter relevant to the health service group
- Clearly written and include specific proposals for action
- Submitted via the online conference system (OCS) within the specified deadlines: 12.00 noon on **Friday 10 December 2021** for motions and 12.00 noon on **Friday, 25 February 2022** for amendments
- In line with UNISON rules.

### Who can submit motions?

UNISON rule P.1.3.5 sets out the bodies eligible to submit motions to service group conferences. For health conference, these are: health service branches, the health service group executive, regional health committees, and national occupational groups. There is no limit on the number of motions that can be submitted by these bodies. In addition, the national self organised groups, the national young members' forum, and the national private contractors' forum may submit up to two motions and two amendments.

### Submitting motions using the OCS

The conference bulletin sets out advice on how to submit motions using UNISON's online conference system (OCS). Only the branch chair and branch secretary have OCS permission to submit motions. Please make sure motions are entered onto the OCS and submitted in good time before the deadline.

For branches, only the text of motions which have been considered and agreed by a quorate branch meeting or branch committee meeting, are eligible for conference. The date of the meeting where it was agreed to submit the motion must be recorded on the OCS, together with the type of meeting.

### How the standing orders committee works

The SOC takes legal advice on the content of motions, particularly where there appears to be libel, or the content is or would lead to breaches of the law and/or rules. Motions are considered on a case-by-case basis.

## Service group issues

Motions and amendments submitted to the agenda for health conference **must** be relevant to health service group members. Rule D.3.1.4 sets out the remit of the service group and the issues on which it has autonomy to act on behalf of its members. These are to:

- Determine the service group's general policy
- Negotiate:
  - Pay and conditions of service;
  - Professional and occupational rules, standards, conditions and policy;
  - Industrial and other relations with employers and to represent its members and participate in any joint negotiating machinery with powers in these matters;
  - The settlement of any disputes arising from the employment of its members.

The standing orders committee will only accept motions that are relevant to the areas of activity defined for service groups within rule D.3.1.4.

## Citizenship issues

Some issues which appear relevant to the health service group may actually be 'citizenship' issues, of relevance to the whole union. This is because members experience the issues as workers **and** as members of the public or as service users.

Motions to health conference must have relevance to health service group members as 'workers', so that they fall within the remit of a service group conference as outlined in Rule D.3.1.4.

A number of motions are ruled out each year on the grounds that they are 'citizenship' issues and therefore appropriate for a national delegate conference which can instruct the whole union to adopt a policy or campaign. If in doubt, seek advice from the standing orders committee (contact details at the end of this guide.)

## Staffing issues

Motions dealing with staffing matters are not appropriate for a service group conference. The national executive council or the general secretary have responsibility for the employment of staff, under Rule D.2.12.1 and D.2.12.2.

## Industrial action

Rule O gives the national executive council exclusive powers to authorise industrial action. To be lawful, the industrial action must be taken in contemplation or furtherance of a trade dispute which relates wholly (or mainly) to one or more matters listed under s.244 of the Trade Union Labour Relations (Consolidation) Act 1992. Before any call for industrial action, the union must have the majority support of a properly organised ballot and the union must comply with a number of procedural requirements. Motions calling for industrial action over privatisation or cuts to services 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. Motions relating to industrial action must not contravene Rule O on 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 such words, as this could leave the union open to legal challenge.

### **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 dealt with by Labour Link through its own structures, not health conference.

### **Legal issues**

Motions may be ruled out of order for a number of legal reasons. These include legal jeopardy – where a motion places the union at risk of legal action from a third party. The SOC will not enter into protracted legal arguments on whether or not this third party would have a strong case but will take the decision not to place the union at risk. Further, conference cannot compromise existing or potential legal proceedings for either party in a case. Proceedings include potential, past or current disciplinary issues. Motions can only call for actions or activities that the union can lawfully undertake. Motions that call on the union to break the law are not competent and will be ruled out of order.

### **Calls vs. Instructs**

The standing orders committee draws a distinction between motions that ‘call’ on another body or part of the union to do something, and one which ‘instructs’ them. When using the term ‘instruct’ submitters of motions should be clear that the health conference does indeed have the power to instruct this body and in addition, that the body being instructed has the power to undertake the action.

Even when using the term ‘call’ or ‘seek to ensure’ submitters should still check that health conference has the power to call on this body and that the body has the power to undertake the action.

### **Amendments to motions**

Amendments are subject to the same rules as motions. In addition, they should not be used to promote essentially alternative motions or as merely a substitute for voting against a motion. 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 restatement of existing policy
- Seek to change fundamentally the purpose of the motion.

### **Emergency motions**

Emergency motions should be submitted in accordance with Rule P.11. The submitting body will have to show:

- The matter could not be raised in debate on the agenda
- The action called for is not covered by another motion, amendment, or composite
- The 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 submitting body was not aware of the facts until after the closing date.)
- The subject cannot be dealt with through normal channels other than health group conference.

### **Challenges to SOC decisions**

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If the SOC rules your motion or amendment out of order, you will receive notification, including the reasons why, via the online conference system. If you are not happy with the decision and want the SOC to reconsider, you must appeal **via the OCS**. Please remember, it is not possible to reword a motion after the deadline, to make it competent.

### **Best practice on writing motions**

Submitting bodies are encouraged to write clear, succinct motions that include specific proposals for action. Any quotations from other sources or documents must be identified with quotation marks. Links to websites are not appropriate. Wording should avoid language which may cause offence.

The following suggested format for the structure of your motion/s may be useful:

*This Conference believes/supports/notes/recognises [insert relevant issue]*

*This issue is relevant and important to health service members as workers because [insert reasons]*

*This Conference calls upon the Service Group Executive to take the following actions [insert actions]*

Advice is available from the SOC office on:

- Drafting motions prior to deadlines.
- Guidance and assistance on procedures and standing orders.

If you need assistance, contact your regional SOC representative. Details can be obtained by emailing the SOC Secretary, June Chandler [j.chandler@unison.co.uk](mailto:j.chandler@unison.co.uk) who is also available to assist and advise. Please note that receiving advice from individual committee members does not guarantee acceptance of a motion onto the agenda. Every motion/amendment is considered by the whole committee and decisions are made collectively.



# UNISON 2022 Health Care Service Group Conference

Mon 25 – Wed 27 April 2022, ACC Liverpool

## DELEGATE AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name \_\_\_\_\_ A/C Code 0-15-35-01

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** \_\_\_\_\_

**Membership Number** \_\_\_\_\_

**Address** \_\_\_\_\_

**Tel No.** \_\_\_\_\_ **E-mail** \_\_\_\_\_

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

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

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

**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 2022 Health Care Service Group Conference

Mon 25 – Wed 27 April 2022, ACC Liverpool  
**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](mailto:unison@stewarttravelmanagement.com)**

All forms must be returned to Stewart Corporate Travel at the address overleaf.

## 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.
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  - Preferred time of travel
  - Departure and destination Airports
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