



CONFERENCE BRIEFINGS

Scotland
in UNISON

WATCHTHECRANETOWER

NATIONAL DELEGATE CONFERENCE



SECC GLASGOW 2005

CONFERENCE DELEGATES HANDBOOK

- WHO'S WHO? BRIEFINGS SERVICE AND OTHER CONTACTS
- SCOTLAND POLICY GUIDE ON ALL THE MAIN ISSUES
- WHATS HAPPENING? PROCEDURES GUIDE

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NATIONAL DELEGATE CONFERENCE BRIEFINGS. PRODUCED BY SCOTTISH COMMUNICATIONS
& CAMPAIGNS COMMITTEE IN CONJUNCTION WITH REGIONAL DELEGATES

UNISON
Scotland



Welcome to Conference

from UNISONScotland Convenor Mike Kirby

It is almost 15 years since one of the partners which formed UNISON had their main conference in Glasgow. We know many delegates will already have been here for service group and self organised group conferences but we now look forward to welcoming them all to the main conference.

I hope this delegates handbook will help old and new delegates alike find their way through the agenda and the procedures this week. Please feel free to contact your regional delegates, Karie Murphy or me, if you need any advice.

As usual, Scotland will be co-hosting the International Rally on Monday night, giving delegates a chance to hear trade union and labour movement guests from around the world and discuss issues with them.

Scotland always plays a major part in debates and organisation at Conference and this year is no exception with several issues from Scottish branches being prioritised for debate.

A lot of what we expect from a third term new Labour Government was included in the Warwick Agreement between Labour and the unions and this will be underlined throughout the week.

You will find a policy summary in this booklet and the Communications & Campaigns Committee Briefings Team will keep you updated with daily briefings at Conference.

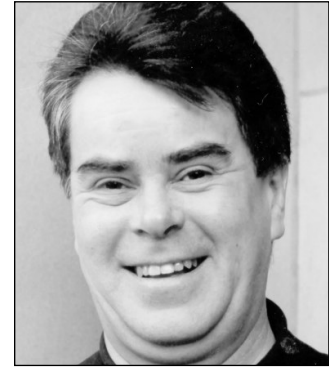
Don't forget the meeting of Scottish Branches on:

MONDAY 20 JUNE 2005 FROM 5.30PM - 7.30PM

**MOAT HOUSE HOTEL, GLASGOW
(at the Conference Centre)**

Your card votes will be available at the meeting. Light refreshments will be provided. Conference Crèche will be available until 7.00pm:

Mike Kirby
Convenor
UNISONScotland



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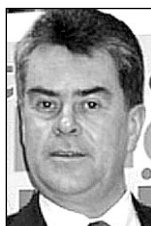
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Who's who, or handy folk to know



Karie Murphy



Mike Kirby

Mike and Karie, Scottish Region Delegates

Mike Kirby and **Karie Murphy** are Scotland's delegates to Conference, elected by the Scottish Council of branches earlier this year. They are an essential source of information and fulfil a key organisational role. They can help you liaise with other branches and regions throughout the week.

They are very approachable and will keep you right if you need any advice. They will know how debates are being organised, who to speak to and, more importantly, how to get to speak. They will advise on Scottish policy and will speak for the Region in debates.



Matt Smith

Matt Smith, Scottish Secretary

Matt Smith is Scotland's top full time official, leading the union in Scotland in partnership with Mike Kirby, the elected lay convenor. Matt has a long and distinguished history in the trade union movement in Scotland. He is treasurer of the Scottish Trade Union Congress and is a



Pauline Grant

Pauline Grant, National President

Pauline Grant, assistant registrar at the University of Sussex, is the current president of UNISON, the highest lay member position. She will chair Conference throughout the week.

Pauline was a member of NALGO for 25 years and was elected to the union's national executive council in 1988. A long-standing member of the Labour Party, Pauline sits on employment tribunals in Brighton.



Dave Prentis

Dave Prentis, General Secretary

Dave Prentis was elected general secretary of UNISON in 2000, took up the post on 1 January, 2001 and was re-elected this year.

Dave was born and brought up in Leeds and went to the University of London where he took a BA in history. This was followed by an MA in industrial relations at the University of Warwick.

He is a member of the TUC General Council, the TUC Executive and the Trade Union Labour Party Liaison Committee.



Robin Hunter



John Stevenson

Robin Hunter, Standing Orders Committee Rep

Robin Hunter is Scotland's rep on the Standing Orders Committee which sets out the business for the week. He is the source of information on what's going on and whether your motion has any chance!

John Stevenson, Briefings Team Leader

John Stevenson leads the the Scottish Communications and Campaigning Committee team who will issue daily briefings. They will also be updating the website with most of what goes out in print so you can get easy access. Approach John if you need to use any of the newsheet facilities.



Scotland policy guide on all the main issues

This briefing, compiled by Scottish Region delegates Mike Kirby and Karie Murphy, is based on policies set by Scottish Council and a briefing approved by Scottish Council earlier in the year. It is intended as a guide to branch delegates.

It will reflect Scottish Council policy and will assist the two Scottish delegates in their discussions and negotiations with other regions, the NEC and the Standing Orders Committee.

The guide cannot mandate Branches who may have different policies. However, it may assist delegates in taking an overview of Conference. The general line is to support motions unless listed to oppose. Comments have also been made against important issues for support.

If you need any help, advice or assistance during Conference, do not hesitate to contact the Scottish Council delegates.

The twelfth National Delegate Conference will take place one month after a general election. The period leading up to that election saw the union in good form with the re-election of Dave Prentis as General Secretary, with 75% support

of the those voting, an overwhelming vote to continue the political fund and a massive vote to defend public service pensions, with the threat of multi union action.

A lot of what we expect from a third term New Labour Government was included in the Warwick Agreement. The challenge will be to secure delivery and engage to influence the developing debate on the future of public services, as determined by the UK government, devolved administrations and Europe.

The National Delegate Conference will develop these themes and others of internal significance, across organisation and collective bargaining, terms and conditions, pensions and health & safety in addition to an unusually well laden section in international trade union and social solidarity.

With the few exceptions highlighted, the agenda should provide broad consensus.



IMPLEMENTATION OF NATIONAL RECRUITMENT STRATEGY

MOTIONS 1, 2, 4

The Recruitment and Organising Strategy (1) plans organising for growth around key campaigns and the key role of shop stewards in this is developed by Edinburgh City Branch (2).

Amendments from Wales and Edinburgh focus on financial and organisational support, which branches can access in regions, and recognise particular issues in the Community and Voluntary Sector which the Scottish Committee is currently addressing.

A further motion from Greater London (4) in organising migrant workers would build upon the work pioneered in Scotland with the Overseas Nurses Network.

IMPROVED REPRESENTATION

MOTIONS 6-9

The challenge for the union of responding to the changing shape of the delivery of public services is taken up in motions 6-9 with the North West developing a Woman's Place in the union (9) and Scottish Water (7) calling for a transportable membership. Other superficial or spurious motions in this section are unlikely to be debated.



COLLECTIVE BARGAINING

MOTIONS 18-42

Collective Bargaining issues for debate include Pay, Pensions, Health & Safety and Equalities. Tackling various discriminatory pay systems, of gender, race and age are addressed with Glasgow calling for increases in the National

continued



from page 3

Minimum Wage targets (18), although this was the subject of a full consultation prior to a submission to the Low Pay Commission, and Edinburgh an increase in paternity leave pay (20). But (19) the inclusion of apprentices may

be a demand too far at this stage of opposing wage for age debates.



Pensions provide the largest single raft of policy motions where 21, 24, 26, 29, 30 and 33 seek to defend current provision, review the need for a more portable pension in

the light of changing services (29). Scotland's motion (31), which seeks greater worker participation and control of pension funds if these issues are to be fully pursued, will be taken up at conference, with a presentation on the American trade union experience.

Amendments from Glasgow Local Government and others will seek regular updates on the Pensions Review in case further action is required of the membership.

Current policies on **Lone Working, Bullying, Sickness Absence and Equalities** are developed in 25 - 42.

REORGANISATION OF PUBLIC SERVICES

MOTIONS 44-47

Schemes to protect members subject to externalisation, privatisation and transfer are in 44-47. The question is whether they add a great deal which will merit prioritisation and debate.

PUBLIC SERVICES

MOTIONS 48-61

The section 48-58 and particularly 48, amended and updated to take account of recent government announcements on the two-tier workforce, efficiency reviews (50) and calls for renationalisation of utilities (58) are more likely to be prioritised for debate. Also in this category are Privatisation of Education (59) and Developing a UNISON Vision of the NHS (61).

POLITICAL INFLUENCE

MOTIONS 62-64

In criticising the New Labour Government's manifesto, the NEC (62) sets out a UNISON agenda, which will be augmented in some areas by Scotland and Yorkshire and Humberside e.g. more on combating child poverty and teenage social exclusion. However motion 63 (Warwick Agreement) is a thinly veiled attack on the union's approach to critical engagement with government, which was rehearsed by the candidates in the General Secretary Election. If not amended to take account of early delivery of Warwick e.g. two-tier workforce, it should be opposed.

Motion 64 on Political Fund Review could be amended in the light of resounding retention results from UNISON and other unions.

RACISM AND ASYLUM

MOTIONS 65,69

The NEC calls for a rejection of the BNP (65) and resolves to continue the union's anti-racist work at its core activities. As Conference is in Scotland, it is appropriate that Scotland condemns the practices at Dungavel (69), one of the UK detention centres located in Lanarkshire.

CAMPAIGNING

MOTIONS 70-94

The plethora of issues covered by the campaigning part of the agenda will obviously be radically affected by the prioritisation process which should see the following topics float to the surface.

Civil Liberties and the end to detention without trial (70); **No 2 ID** (75) which may merit Scottish amendment to highlight the impact of devolution and the Scottish Executive's commitment (sic) not to require ID to secure access to public services e.g. health unlike Westminster; extending the demands on employment rights (82 & 83) which have not progressed in the second New Labour term of office and raising the profile of work-life balance (88).

continued



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The varying perceptions of the impact of a **Single Equality Act** (93); and updating advice on **domestic violence** (94) as a trade union issue, where Edinburgh City Branch seek recognition of the position in Scots' Law and to remove the stigma of hopelessness conveyed by "victims" to "those experiencing domestic abuse", are also in this section.

EUROPE

MOTION 96

Scottish Council's recent resolution, which feared the consequences of adopting the European Constitution for the future of public services, is encapsulated in the NEC motion 96, which calls for this debate and position to be promoted amongst the membership and more widely.

INTERNATIONAL SOLIDARITY

MOTIONS 112-132

The variety of topics covered by the 24 motions submitted on international trade union and social solidarity are all worthy, but will be affected by prioritisation and the likely few are around:

112 Iraq which reflects what the Scottish Committee heard from Iraqi Trade Union visitors to Scotland in October, with the additional demand of working for the withdrawal of British troops:

120 Palestine, recognising recent political changes and its centrality to peace and justice in the Middle East and the world;

Make Poverty History (127-129) is the major trade union international issue as the G8 meets in Gleneagles; and UNISON was instrumental in a major conference on Southern Africa in 2004 to work with regions affected by HIV/Aids (132), a theme which the convenor and secretary brought back from a visit to South Africa.

FINANCIAL MANAGEMENT

MOTIONS 137, 138

Many branches employ staff and the provision of a payroll service is important but can be provided by banks without requiring HQ intervention (137).

The call for an increase in regional lay activity funding (138 - oppose) is superficially attractive, but should be viewed against the report being prepared by the NEC as a result of a Scottish motion to '04 Conference. There will be an interim report in 2005 and a final in 2006, with results for lay activity and resourcing the regions and service groups, to take account of devolution.

CONFERENCE

MOTION 139

At the end of another Conference Agenda, with its repetition of debate and policy, alongside the demand for more regional resources, we find the call for a review of the efficiency of annual conferences from Northern Ireland (139). It deserves a hearing and a report to 2007. Where the Lambeth amendment seeking regular reports of action on decisions is helpful, the Somerset amendment would rip out an essential part of the Review.



RULES

Rules, rules, rules are the essential ingredient of an anorak's agenda. Most are "tidying up" with the exception of (8) - which was adopted by Scottish Council in February last year.

But oppose (3). Why should a self-organised groups have greater access to conference agenda than a region?

Biannual branch elections (15) may reduce an accountability, which is a principle not necessarily translated into practice in a universal review at branch, regional or NEC level (oppose).

Fixed penalties in disciplinary cases (19 & 20) may seem superficially attractive and at one with judicial procedures, but we deal with different standards of proof and



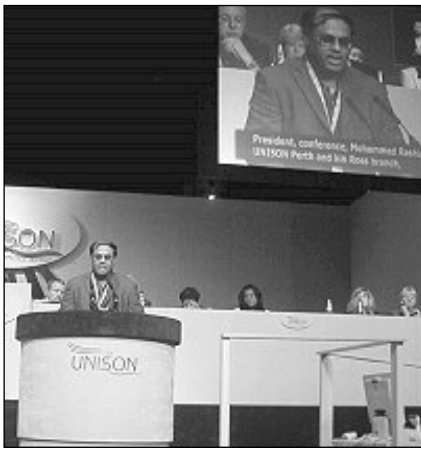
Did I just miss something?

ALL YOU NEED TO KNOW ABOUT CONFERENCE MYSTERIES

After years of being caught out by jargon and sneaky procedural wheezes, your *SiU* scoop brings you a rough guide to help you out.

Standing Orders Committee (SOC)

Comprises reps elected by each Region (ours is Robin Hunter and he's really helpful) and three from the NEC who organise the order of business, composites and so on. **A report will be issued each morning on the day's business and probably future business - this is really important to understanding what is going on.** Sometimes their rulings are challenged but it rarely makes sense to do so since the committee reflects regions' priorities.



NEC Positions

Most motions haven't got a chance of being heard and will be referred to the NEC, or somewhere. So it is worth looking to see what position the NEC has taken on your motion.

Agenda and Priorities

The running order (you'll get one at Conference) is set after consultation with regions on priorities. Motions are grouped into 'themes' to avoid duplication and the risk of voting against what we'd voted for earlier (yes we've done that before!).

Friday priorities

Come Friday (oh, come, come Friday), there is a chance to re-prioritise your pet motion that was not reached. On Thursday, we will circulate branches with a form to pick their priorities for Friday afternoon. These will be collated and go to the SOC which will set out a Friday pm agenda that reflects (hopefully) Conference's wishes. That can be an eye-opener!

Emergency motions

Conference has to vote to hear emergency motions in the first place (after the SOC has

decided it is an emergency and is relevant and competent). To qualify for an emergency, it must have been impossible to submit the motion before the deadline.

Composite

An amalgam of similar motions drawn together into one motion that nobody likes! Not fair really, because many composites do succeed in combining areas of agreement through negotiation. You will get a composites booklet before Conference and probably new ones issued throughout the week.

Suspending Standing Orders

A super wheeze (needing a two thirds majority) often tried to get an outside speaker up or do something that's not on the agenda. To be avoided in most cases because it cuts across agreed priorities.

Grouped Debates

Where a pile of similar motions and amendments are all moved one after the other, there is an all-in debate and we vote on them one after the other at the end.

Reference Back

Reports, such as the annual report or standing orders report, are presented to conference for approval. If someone is unhappy with part of the report they can ask for "reference back", meaning that committee or working group that prepared the report should reconsider that section.

Remittance

When the NEC asks for a motion to be referred to them for further clarification, elaboration, or investigation.

Scottish delegates

Mike Kirby and Karie Murphy are this year's Scottish Regional delegates. They are there to help (in seats at the back of the hall), especially if you want to get into a debate - they'll tell you how, who to see, and if you're not careful (or lucky), what to say! Sincerely folks, they are an essential source of advice, information and help.



What's happening?

GUIDE FOR NEW DELEGATES (AND OLD ONES WHO WERE AFRAID TO ASK).

With up to 2,500 delegates and visitors, Conference can be a daunting prospect, especially if you don't know what's happening. But now you will, thanks to SiU's handy guide.



Scotland Meeting

Monday's Scotland delegates meeting gives last minute information and discusses Scottish input. It is also your chance to push your issues.

Seating Plan

There should be a seating plan in this pack. We traditionally get at least one seat wrong - so if you find yourself sitting on someone's knee, it's likely to be a mistake.

Credentials Bar Code

No this is not a secret sign to get a drink. Your credential card has a bar code which will scan you in. You must wear the card at all times. Wearing it at your waist is not helpful to the scrutineers on the door, will lead to delays and may end up with more than you expected being scanned!

Conference Guide

This details all motions submitted. It also has more detailed useful information. You will also get a booklet with composite motions, listed by letters of the alphabet (usually with the numbers of the motions in brackets).

Speaking, speakers lists, timings

Seats for speakers FOR and AGAINST are labelled at the front. If in doubt, staff at the Rostrum Control will help.

In any case it is best to tell them you want to speak because they may have a list - and with amendments it is not always clear which seat you should be in. It also helps to speak to the Scottish Regional Delegates first!

Speakers can speak *only once* in a debate (except for the right of reply). Movers get five minutes, however, Conference sometimes reduces this but you will get warning to chainsaw all those bits you loved dearly out of your speech.

Subsequent speakers get three minutes.

Always start your speech by giving your name and your branch

See page 8 for details on the rostrum lights for timing speeches.

Right of Reply

The mover of a motion is allowed a Right of Reply at the end of the debate or before voting on an amendment (but not both). This is a reply to points raised in the debate and cannot be abused by introducing new stuff (although many try it).

Voting

Normally votes are taken by holding up bright coloured cards and the President will decide whether a count is needed.

If it is close, or a major issue is involved, the chair can call for a branch card vote.

Delegates can also call for a card vote but only if 10% of us shout out with voting cards up immediately.

If this is on an amendment, the debate is suspended until the result is known.

Branch card votes are stamped with the voting entitlement of your branch and with either FOR or AGAINST.

The correct number must be used for the particular vote. As a reminder, this information is usually put up on electronic screens at either side of the stage.



Procedure

Like any other formal meeting, Conference is run by a series of rules. This often seems very bureaucratic but the system ensures some semblance of order is kept. The President chairs Conference and their ruling on any issue is final.

See page 8 for rostrum lights, points of order and handy hints...



Conference briefings and website service

The Scottish Communications and Campaigns Committee, along with the



Jane and John slog away at last year's Conference (well one of them does!)

Regional delegates, will issue daily briefings during Conference week.

It is not a 'News' service after the event (after all you were there), it is for briefing delegates *before* the event.

However, we will issue some special reports as a basis for branch magazine reports back home.

We will also be updating the website with most

of what goes out in print so you can get easy access.

The service is also there to be used by branches to promote motions within Scottish policy.

In special circumstances we can also help with typing and communications with branches, press etc back home.

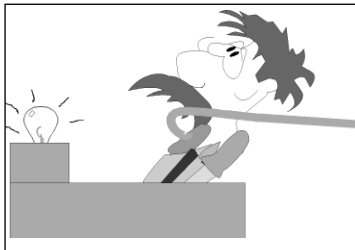
Your contact is *SiU* editor John Stevenson who leads the team with Jane Aitchison as deputy. Bernard Kamy is also on the team with other committee members helping out too.

You will find the team in the Newsheet area but please do not visit in numbers, it is very busy.

Blinkin' lights and points of order AND A RANGE OF OTHER HANDY HINTS

Timing for speeches is shown by lights on the rostrum....

... but even if you don't notice the light, there is always some bright spark who will shout 'time', usually when they're not agreeing with you.



It can be useful to have an 'escape clause' in your speech to cut to so you can finish on a good note..

The lights mean....

Yellow: means the speaker has a minute to go.

Red: means 'zip the lip' now, not after you've made ten more points.

Green: means a point of order has been raised and will be heard before the next speaker.

Points of Order

You can move 'next business', 'adjournment' or 'private session' but the most used is 'that the question be put'.

The President must put this to Conference and, if carried, we go straight to the right of reply, and the vote on the motion or amendment. (The chair can caution there has not been enough debate.)

You can only move most points of order if you haven't already spoken in the debate.

Handy Hints

Card Votes

- If you split your vote, make sure the figures add up.
- make sure you've SIGNED your card
- and that the branch name is on it.

Credentials

- Get your photo in advance. Photo booths are few and far between.

Consideration

- We hope the Scottish Briefings will be of some use to you. But for safety, do not leave papers on the floor.
- Don't leave mobile phones on.
- Don't walk in front of the signers.
- Lots of people will be pushing papers and leaflets at you as you come to Conference. Not taking one does not make you a bad person! If you took them all, you would be like a walking rain-forest anyway.



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