

## CONFERENCE DELEGATES HANDBOOK

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





# Welcome to Conference

from UNISON Scotland Convenor Mike Kirby

UNISON National Delegate Conference meets weeks after the electorate in England have passed judgement on New Labour under Gordon Brown's leadership.

Like the voters in Scotland in 2007, they saw that there was an alternative. What gives cause for concern is that their alternative is a dangerous mix of "BO-JO the Clown", "Citizen Dave" Cameron's thinly veiled return to Thatcher's legacy, and support for the BNP.

This move to the right will have severe consequences for Scotland and the other devolved administrations, whatever the direction of the debate on future powers of the Scottish Parliament.

Meanwhile, Brown sees six million public service workers as an easy target in a 2% pay freeze, while even their flawed measure of inflation, Consumer Price Index, races over 3% and other common measures are over 4%. Industrial action ballots are under way in health and local government, to join other public sector workers already taking action.

Brown doesn't require to listen. He needs to act.

The May draft Queen's speech, setting out government legislative plans to December 2009 is intended to be his defining response. Can you recall what's in it? Described as "stunningly unmemorable".

If New Labour drifts towards a defeat at the next general election, it will be a monumental betrayal of those it claims to represent.

The trade unions presented their list of demands in the Warwick Agreement. The Agency Workers proposal is a start. Measures to address tax evasion would provide another budget, to spend on public services. It could get back on target to really redistribute incomes and tackle child poverty. It could provide public investment in public services, instead of transfers of large wads of cash to PFI/PPP profits for business. A fairer deal on trade union rights is possible.

UNISON Conference will debate some of these issues, in building upon current policy.

**Don't forget the meeting of Scottish Branches on:**

**MONDAY 16 JUNE 5.30PM Royal Bath Hotel, Bath Road, Bournemouth** within an approximate three minute walk of the BIC, located on Bath Road. Tea, coffee and biscuits on arrival.

**Local Government Branches will also meet at 5.30 on Saturday 14 June in the Garden Room, East Cliff Court Hotel, East Overcliff Drive, Bournemouth.**




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# Who's who, or handy folk to know

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Mike Kirby



Lilian Macer

## Mike and Lilian, Scottish Region Delegates

**Mike Kirby** and **Lilian Macer** 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 past president of the STUC. Matt has recently been appointed to the Calman Commission on Scottish Devolution.



Norma Stephenson

## Norma Stephenson, National President

**Norma Stephenson** is the current president of UNISON, the highest lay member position. She will chair Conference throughout the week.

She is a healthcare assistant for Tees, Esk & Wear Valley NHS Trust. Born and bred in Stockton-on-Tees, where she still lives, Norma went to local St Mary's Roman Catholic school and then, at age 18, after a short time at WH Smith's, started work at the hospital 'right opposite' her home.



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 in 2006.

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.



Bob Revie



John Stevenson

## Bob Revie, Standing Orders Committee Rep

**Bob Revie** is Scotland's rep on the Standing Orders Committee which sets out the business for the week, taking over this year from longstanding standing orders guru Robin Hunter. Bob 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 Convenor Mike Kirby, is based on policies set or guided by Scottish Council. 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.

## Prioritisation

Of the 117 motions admitted to the agenda, a prioritisation process conducted by regions, self organised groups and National Executive Council, will lay out the thirty to forty which will be debated, and some of these will be rolled up into composites.

**Ten of Scotland's twelve priorities have made it, and are marked \*.**

The order of business will reflect these

priorities and motions on similar subject matters will be grouped in topics in half day blocks.

The final order of business, in the second delegates mailing, will help you spot when your favourite topic is like to be heard.

Motions prioritised for debate, but not reached first time around will be subject to a re-prioritisation for Friday afternoon.

The following motions are most likely to be debated and should be supported with the notable reservations.....



## Get a grip Kirby!

*(Always wanted to use that headline)*  
Oor Mike Kirby with General Secretary Dave Prentis. Note how Mike is sneakily trying to nick one of the photos by sliding it off the brochure.

## Violence and Aggression Against Staff (19)

Violence and aggression against public service workers should not be part of the job. A campaign to raise public awareness and legal protections are required.

## National Minimum Wage (12)

The national young members' forum calls on UNISON to defend, celebrate and improve the national minimum wage and to end age differentials.

## Trade Union Rights (57)

While there have been advances in individual employment rights, there is need for support for a Trade Union Freedom Bill, enforced employment rights and collective rights.

## Vulnerable Migrant Workers (79)\*

Migration continues to be an important issue in all parts of the UK and we must challenge the myths and distortions that create disharmony and abuse.

## Funding the Equal Pay Challenge (116)\*

Following presentations at the Scottish Council, Glasgow has secured a debate on the rights of conference to decide branch funding, including how the union will resource legal action to ensure fair pay and remove pay discrimination.

## Show Racism the Red Card (75)

Scotland's long association with SRTRC, the anti-racist educational charity which uses football as a focus, is reflected in this motion.

## Challenging the Far Right (76,78)

Standing in Scottish local government elections, being elected in England, the pernicious BNP cannot be ignored and must be opposed as they dress themselves in a veneer of respectable suits.



*Scotland delegates ham it up in a vain attempt to make Conference look interesting.*

*Continued on page 4*

From Page 3

## Defending Multiculturalism (86,87) (Comp E)

In opposing racism and Islamophobia, we should also celebrate the UK's many cultures which contribute to a healthy diversity and economic success.



We like a theme in the Conference Briefings and last year it was Star Trek - the UNISON Generation. LtoR from back, Dave Prentis, Pat Rowland, Jane Carolan, Lilian Macer, Matt Smith, Mike Kirby and Spock Watson. Any suggestions for this year?

## Public Services (23,24)

In the face of public service reform, there is a case for sustained direct investment in public services, democratically controlled, and while there is a place for shared services in harnessing organisational and technological change, this cannot be done on the cheap and any savings must be reinvested and procurement properly controlled.

## NHS at 60 (30)

The NEC motion celebrating the 60 years of the NHS and setting out an agenda for improvement, may benefit from Amendment 3 which calls for sharing good practice and condemns constant structural/ organisational change. The other amendments are unnecessary as Amendment 1 calls for the ubiquitous "national demonstration" and 4 and 5 seek open-ended engagements with other campaigns while UNISON's best endeavours are coordinated through the TUC.

## Local Services (25,26)

These motions reflect on Audit Commission reports, critical of some aspects of the new

localism and the drives to procurement and commissioning of service and the enabling authorities. Amendment 1 seeks better support for branches in dealing with these issues.

## Flexicurity (74)

The motion addresses the inherent contradictions in the EU concept of workers' flexibility in employment provides greater security and seeks greater cooperation with European trade unions.

## Palestine (67,69)(Comp D)\*

Maintaining support for the two-state policy, the motion encourages affiliation to the Solidarity Campaign, an end to arms sales to Israel, ending special trading status with Europe, a ban on agricultural products from illegal settlements in the Occupied Territories, and disinvestment from companies complicit in the occupation, with a particular look at pension funds.

## Colombia (65)

Condemns the continuing violence and abuse against trade unionists, social movements and civic society organisations in Colombia, which is a front-line state in US interventions in Latin America.

## South Africa (64)

In celebrating Mandela's 90 birthday the motion develops UNISON support for work with trade unions in South Africa, particularly in combating HIV/Aids and reversing privatisation of services.

## Organising (1)

Organising is the lifeblood of the union and membership must be developed if the union is to survive, grow and maintain recognition.

## Pensions (20,54)(Comp C)\*

While the government has recognised the pension-earnings link, they have failed to exercise a catch-up and a link to average male earnings. Pensions are a major issue in

contracting out and the two-tier workforce provisions require compliance mechanisms.

### **Gun and Knife Crime (96,97)(Comp G)**

Increasingly, young people are joining gangs and carrying weapons. In tackling crime, the associated problems of social deprivation need to be highlighted. The motion sets out a number of initiatives.

### **Education and Skills (46)**

The motion refers to recent government reports in developing the skills agenda and the place for trade unions in sector skills councils coordinating these developments, particularly in apprenticeships.

### **Equality Through Learning (3)**

Celebrates UNISON's Return to Learn programme and develops the role of union learning reps in the workplace, in organising around learning.

### **Democracy Guidelines (45)\***

Devolution and some recent internal procedural difficulties over campaigning in UNISON, particularly on pay claims, have given rise to this call for a review of the Democracy Guidelines in UNISON, developing and promoting policy.

### **Shared Services (28,29) (Comp A)\***

Shared Services, delivered through PFI, PPP and strategic partnerships have a detrimental impact upon democratic control of provision, jobs, terms and conditions. There is a growing bank of knowledge within branches, but there needs to be greater attention to sharing experiences, practice and better advice.

### **Home Care Strategy (40,41)(Comp B)\***

Employers and government have accelerated a drive to privatisation and outsourcing of care, with adverse impact upon quality of provision, increased costs to the elderly, and

attacks on jobs, terms and conditions. There is a need for greater regulation and local joint campaigns to protect and develop services.

### **Best of the rest**

Other Prioritised Topics, which are worthy of support, include:

- 6 LGBT Equality
- 11 Two-Tier Workforce
- 14 Fair Pay Network \*
- 18 Flat Rate Increases: *surprisingly admitted to the agenda is what is normally a bargaining issue for service groups*
- 35 Affordable Homes
- 36,38 (Comp H) Defend Council Housing
- 47 Teaching Black History
- 49 Economy
- 84 Women in Public Life
- 88 Bill of Rights\*
- 89 Prostitution
- 91 Domestic Abuse
- 92 Elder Abuse
- 93,94,95 (Comp F) Cheap Labour, Disability Discrimination
- 98 Fuel Poverty
- 101 Concessionary Fares
- 103 Green UNISON
- 104 Green Issues\*
- 105 Climate Change
- 108 Protecting Rain Forests
- 114 Ethical Procurement Policy

### **Things change**

Sometimes new composites, withdrawals of motions or amendments - and of course emergency motions - may change this advice.

Any developments will be covered in your daily bulletins.



Sam McCartney delivers his speech as his alter ego looks on disapprovingly.

**After all the speeches,  
listening to lively  
debates(!) and getting  
tennis elbow with all  
the voting, have some  
fun at....**

## **Celtic Night**

(Scotland, Wales,  
Northern Ireland)

**Thursday 19 June**

**Wessex Hotel**  
West Cliff Road

See bulletin at  
Conference for more  
details

Tickets from Pat Rowland  
**Remember to bring a  
prize for the raffle**

# 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 Bob Revie 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.



*Carol Ball and Arthur Donnachie staff an emergency centre for delegates who can't find their way home.*

### 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) 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 Lilian Macer 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)

**W**ith 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 (see page 1).

### 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...**



*Jane Carolan brings a tear to the Gen Sec's eye with an emotional rendering of 'Crystal Chandeliers' to illustrate a socio-economic point in the 2007 Europe debate.*

## Conference briefings and website service



Jane and Kate show due reverence last year to the Great Editorial Leader. (Aye, believe that if you like!)

The Scottish Communications and Campaigns Committee, along with the 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 at

[www.unison-scotland.org.uk/conf2008](http://www.unison-scotland.org.uk/conf2008).

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** and **Kate Ramsden**, with other committee members helping out too.

You will find the team in the Newsheet area in the Tregonwell Hall 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....



"Goannie stop playing that guitar when I'm tryin tae speak!"

... 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.



