



UNISON Conference Bulletin

Lesbian, Gay, Bisexual, Transgender Conference 2016 May 2016

Conference Team 0207 121 5123
 Carola Towle (Policy) 0207 121 5241, e-mail: c.towle@unison.co.uk
 Colin Derrig (Standing Orders) 0207 121 5587, e-mail: c.derrig@unison.co.uk

This bulletin contains the timetable for 2016 LGBT Conference

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

UNISON's Lesbian Gay Bisexual and Transgender Conference 2016 will be held at Venue Cymru, Llandudno, from 1.30pm Friday 18 November to 1.20pm Sunday 20 November 2016. This conference is organised under UNISON's rules on self-organisation. All delegates and visitors to LGBT Conference must themselves be lesbian, gay, bisexual or transgender UNISON members.

Venue Cymru
 The Promenade
 Llandudno
 Conwy LL30 1BB

Tel: 01492 879771

E-mail: conferences@venuecymru.co.uk

Timetable

Deadline for Submission of Motions and Amendments to Standing Orders	12 noon	Friday 29 July 2016
Publication of Preliminary Agenda		Friday 19 August 2016
Deadline for Submission of Delegates	5.00pm	Friday 16 September 2016
Deadline for Submission of Amendments	12 noon	Friday 23 September 2016
Deadline for proposals for motions/ amendments to rule for 2016 National Delegate and Service Group Conferences	12 noon	Friday 23 September 2016
Deadline for Submission for LGBT Recruitment and Organising Awards	12 noon	Friday 23 September 2016
Deadline for Nominations	12 noon	Friday 23 September 2016
Deadline for submitting crèche places	5.00pm	Friday 30 September 2016
Deadline for submitting reasonable adjustment requests for access	5.00pm	Friday 30 September 2016
Publication of Final Agenda		Friday 21 October 2016
Deadline for emergency motions/ priorities	12 noon	Friday 11 November 2016
Deadline for Submitting Change of Delegates on the OCS	5.00pm	Tuesday 15 November 2016

Enclosed with this Conference Bulletin are the following forms and documents which are also available to download from the UNISON Conference website at <https://www.unison.org.uk/events/lgbt-conference-2016/>

Delegate Travel Form
Visitor Travel Form
National LGBT Standing Orders
Guidelines on Submitting Motions and Amendments

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

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

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

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

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

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

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

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

- If you already have an e-mail address and access to the UNISON website, the quickest

way to update your details is to go to the UNISON website and click on the Update Your Details box – you will need your UNISON membership number.

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

Key contacts:

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

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

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

Region	Contact	Tel	E-mail
Eastern	Amanda Tickner	01245 608909	a.tickner@unison.co.uk
East Midlands	Mark Ward	0115 847 5408	m.ward@unison.co.uk
	Colleen Forrest (Thurs & Fri only)	0115 847 5468	c.forrest@unison.co.uk
Greater London	Shelley Davey Lorraine Tant Cally Thompson	0207 535 6648	glrconference@unison.co.uk
Northern	Allison Jackson	0191 245 0805	a.jackson2@unison.co.uk
Northern Ireland	Elizabeth Robinson	02890 270190	e.robinson@unison.co.uk
North West	Val Rothwell	0161 661 6701	v.rothwell@unison.co.uk
Scotland	Rosaleen Rodgers	0141 342 2816	r.rodgers@unison.co.uk
	Caroline Philip	0131 226 0075	c.philip@unison.co.uk
South East	Kieran Pearson	01483 406510	k.pearson@unison.co.uk
	SE Communications Team	01634 285719	communicationsteam@unison.co.uk
South West	Jenn Gollings (Mon – Thurs only)	01823 285336	j.gollings@unison.co.uk
Cymru/Wales	Sarah Evans	01792 483923	s.evans@unison.co.uk
West Midlands	Claire Kenny	0121 685 3174	c.kenny@unison.co.uk
Yorkshire & Humberside	Laraine Senior	0113 218 2333	l.senior@unison.co.uk
	Tracy Shearon	0113 218 2349	t.shearon@unison.co.uk

National and Regional Representation

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

Branch Representation

Any lesbian, gay, bisexual or transgender full member of UNISON may apply to their branch for a delegate place. Branches should make every effort to encourage members' attendance. Each branch may send ten delegates to this conference.

Proportionality and Fair Representation

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

The thresholds for the low paid female seat and young member seat for this conference are:

The 4th seat must be a low paid female

The 5th seat must be a young member.

If these seats are not filled, no further delegates may be submitted.

The OCS will not flag up this requirement at the start of the registration process, but will make checks before the delegation is submitted.

We will review the impact this has on branches' ability to send delegations.

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

Branches should also seek to include Black, disabled, part-time and manual LGBT members. Low paid, part-time and manual workers have been under-represented at previous conferences so their attendance is particularly welcomed. Members do not apply direct to UNISON nationally, but should apply via their branch.

Members who are not out in their branch

Members who are not out to their branch secretary should contact their regional LGBT officer if they wish to attend, who will act as an intermediary between the branch and the member. The regional officer will discuss their attendance with the branch, while protecting the member's confidentiality. Branches must be aware that they have LGBT members wishing to be involved in self-organisation. The rules on fair representation still apply and the branch will still pay the member's expenses for attending the Conference, but via the regional officer. Details of regional officers are on the web at

www.unison.org.uk/out or are available from Carola Towle, UNISON LGBT Officer – contact details above.

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 LGBT Conference as a woman, but still be attending work as a man. Transgender members will be registered for LGBT Conference as the gender in which they will attend the Conference, irrespective of the gender recorded on the UNISON membership system (RMS).

To ensure that branch delegations including transgender members are not rejected on grounds of proportionality, please contact the Conference Office on 020-7121 5123 with information on any online delegate submissions which include members attending conference in a different gender to that recorded on the RMS. Their confidentiality will be respected at conference. If transgender members have any questions about the practicalities of Conference, please encourage them to contact Carola Towle, UNISON LGBT Officer – contact details above.

Funding of Places

Branches (or regions for regional delegates) are responsible for funding their delegates' subsistence and the costs of any dependent care (including babysitting whilst at conference) and personal assistance costs. Only travel costs will be reimbursed to branches from central funds.

Branches are reminded that the National LGBT Conference is an integral part of UNISON's decision-making structure and should make every effort to support members' attendance. Branches are encouraged to make expenses available to delegates in advance of conference.

Any branch which might suffer financial difficulties as a result of sending delegates to the Conference may apply in writing to the Finance Officer for additional branch funding. Further advice about applying for additional funding is available from Tim Bertuchi on 020 7121 5467.

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 LGBT 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 Stephanie Grant, Conference & Events Manager and Designated Health & Safety Manager, in advance of the conference. This information will be treated with confidentiality.

Delegate Registration

Late delegate registrations will not be accepted. There will be no exceptions to this.

Visitors: Members

Any UNISON members who are themselves LGBT are welcome to attend Conference as a visitor. Visitors observe Conference and are welcome to join in discussion groups and caucus meetings, but may not speak or vote in the debate on motions. Visitors are reminded that the deadline for requests for reasonable adjustments is **Friday 30 September 2016**.

Reasonable Adjustments

UNISON aims to provide a fully accessible event to LGBT members in accordance with our duties under the Equality Act. Requests for reasonable adjustments must be submitted online by 5pm, **Friday 30 September 2016**.

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.

Personal Emergency Evacuation Plan (PEEP)

If a delegate or visitor from your branch requires a PEEP for Venue Cymru, please ask them to indicate this online.

It is important that the Conference Office is advised if any facilities are no longer required.

Crèche and Babysitting

Please note that crèche provision is available **for delegates only** for children up to the age of 16 years. Arrangements have been made for Nipperbout, the company contracted to provide crèche facilities at all UNISON national conferences, to provide babysitting. Should you require this service please complete the request online by **5pm, Friday 30 September 2016**. Delegates are reminded that the cost for babysitting is borne by the branch so authorisation is required from your branch secretary that this expenditure will be approved.

Change of Delegate

Branches may change delegates up to the start of Conference. A member registering as a substitute branch delegate must have been eligible to represent the branch at the closing date for registration of delegates **Friday 16 September 2016**. Any changes must be in accordance with the Scheme of Branch Representation.

After **5.00pm Tuesday 15 November**, no more changes can be made on OCS. If a branch needs to make an emergency change to its delegation after this date then an Emergency Change of Delegate form will need to be completed.

This form will be available on the UNISON website from **Wednesday 16 November** and will also be available from the conference desk at Venue Cymru.

Data Protection

Delegates should be aware that the information collected via the online conference system, in addition to information held on UNISON's membership database, will be used for statistical purposes and for the organising and administration of Conference in compliance with the requirements of the Data Protection Act 1998.

Motions, Amendments, Emergency Motions **Wording of Motions, Amendments, Emergency Motions**

The following standing order, carried in 2006, applies to motions, amendments and emergency motions to 2014 LGBT Conference:

“3.5 Each motion shall contain no more than 500 words (except composites) and each amendment shall contain no more than 250 words.”

The LGBT Conference Standing Orders Committee has issued the following advice on this:

1. The title is not included in the word count.
2. Where abbreviated terms/acronyms are used, the full wording must be used initially e.g. 'National Executive Council (NEC)' which would count as four words, followed subsequently by 'NEC', which would count as one word; or 'National Lesbian, Gay, Bisexual and Transgender (LGBT) Committee' which would count as eight words followed subsequently by 'National LGBT Committee' which would count as three words.

Please refer to the advice from the Standing Orders Committee about submission of motions, enclosed with this Conference Bulletin. The Preliminary Agenda will be published on **Friday 19 August 2016**. The Final Agenda will be published on **Friday 21 October 2016**.

Proposals for Motions to National Delegate Conference/Service Group Conferences

LGBT Conference agrees two motions to UNISON's National Delegate Conference and to each National Service Group Conference in 2017. Proposals for motions to National Delegate Conference are invited from branch and regional LGBT groups, the National LGBT Committee, and the national network meetings of bisexual members, transgender members and of Black and disabled LGBT members. Proposals for motions to service group conferences are invited from branch LGBT groups and regional meetings of LGBT members in that service group.

Nominations

A number of elections take place during the Conference:

- service group meetings elect two delegates to each **Service Group Conference**;
- conference elects two delegates to **National Delegate Conference**;
- conference elects six members (at least three women) to the general seats for the 2017 National LGBT Conference **Standing Orders Committee**;
- Conference elects members to the regional seats on the UNISON delegation to the **2017 TUC LGBT Conference**.

Branch and regional LGBT groups are invited to nominate members for these positions. The nomination form is available online at: <https://www.unison.org.uk/events/lgbt-conference-2016/>

National Network Meetings for bisexual, transgender, Black and disabled LGBT members

Leading up to conference, there are separate national meetings for bisexual members, transgender members, disabled LGBT members and Black LGBT members. Part of the purpose of these meetings is to agree motions from these groups to LGBT Conference. All members of the groups are encouraged to attend. There will also be meetings at conference itself. The network meetings take place as follows:

Transgender members	London	Friday 15 July 2016, 10:30 – 1.00pm
Bisexual members	London	Friday 15 July 2016, 2.00pm–4.30pm
Disabled LGBT members	London	Friday 16 September 2016, 11.00am-4.00pm
Black LGBT members	London	Saturday 17 September 2016, 11.00am–4.00pm

Attendance costs will be met from national funds and lunch will be provided. Information has been circulated to branches but further details on how to attend the Network Meetings can be obtained as follows:

Web: www.unison.org.uk/out

Email: out@unison.co.uk

Call in confidence: 020-7121 5799

Travel Arrangements

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

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

Accommodation

If you require assistance in booking your accommodation, the team at Llandudno Tourist Information Centre can help. This service would normally cost £2, however if delegates quote 'UNISON' at the time of enquiry, this fee will be waived.

A 10 % deposit of the total cost is required at the time of booking to secure the room(s), this deposit will then be deducted from the final bill.

To take advantage of this service please call 01492 577577, one of the friendly team members will then take down your specific requirements, search for availability and book it on your behalf. You may also e-mail your requirements through to llandudnotic@conwy.gov.uk quoting 'UNISON' however please note for security, payments can only be taken over the telephone.

The link to the accommodation booking form is:

<http://www.visitllandudno.org.uk/conference-accommodation-booking-form>

LGBT Recruitment and Organising Awards

For the eighth year running, UNISON's presidential team will be presenting awards for the best LGBT recruitment and organising effort at our conference in November.

We are looking for great organising – encouraging members to get involved – as well as success in bringing new members to the union. As in previous years, the judges will be particularly impressed by new ways to reach potential members and those that have reached groups of LGBT workers that we've not been so successful with before.

We are hoping that this year we will receive applications from Branch LGBT groups as well as Regional LGBT Groups.

In addition to the prestige of winning the award, this year, as an extra incentive, UNISON plus suppliers have agreed to donate some amazing recruitment resources and other prizes for the winners. For more details on the awards, including the judges' criteria, please contact out@unison.co.uk.

The deadline for the submission of LGBT Recruitment and Organising Awards is **12noon, Friday 23 September 2016.**

UNISON LGBT Conference
Friday 18 November – Sunday 20 November 2016, Llandudno
DELEGATE RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code. 0-22-15-30

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

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

Please tick the appropriate boxes

Ticket Type Single Return Flexible Fixed

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

Do you hold a Travel Discount Card? Y/N

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

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

Name _____	
Address _____	

Tel No. _____	E-mail _____

Listed below are contact details for STEWART CORPORATE TRAVEL:

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

E-mail: unison@stewarttravelmanagement.com

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

GUIDELINES: DELEGATE RAIL TRAVEL APPLICATION FORM

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

3rd Floor
Sterling House
20 Renfield Street
Glasgow G2 5AP

UNISON LGBT Conference
Friday 18 November – Sunday 20 November 2016, Llandudno
DELEGATE AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Delegate Name _____ A/C Code 0-22-15-30

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

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

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

Name	_____
Address	_____ _____
Tel No.	_____
E-mail	_____

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: 0800 091 4272 Fax: 0141 226 2960

E-mail: unison@stewarttravelmanagement.com

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

GUIDELINES: DELEGATE AIR TRAVEL APPLICATION FORM

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

3rd Floor
Sterling House
20 Renfield Street
Glasgow G2 5AP

UNISON LGBT Conference
Friday 18 November – Sunday 20 November 2016, Llandudno
VISITORS RAIL TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No. _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

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

Please tick the appropriate boxes

Ticket Type Single Return Flexible Fixed

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

Do you hold a Travel Discount Card? Y/N

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

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

Name _____ Address _____ _____ Tel No. _____ E-mail _____
--

Listed below are contact details for STEWART CORPORATE TRAVEL:

Tel No: 0800 091 4272 **Fax:** 0141 226 2960
E-mail: unison@stewarttravelmanagement.com

All forms must be returned to Stewart Corporate Travel at the address overleaf as confirmation and authorisation of attendance. *Please note – a booking fee is applicable.*

GUIDELINES: VISITOR RAIL TRAVEL APPLICATION FORM

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

3rd Floor
Sterling House
20 Renfield Street
Glasgow G2 5AP

UNISON LGBT Conference
Friday 18 November – Sunday 20 November 2016, Llandudno
VISITOR AIR TRAVEL APPLICATION FORM

Please read the guidelines overleaf before completing this form.

Visitors Name _____

Branch Name _____ Branch No _____

Branch Address _____

Additional Travellers

Child/Facilitator name _____ Child's Age _____

Child/Facilitator name _____ Child's Age _____

Journey Details

OUTBOUND FLIGHT

DATE : _____ TIME OF FLIGHT : _____

JOURNEY FROM: _____ TO: _____

RETURN FLIGHT

DATE: _____ TIME OF FLIGHT: _____

JOURNEY FROM: _____ TO: _____

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

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

Name _____	
Address _____	

Tel No. _____	E-mail _____

Listed below are contact details for Stewart Corporate Travel:

Tel No: 0800 091 4272

Fax: 0141 226 2960

E-mail: unison@stewarttravelmanagement.com

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

GUIDELINES: VISITOR AIR TRAVEL APPLICATION FORM

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

3rd Floor
Sterling House
20 Renfield Street
Glasgow G2 5AP



**NATIONAL LESBIAN
GAY, BISEXUAL &
TRANSGENDER
CONFERENCE
STANDING ORDERS**
(as amended by 2015 Conference)

SO1 Application of Standing Orders

- 1.1 These Standing Orders shall apply to UNISON's National Lesbian, Gay, Bisexual and Transgender Conference.
- 1.2 The Standing Orders may be changed by Conference approving, with a two-thirds majority of those people present and voting, a motion which has appeared on both the preliminary and final Conference agendas, except for motions from the Black and Disabled Members' Caucuses or Bisexual Members' Caucus or Transgender Members' Caucus, which may only appear on the final Conference agenda. All such motions may be amended in the normal way by simple majority. Standing Orders may not be changed by an emergency motion, but they may be temporarily suspended under SO19.

SO2 Standing Orders Committee

- 2.1 A Standing Orders Committee shall be formed to assist Conference in the running of business. The Standing Orders Committee shall be independent of the National Lesbian, Gay, Bisexual and Transgender Committee and shall be accountable to Conference.
- 2.2 Members of the National Lesbian, Gay, Bisexual and Transgender Committee shall not be members of the Standing Orders Committee. Six members of the Standing Orders Committee shall be elected by the National Lesbian, Gay, Bisexual and Transgender Conference. Two members shall be elected by the Disabled Members Caucus. Two members shall be elected by the Black Members Caucus. An equal number of Reserve Standing Orders Committee members shall also be elected. At least 50% of places shall be held by women.
- 2.3 Members of the Standing Orders Committee shall hold office from the end of the Conference at which they are elected until the end of the next Conference.
- 2.4 If a member of the Standing Orders Committee does not attend two consecutive meetings of the Standing Orders Committee then at the following meeting the Standing Orders Committee shall decide whether that member's membership of the Committee should be terminated.
- 2.5 If a member of the Standing Orders Committee elected by the National Lesbian, Gay, Bisexual and Transgender Conference resigns or ceases to be qualified to be a member or has their membership terminated under SO2.4 then the Standing Orders Committee shall invite the reserve member who received the highest number of votes to become a member, unless this would mean that less than 50% of places would be held by women, in which case,

the Standing Orders Committee shall invite the woman reserve member who received the highest number of votes to become a member.

- 2.6 In the absence of reserve members being elected at the Conference, the Standing Orders Committee will have the power to co-opt members to fill any vacancies for the six general seats.
- 2.7 At its first meeting the Standing Orders Committee shall elect two Co-chairs, at least one of whom shall be a woman, from amongst its members.
- 2.8 The functions of the Standing Orders Committee, subject to these Standing Orders, shall be to:
 - 2.8.1 ensure that UNISON's Rules and these Standing Orders (relating to the business of the Conference in plenary session) are observed, and notify the Presiding Conference Chair of any violation that may be brought to the Committee's notice;
 - 2.8.2 draw up the preliminary agenda and final agenda of business to be dealt with at the Conference plenary sessions, to be circulated in accordance with the timetable agreed by the National Lesbian, Gay, Bisexual and Transgender Committee;
 - 2.8.3 determine the order in which motions shall be dealt with at the plenary sessions (the "order of business"), subject to the approval of Conference;
 - 2.8.4 consider all motions and amendments submitted for consideration by Conference and, for the purpose of enabling Conference to transact its business effectively, the Standing Orders Committee shall:
 - i) decide whether such motions and amendments have been submitted in accordance with these Standing Orders;
 - ii) group together motions and amendments relating to the same subject, decide the order in which they should be considered, and whether they should be debated and voted on separately or debated together and voted on sequentially;
 - iii) make such minor wording changes of a technical nature as the Committee may consider necessary;
 - iv) prepare and revise, in consultation with the movers of motions and amendments, composite motions in terms which in the opinion of the Committee best express the subject of motions and amendments;
 - v) refer to another representative body within UNISON a motion or amendment which in the opinion of the Committee should

properly be considered there: the mover of the motion or amendment shall be informed of the reason for so doing;

- vi) have power to do such other things as may be necessary to give effect to these Standing Orders.

2.9 Any decisions of the Standing Orders Committee which are to be reported to Conference shall be announced by one of the Co-Chairs of the Committee and shall be subject to ratification by Conference.

2.10 The Standing Orders Committee may, from time to time, issue guidelines in order to assist with the smooth running of Conference. Such guidelines shall be consistent with these Standing Orders.

SO3 *Motions and Amendments*

3.1 Motions, amendments and other appropriate business may be proposed for Conference by branch or regional lesbian, gay, bisexual and transgender groups; by the Disabled Members or Black Members Caucuses, Bisexual Members' Caucus or Transgender Members' Caucus; by the National Lesbian, Gay, Bisexual and Transgender Committee and by the National Young Members' Forum.

3.2 Motions, amendments and other appropriate business shall be sent to the designated member of UNISON staff, in order that the Standing Orders Committee may consider them for inclusion in the agenda. The date and time by which motions and amendments shall be received by the designated staff member shall be stated in the timetable published by the National Lesbian, Gay, Bisexual and Transgender Committee.

3.3 3.3.1 A motion or amendment should normally be moved by a representative of the group proposing that motion or amendment;

3.3.2 In the absence of a representative of the group, the motion or amendment may be moved by another member attending the Conference only where prior notification has been given to the Standing Orders Committee, but may not be moved formally from the Chair;

3.3.3 In the event of 3.3.2, the Presiding Conference Chair should advise Conference of the procedure;

3.3.4 If there is no other delegate to move the motion, then the motion and any amendments to it, falls. If there is no other delegate to move the amendment, then the amendment falls.

- 3.4 Caucuses have the right to self-define in their motions the issues that affect them.
- 3.5 Each motion shall contain no more than 500 words (except composites) and each amendment shall contain no more than 250 words.

SO4 *Public and Private Sessions*

The plenary sessions of the National Lesbian, Gay, Bisexual and Transgender Conference shall meet in public session except that by resolution of Conference the whole or any part of a Conference may be held in private. In addition to delegates, members of the National Lesbian, Gay, Bisexual and Transgender Committee and members of the Standing Orders Committee, the only people permitted to attend a private session of Conference shall be:

- i) such members of staff as have been authorised by the National Lesbian, Gay, Bisexual and Transgender Committee or the UNISON General Secretary to attend Conference;
- ii) such other people as the Conference Chair shall determine.

SO5 *Speakers at Conference*

Only delegates and those people who have the right to attend the National Lesbian, Gay, Bisexual and Transgender Conference shall have the right to speak in plenary sessions. No other person shall be able to speak in plenary sessions unless prior approval has been sought from the Standing Orders Committee. Full time officers shall not be able to speak in debate on motions or amendments.

SO6 *Presiding Conference Chair*

- 6.1 The Conference shall be chaired at any one time by one of two Co-chairs who shall be members of the National Lesbian, Gay, Bisexual and Transgender Committee or any other member of the National Lesbian, Gay, Bisexual and Transgender Committee as delegated and agreed by the Co-chairs of the National Lesbian, Gay, Bisexual and Transgender Committee.
- 6.2 Any Procedural Motions or Points of Order raised during Conference shall be decided by the Presiding Conference Chair, if necessary in consultation with the Co-Chairs of the Standing Orders Committee. The ruling of the Presiding Conference Chair shall be final and binding.

- 6.3 The Presiding Conference Chair may at any time call Conference's attention to irrelevance, offensive language, or any breach of order on the part of a member. The Presiding Conference Chair shall have the power to call any person to order who is causing a disturbance in Conference. If that person rejects the Presiding Conference Chair's ruling, the Presiding Conference Chair shall have the right to "name" the person. Conference shall immediately vote on whether or not that person should be named. If Conference agrees that the person should be named, the named person shall leave the Conference hall for a period determined by the Presiding Conference Chair.
- 6.4 The Presiding Conference Chair may at any time propose that Conference be adjourned to a specified time. Conference shall immediately vote on whether or not Conference should stand adjourned.

S07 Voting

- 7.1 The method of voting shall be by a show of hands of those people present who are delegates to Conference. Members of the National Lesbian, Gay, Bisexual and Transgender Committee and Members of the Standing Orders Committee shall not vote. The Presiding Conference Chair shall declare the result or shall call for a count.
- 7.2 A count may also be called if, after a Presiding Conference Chair's declaration of a result, at least twenty members present indicate that they want a count.
- 7.3 When a count has been called:
- 7.3.1 No other Conference business may proceed until the count has been completed.
 - 7.3.2 The Presiding Conference Chair shall immediately instruct the tellers to close the doors. Any person may leave the Conference during the time that the doors are closed. Members of the Standing Orders Committee and UNISON Staff may enter the Conference, should they deem their business to be such that it cannot wait until the count is completed, whilst the doors are closed.
 - 7.3.3 The Presiding Conference Chair shall instruct the tellers to do a count of those in favour, those against, and those not voting, and shall declare the result. Once the result has been declared the presiding conference chair shall instruct the tellers to re-open the doors.

S08 Tellers

Conference shall appoint tellers from amongst those people who are attending the Conference. Tellers shall not be members of the National Lesbian, Gay, Bisexual and Transgender Committee or members of the Standing Orders Committee.

SO9 *Withdrawals*

- 9.1 A mover of a motion or amendment who wishes to withdraw their motion or amendment shall inform the Standing Orders Committee. The Standing Orders Committee shall report this request to Conference. Conference shall decide whether or not the motion or amendment may be withdrawn.
- 9.2 If a motion be withdrawn with the consent of Conference and there is an amendment to that motion which appeared as a motion in the preliminary agenda then that amendment shall become the motion.

SO10 *Motions and Amendments not on the Final Agenda (Emergency Motions)*

- 10.1 A motion or amendment which is not shown on the final agenda (an "emergency motion") may not be considered by Conference without the prior approval of the Standing Orders Committee and the consent of Conference, which shall be governed by Standing Orders 10.2 to 10.4 inclusive.
- 10.2 An emergency motion shall be in writing, signed on behalf of the National Lesbian, Gay, Bisexual and Transgender Committee or the branch, region or caucus on whose behalf it is submitted, and sent to the designated member of UNISON staff, so that the Standing Orders Committee may consider it. The date and time by which the emergency motion shall be received by the designated staff member shall be stated in the timetable published by the National Lesbian, Gay, Bisexual and Transgender Committee. The emergency motion shall state at which meeting of the National Lesbian, Gay, Bisexual and Transgender Committee, branch, region or caucus it was debated and adopted.
- 10.3 If the Standing Orders Committee gives its approval to the emergency motion being considered by Conference, copies of the emergency motion shall be made available to participants in the Conference at least one hour before Conference is asked to decide whether to consent to the emergency motion being added to the Conference agenda: this decision shall be made under SO2.8.
- 10.4 An emergency motion will not be given a higher place in the order of business over other motions and amendments on the agenda except where the

Standing Orders Committee decides that the purpose of the emergency motion would be frustrated if it were not dealt with earlier in the Conference.

SO11 Procedural Motions

11.1 Subject to Standing Orders 11.2 and 15.3, the following procedural motions may be moved at any time and without previous notice on the agenda:

11.1.1 "That the question be now put", provided that:

- i) the Presiding Conference Chair may advise Conference not to accept this motion if in their opinion the matter had not been sufficiently discussed; and
- ii) if the motion is carried it shall take immediate effect subject only to any right of reply under these Standing Orders.

11.1.2 "That the Conference proceed to next business" (if the motion is carried the matter being discussed shall immediately fall from the agenda and Conference shall proceed to the next item on the order of business);

11.1.3 "That the debate be adjourned";

11.1.4 "That the Conference (or part of Conference) be held in private session";

11.1.5 "That precedence be given to any particular business set forth on the agenda subject to the provisions of Standing Order 10";

11.1.6 "That the Chair be challenged" (the Presiding Conference Chair shall stand down and the motion shall be heard by the alternate Presiding Conference Chair: the mover of this motion shall speak for no more than three minutes, and the challenged Conference Chair shall then have the right to speak for no more than three minutes; the procedural motion shall then be put to the vote without discussion and no amendment shall be allowed. If the procedural motion is approved by Conference then the challenged Conference Chair shall stand down and the alternate Presiding Conference Chair shall remain in the Chair).

11.1.7 "That leave be given to amend a motion or an amendment with the prior approval of the Standing Orders Committee."

11.1.8 That the time limits for speakers be amended.

- 11.2 A procedural motion moved under Standing Orders 11.1.1, 11.1.2, 11.1.3 or 11.1.5 shall be immediately put to the vote without discussion and no amendment shall be allowed.
- 11.3 The Presiding Conference Chair may at their discretion allow discussion of a procedural motion moved under Standing Order 11.1.4, and may at their discretion allow amendments to be put.
- 11.4 A person who has already spoken on the motion or amendment in question shall not move a procedural motion under Standing Orders 11.1.1, 11.1.2 and 11.1.3.
- 11.5 A representative who moves a procedural motion under Standing Order 11.1.5 shall not speak on any motion or amendment debated as a result of that procedural motion.

SO12 Amendments

- 12.1 When an amendment to a motion is moved no further amendment may be moved until the first one is disposed of, subject to Standing Order 15.
- 12.2 When an amendment is defeated a further amendment may be moved to the motion.
- 12.3 When an amendment to a motion is carried the motion, as amended, shall become the substantive motion. A further amendment can then be moved to the substantive motion.
- 12.4 A person shall not move more than one amendment to any one motion. The mover of a motion shall not move an amendment to their motion.
- 12.5 The mover of a motion may not "formally" accept an amendment to the motion . Each amendment must be moved separately and voted upon.

SO13 Time Limits

- 13.1 The mover of a motion or an amendment shall speak for no more than five minutes, and each subsequent speaker shall speak for no more than three minutes.
- 13.2 No person shall speak more than once on a question, except that the mover of the original motion may exercise a right of reply for not more than three minutes. No new material may be introduced during a right of reply.

- 13.3 These time limits may be amended where prior approval has been sought from the Standing Orders Committee or where a procedural motion under Standing Order 11 sub-paragraph 11.1.8 has been moved.
- 13.4 The Chair shall, at their discretion, extend a particular speaker's time limit if their access requirements have an impact on speaking time.

SO14 Points of Order

- 14.1 A Point of Order may be raised at any stage during Conference if it is considered that business is not being conducted in accordance with UNISON's Rules or the Conference's Standing Orders.
- 14.2 The Point of Order must be raised as soon as the alleged breach occurs, or at the earliest practicable moment.
- 14.3 The Point of Order shall not be debated or amended, and the Presiding Conference Chair shall make an immediate ruling on the Point of Order under SO6.2.

SO15 Grouped Debates

- 15.1 Where in the opinion of the Standing Orders Committee separate debates on specified motions or amendments dealing with the same subject matter would lead to undue repetition, the Standing Orders Committee shall group debates and/or decide on sequential voting.
- 15.2 A grouped debate shall be run in this order:
- i) The Presiding Conference Chair shall advise Conference of the order of business and of the sequence in which motions and amendments will be moved and voted on following a general debate, and of the effect of certain proposals on others;
 - ii) All motions and amendments included in the debate shall be moved;
 - iii) The general debate shall take place;
 - iv) The Presiding Conference Chair shall again state the order of voting and shall advise Conference which, if any, motions and amendments will fall if others are carried;
 - v) Voting shall take place on motions, preceded by relevant amendments, in the order in which they were moved.
- 15.3 A grouped debate may not be adjourned until all the motions and amendments have been moved.

SO16 Reports by National Lesbian, Gay, Bisexual and Transgender Committee

- 16.1 After the opening of the Conference's first plenary session the National Lesbian, Gay, Bisexual and Transgender Committee shall present its report for the past year.
- 16.2 If the National Lesbian, Gay, Bisexual and Transgender Committee presents a report to Conference which contains proposals or recommendations requiring approval and adoption by Conference, the Committee shall submit the proposals or recommendations as ordinary motions seeking such approval and adoption.
- 16.3 The Committee report shall be circulated prior to Conference.

SO17 Indication and Announcement of the National Lesbian, Gay, Bisexual and Transgender Committee's Policy

The final agenda shall include an indication of the National Lesbian, Gay, Bisexual and Transgender Committee's recommendation on motions on the Preliminary Agenda, and immediately before each motion is called, the National Lesbian, Gay, Bisexual and Transgender Committee shall announce that recommendation through the Chairperson of the Conference.

SO18 Reference

If at the end of the National Lesbian, Gay, Bisexual and Transgender Conference the business of the Conference has not been concluded all motions and amendments then outstanding shall stand referred to the National Lesbian, Gay, Bisexual and Transgender Committee, which shall in due course report to members its decisions on these matters.

SO19 Suspension of Standing Orders

Any one or more of these Standing Orders may be suspended by a resolution of Conference in relation to a specific item of business before the Conference or to the proceedings of Conference, provided that at least two-thirds of the people present and voting shall vote for the resolution.

UNISON NATIONAL LESBIAN, GAY, BISEXUAL AND TRANSGENDER MEMBERS CONFERENCE

GUIDELINES ON SUBMITTING MOTIONS AND AMENDMENTS

The UNISON National Lesbian, Gay, Bisexual and Transgender (LGBT) Members Conference makes decisions which provide the framework for LGBT self-organisation in the union and the policies and work of the National LGBT Committee over the following year. LGBT conference may agree that matters should be raised with other parts of the union or outside bodies. The only body it can instruct is the National LGBT Committee. Conference also provides an opportunity for members in the various service groups to meet together and agree motions for their respective service group conferences.

Conference procedures are guided by standing orders, which have been agreed at previous conferences. These set the rules on the submission and debate of motions and amendments, on voting, on the chairing of conference and so on. The Standing Orders Committee, which was elected at the 2015 LGBT Conference, makes sure that standing orders are observed. The standing orders will be included with the Preliminary and Final Agendas and are available now from the National Officer, Lesbian, Gay, Bisexual & Transgender Equality. To help groups submit motions and amendments that comply with standing orders, the Committee offers the following advice.

A. Motions and Amendments

- a) Motions and amendments must be submitted online and be:
 - i. from a branch or regional LGBT group; or from the national meetings of bisexual, transgender, Black or disabled LGBT members; from the National LGBT Committee or from the National Young Members Forum;
 - ii. authorised by two members of the group, giving details of the meeting at which they were agreed;
 - iii. received online by the stated deadlines.
- b) Motions and amendments should be in plain English and must make sense. The number of words is limited to 500 for motions and 250 for amendments.

The title is not included in the word count. Where abbreviated terms/acronyms are used in the main text of the motion, the full wording must be used initially e.g. 'National Executive Council (NEC)' which would count as four words, followed subsequently by 'NEC', which would count as one word; or 'National Lesbian, Gay, Bisexual and Transgender (LGBT) Committee' which would count as eight words followed subsequently by 'National LGBT Committee' which would count as three words.

- c) They should recommend actions which are practical and possible, for example they should not make instructions for donations and affiliations to be made (but they can urge the NEC to make donations or affiliations).
- d) They should not instruct any body except the National LGBT Committee.

- e) Consideration should be given as to whether actions recommended would require a change to UNISON's rules. If so, it should be submitted as a proposed rule amendment to National Delegate Conference.
- f) Amendments should relate to their "parent" motion, and not be complete negatives.

B. Use of different formats

The Conference agenda is used in a number of different formats including standard and large print, braille and tape. Amendments, which refer to specific lines or the position of words in lines in one format, may not make sense in the other formats.

When wording amendments, avoid using phrases such as:

delete the third and fourth line of the first paragraph; or

after the fourth word on the second line, 'insert the following...'

Better practice is:

insert "urgently" between "instruct the national LGBT committee " and "to appoint", in the second sentence of the first paragraph; or

insert "and local" between "national" and "campaigns" in the last sentence of the final paragraph.

MAKE SURE

- i. That it is clear where the amendment is to be inserted or to which part of the motion it applies.
- ii. That the instructions accompanying your amendment will be clear to all delegates.
- iii. That the amendment is presented in the simplest form possible.

C. Emergency Motions

Standing Orders allow groups to submit 'emergency motions' on matters that take place after the closing date for ordinary motions and that could not be raised by an amendment to a motion on the preliminary agenda.

- a) An emergency motion must follow the general guidance for motions.
- b) The group submitting an emergency motion must explain why it was not possible to meet the deadline for ordinary motions (because, for example, the events that prompted the motion did not take place until after the deadline for ordinary motions).

- c) If a motion is submitted as an emergency motion which technically qualifies as one but which, in the opinion of the Standing Orders Committee, should have been submitted either as an ordinary motion or as an amendment to an ordinary motion, it will not be accepted onto the agenda.

D. Labour Government, Labour Party; Devolved Parliament and Assemblies

When drafting motions, bear in mind the difference between the Labour Government and the Labour Party. The actions or policy of government, whichever party is in government, are of concern to all UNISON members. In UNISON, matters relating to the Labour Party, whether internal Labour Party issues or matters to be pursued at Labour Party Conference, are dealt with by the Labour Link. This is the part of our union which is affiliated to the Labour Party; its policies are guided by members who pay the Labour Link levy.

LGBT Conference can only instruct the National LGBT Committee, but motions can ask, urge or call on the government or UNISON's NEC or APF.

When calling on government, bear in mind that as well as the Westminster Parliament, the Scottish Parliament and Northern Ireland and Welsh Assemblies are part of our legislature.

E. Legal Jeopardy, Discrimination Against Members

Motions which are identified as potentially placing UNISON in a position of legal jeopardy will be ruled out of order and not printed on any agenda.

Motions concerning alleged discrimination by UNISON against members will be ruled out of order as a complaints procedure exists within UNISON to pursue such issues.

F. Proposed National Delegate Conference Motions/Amendments to Rule/Motions to Service Group Conferences

LGBT Conference may submit two motions to National Delegate Conference and to each service group conference.

The above guidelines, with the exception of the word limit of 500 for motions, apply to proposals for these motions as well. Motions to Delegate Conference may not instruct any body except the NEC. The subject matter should be relevant to the union as a whole.

Motions to service group conferences may not instruct any body except that service group executive. The subject matter should be specifically relevant to that service group. In the past, some self-organised group motions to service group conferences have been ruled out of order on the grounds that they raise a 'citizenship' rather than a service group matter. To avoid this happening, make sure motions clearly indicate why this is a matter for the service group concerned.

G. Compositing

The aim of compositing is to bring motions with very similar content together in one composite motion. This avoids having the same debate several times at Conference.

Motions that the Standing Orders Committee considers suitable for compositing are indicated on the Preliminary Agenda and the proposers of these motions contacted. Compositing is not compulsory - it is up to the proposers of the motions to decide whether they wish to composite and to agree the final text.

Composite motions only include text from the original motions - no new material may be added. Minor parts of motions not incorporated into composites disappear off the agenda.

Amendments to composites can be accepted. Part of the text of an original motion may stand as an amendment to a composite if this assists in the debate.

H. Further Advice and Information

Most regional LGBT groups arrange pre-LGBT Conference briefings.

Standing Orders Committee members and staff can offer advice and assistance to groups on drafting competent motions and amendments in advance of the deadlines. Contact the LGBT Conference SOC c/o Membership Participation Unit, UNISON, 130 Euston Road, London NW1 2AY. Tel 0207-121 5587.