

Conference agenda and timetable

2018

Home Office Group

Venue

Syndicate Room 4

Brighton Conference Centre

Date/s

Monday 21 May 2018

Tuesday 22 May 2018

Time/s

 13:00-17:30 / 9:00-12:05



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Introduction to Standing Orders Committee (SOC) Report No. 1

1. Duties

The duties of the SOC are set out in the Home Office Group Standing Orders, reprinted at Appendix 2 of this report. The Conference agenda and timetable has been produced in accordance with these Standing Orders. Where those Standing Orders are silent, PCS National Standing Orders have been applied.

2. Categories of Motions

Motions are divided into the following categories:

Category A: Motions for debate, grouped as far as practicable under the main subject headings

Category B: Motions that confirm existing policy

Category C: Motions that seek to reverse policy, as determined at Conference within the last two years

Category D: Motions capable of being dealt with in correspondence

Category E: Motions already covered by composite motions in Category A

Category X: Motions that are out of order

The SOC have been in receipt of 27 properly submitted motions. A total of 23 motions have been marked "A" for debate. The remaining motions have been allocated to the categories above in accordance with Home Office Group Standing Order A27. The SOC have corrected spelling mistakes in motions where they have been noticed but otherwise the motions have been printed as received. An index of Branches whose motions have been included in SOC Report No.1, and the location of those motions in the report, can be found at Appendix 1.

3. Duration of Conference

The 2018 Conference will commence at 13:00 on Monday 21 May 2018 and will end at 12:05 on Tuesday 22 May 2018. The SOC believe that there will be sufficient time for all motions marked "A" to be debated.

4. Card Votes

When a card vote is called for (by at least six delegates or the Chairperson) the senior Branch delegate should tear a card from the delegation's card vote book. Tellers will collect the cards from the delegates. A member of the Branch delegation must collect card vote books from Conference staff upon arrival on Monday 21 May 2018.

5. References Back

Motions to refer back to this report must be submitted to the Home Office Group Secretary electronically via the PCS website (See Guidance HO/BB/006/18 Appendix F) or in writing on the official form at Appendix 5 with details of proposed alterations and with reasons for it, to be received no later than 15:00 on Friday 18 May 2018. If you provide the form in hardcopy you must also provide an electronic copy to

homeconf@pcs.org.uk in MS Word format. The Branch delegation or GEC member shall meet the SOC before Conference (see *Representations to SOC* below).

6. Emergency Motions

Emergency motions must be submitted to the Home Office Group Secretary electronically via the PCS website (See Guidance HO/BB/006/18 Appendix F) or in writing on the official form at Appendix 6 to be received no later than 15:00 on Friday 18 May 2018. If you provide motions in hardcopy you must also provide an electronic copy to homeconf@pcs.org.uk in MS Word format. Emergency motions must be carried at a properly constituted meeting of the members of the Branch.

7. Representations to SOC

Any Branch (or the GEC) submitting motions to refer back to this or other supplementary reports or wishing to make other representations to the SOC should make arrangements to meet with the SOC between 10:00 and 11:00 on Monday 21 May 2018 in Office 4, Level 2, Brighton Conference Centre. The SOC shall give the Branch delegate(s) or GEC member a coloured credential card bearing the Branch name and the number of the motion, for presentation at conference as confirmation that the conditions have been fulfilled (Group Standing Order A33).

8. Seconding Motions and Withdrawal of Motions and Seconders

Branches wishing to second a motion, withdraw as a seconder or withdraw a motion should complete form "SOC A" (at Appendix 7) and submit to the Standing Orders Committee prior to, or during conference.

9. Timetable changes

The SOC advise that the conference timetable may be subject to alteration with little notice, depending on how the agenda is progressing. Delegates should be aware that motions can be brought forward from the declared time, and should be ready at short notice, especially delegates of branches with motions 'A' marked.

Standing Orders Committee:

Jon Morgan (Chair)

Helen Cawkwell

Andrew Leng

Caroline Turner (Secretary)

Conference Timetable

Monday 21 May 2018

- 13:00 – 14:00 Opening of Conference
Chair's Opening Remarks
Appointment of Scrutineers and Tellers
Adoption of 2017 Conference Record of Decisions
Adoption of SOC Reports
Presentation of Annual Report 2017
Presentation of Finance Report
Call for Nominations (Block Vote Elections)
- 14:00 – 15:15 Departmental Structure and Staffing (Motions A1 – A7)
- 15:15 – 15:35 Guest Speaker – Mark Serwotka, PCS General Secretary
- 15:35 – 16:00 Break (*Conference ballot boxes open subject to an election being required*)
- 16:00 – 16:30 Health & Safety (Motions A8 – A10)
- 16:30 – 16:45 Guest Speaker – Janice Godrich, PCS National President
- 16:45 – 17:00 Distinguished Life Memberships (Motion A11)
- 17:00 – 17:30 Distinguished Life Membership Awards
(*17:30 Conference ballot boxes close subject to an election being required*)

Tuesday 23 May 2017

- 09:00 – 09:05 Block Vote Election Results (subject to an election being required)
- 09:05 – 09:50 Personnel (Motions A12 – A17)
- 09:50 – 10:40 Guest Speaker – Ramona McCartney, People's Assembly
- 10:40 – 10:55 Break
- 10:55 – 11:10 Pay (Motions A18 – A19)
- 11:10 – 11:20 Equality (Motion A20 – A21)
- 11:20 – 11:30 Organisation (Motion A22)
- 11:30 – 11:40 Industrial Relations (Motions A23)
- 11:40 – 11:50 Paul McGoay Award
- 11:50 – 11:55 Guillotine Section
- 11:55 – 12:00 Vote of Thanks
- 12:00 – 12:05 Close of Conference

Motions

1. DEPARTMENTAL STRUCTURE AND STAFFING

A1

Conference notes the abject lack of planning by the then Home Secretary and Home Office management board for a leave vote in the EU referendum.

The impact of leaving the EU will exponentially impact the Home Office due to the nature of the work our members' do, particularly in the control of borders, managing migration and security.

It is now almost two years since the referendum and less than a year until the UK leaves the EU and the Home Office is still woefully unprepared and under resourced. This was exposed by the Home Affairs Committee Report *Home Office delivery of Brexit: immigration* published on 14th February 2017 stating: "insufficient resources have been allocated and insufficient staff are planned" to cope with the changes after we leave the EU.

Ministers' lack of clarity and direction has meant Home Office senior managers are ill equipped; processes and infrastructure are not in place; staff have been left in the dark; and the plan is so lacking in real detail it is hardly worthy of the name.

Time and again the Home Office and government have proved unable to properly plan and resource the Department which has led to backlogs and crisis after crisis with the workforce stuck in the middle. With a reactionary government wedded to an ideological hatred of immigration and blindly following a discredited austerity agenda staff are left having to cope with defunct processes and corners being cut invariably leading to a duplication of work in the long run.

Conference therefore agrees time is right for PCS to put forward "an alternative vision for the Home Office".

The PCS alternative vision should also look at the structure and organisation of the Home Office itself. With a detailed examination and critique of the impact of the government's ideological agenda and the impact on the Home sector. The case against private provision and the need for a publicly funded and accountable system. Along with assessing the impact of increased fees and charging and the impact of legislation and regulations on citizens.

Experience shows reorganisation, in many cases, takes a lot of time and resources for little real impact, and are often returned to the previous state of play. The report should recommend changes that will make a qualitative and long lasting difference to improve the service we provide and the working environment for staff.

Conference instructs the group executive to:

- Commission a report to outline the PCS alternative vision for the Home Office
- Work with branches and members to gather information and evidence from different areas of the Home Office
- Work with other organisations including political parties to share information, test ideas, and where appropriate work jointly in presenting proposals
- Aim to publish a report with recommendations by January 2019, with a significant launch event.

Group Executive Committee

A2

Conference notes that PCS policy over a number of years has been against the privatisation of public services. Conference further notes that there are now more grounds than ever for arguing against privatisation, even if just looking at the Home Office:

- The Panorama programme showing clear mistreatment of human beings by a number of staff employed by the contractor G4S, negating the usual 'one-off case' excuse for mistreatment;
- The failings of escorting contractor Tascor resulting in Home Office staff undertaking escorting duties;
- The collapse of Carillion putting the cleaning and security of Home Office buildings at risk;
- The Forensic Science Service, an ex-Home Office section, turned into a 'GovCo' in the early 2000s, and closed in 2012, essentially privatising services, leading to complaints of poor service and adverse National Audit Office reports;
- The dreadful service members have suffered from MYCSP following the forced mutualisation by the ideologue Francis Maude.

These, when added to other multiple failures over the years in the delivery of public sector work shows that large number of contractors place the idea of profit, dividends and large salaries for board members far above any notion of service to the public.

Conference notes the current government's ideologically driven fetish for privatisation of public services, with the NHS and education as prime examples, and believes that the public have had enough of poor service delivery by those motivated solely by how much cash they can stuff into their own bank accounts.

Conference therefore instructs the GEC to:

- Oppose any further privatisation of Home Office work, considering all options including industrial action if appropriate;
- Argue for bringing back in house failed privatisations, such as cleaning, security and escorting services;

- Work with political opponents of the government to highlight failings in delivery of services in order to bring about a change in policy.

Home Office Croydon (026101)

A3

Conference notes the setting up of a new Asylum office in Merseyside (Next Generation Casework) and the involvement of the GEC and local branch to date in securing jobs and increasing membership in this area.

Conference notes that the original position of Asylum management was to have the vast majority of posts in this unit to be on a casual basis. Early negotiations with the heads of unit negated this somewhat with the introduction of 'fixed term appointments' at the EO Decision making grade, as well as HEO technical specialists to support the caseworkers. Therefore, when the office opened we had the situation of SEO operations managers, HEO line managers, EO Managers, AO administrative staff all being casual.

As time moved on progress was made in further talks with the Department in order to make permanent the EO posts and receive commitments that all other posts would be converted into Civil Service status.

The Department still appears to be wedded to the use of agency staff and fails to learn the lessons of history. In fact the Chief executive has stated that his preference is for a 'mix economy' when it comes to staffing. In nearly every unit that has taken on agency staff it has caused a number of issues and usually results in the units having to seek to regularise the posts or indeed for them to be left in position for years. Therefore, we have the prohibitive cost of using agencies to provide staffing and then exercises to regularise the posts. At the centre of all this is of course the individual who works for these agencies, who attracts little in the way of employments rights and massively different terms and conditions of service compared to their Civil Service colleagues. No job security or surety when it comes to their employment status and conference believes this is unacceptable from a supposed 'great Department of State' and a so called 'modern employer'.

The model of using agency staff has to be brought to a conclusion.

Conference calls on the GEC to take forward a campaign to:

- Publish to members via an MB on the principles of the campaign
- Highlight the failure of the agency model in the Department
- Push for tighter rules governing the use of agency staff.
- Encourage the Department annually publish the total cost of the use of agency staff to the staff via internal intranet.

- To review the current use of agency posts across the Department and seek to regularise these posts to 'Civil Service Status' via fair and open competition mechanism.
- To outline progress to members by October 2018

Home Office Merseyside (026124)

A4

This conference is concerned at the increasingly poor service provided by the HR Shared Service Centre (SSC).

An ever increasing number of complaints are being received regarding pay and other issues despite ample information being sent in plenty of time to the SSC. This is resulting in failure to pay staff correctly for increased hours or sometimes overpaying where hours are decreased with subsequent recovery action. Considerable time is spent attempting to rectify the situation often to no avail. It is totally unacceptable that staff cannot be paid properly on time without having to resort to constant complaints.

This conference calls on the GEC to ascertain from management what the Service Level Agreements are with the SSC and how often these are being failed. They are also instructed to ensure that if SSC are unable to provide a satisfactory service alternative arrangements are considered.

HMPO Northern (026121)

A5

Conference notes the introduction of the new R1 computer system implemented at Disclosure and Barring Service Darlington in September 2017- 42 months later than planned.

Since its introduction, this system has shown that it is not fit for purpose and has not delivered the enhancements to safeguarding as promised. The failures of the system have been so great that its full rollout to Disclosures in Liverpool has yet to happen and no dates have been given for its launch. The system has cost in excess of £150m and its inadequacies have brought with it highly increased pressure and stress on staff who are increasingly concerned at the risk R1 poses to safeguarding and frustrated by the limitations R1 has inflicted on their ability to do their job efficiently.

Conference instructs the GEC to:

- Raise the failings of the R1 computer system with the appropriate parliamentary groups and committees with a view to protecting safeguarding services from the potential risks posed by this system
- Work with DBS branch officers to persuade DBS management to acknowledge the negative impact R1 continues to have on their staff and to provide from the employer a clear timescale for when R1 will deliver the service that was envisaged and achieve the safeguarding benefits as promised.

Disclosure and Barring Service (026125)

A6 (Joint debate with A7)

Conference notes the unsatisfactory situation apprentices in the Home Office have faced since the beginning of their apprenticeships which started in 2017. While conference appreciates all the work the GEC are doing to try to address the many concerns of the apprentices right across the group such as quality of training, suitably trained managers, roles within the business being suitable and apprentices not just being used as extra staff to cover positions that should be permanent roles, and the continuing use of the training provider Premier Partnership, Merseyside branch has a specific issue relating to the training and pay side the apprentices in Liverpool have faced.

Most apprentices in Liverpool having started in June 2017 expecting 1 day a week training, which is part of the apprentices contract, did not start premier partnership training until approximately 3 months later. This means they had been working 5 days a week on their salary of £15,000 a year, only completing the Home office training on e learning which all staff have to do when starting work. At the training induction by premier partnership, which only occurred in September 2017, when apprentices asked about this they were told that their 18 month apprenticeship would actually involve only 14 months training. Although the question was asked as to whether the missed training days for the 3 months when they had worked a full 5 days would somehow be incorporated and added into the 14 months remaining training time no answer was given. Therefore in these circumstances conference instructs the GEC to:

- Seek immediate monetary recompense from the department at the correct rate for the job for the 3 months training days that did not take place for all apprentices in Home Office Merseyside Branch and for which the business has basically had free labour for.
- Seek to confirm if this has occurred in other parts of the Home Office and then seek the same recompense for all apprentices affected.
- Publish any response from the department in the event they refuse to pay the apprentices for their free labour.

- This conference instructs the GEC to start the above actions as soon as possible after as conference is over and report back to members on any proposals, consultation and results.

Home Office Merseyside (026124)

A7 (Joint debate with A6)

Conference notes that the department continues to recruit apprentices through Manpower at a salary of £15,000 p.a. to work as Administrative Officers in breach of the National Trade Union Committee (NTUC) and Cabinet Office Agreed Principles published in January 2017.

During the recruitment exercises apprentices were given the impression that there would be a substantive role available on completion of the scheme. Managers are now backtracking on this commitment and are telling apprentices that no commitment of a permanent role was ever made.

Conference believes that all apprentices should be paid the proper rate for the role they are expected to undertake, receive proper training in line with best practices and have access to continue in the department at the end of their apprenticeship.

Conference deplores the cynical exploitation of the department's apprenticeship scheme (run through Manpower). The Apprenticeship levy was supposed to be flagship government policy to increase the opportunities available to increase the employment opportunities available to the less privileged sections of society.

Dealing with the issue via correspondence with the department has not stopped the department from continuing to advertise and recruit apprentices on drastically unfavourable terms.

Conference instructs the GEC to use every available means within its power to robustly challenge the employer to ensure that the department ends the apprenticeship scheme in the guise currently run through Manpower and negotiate terms for new schemes which comply with the Cabinet Office agreement.

Home Office South Yorkshire (026217)

2. HEALTH & SAFETY

A8

This Conference notes the Department's Health and Safety Policy Statement was signed by the then Permanent Secretary, Helen Ghosh on April 2011.

Furthermore, Conference recognises that this policy has not been updated since its publication to staff.

Conference also notes that employers are required by law to ensure that their health and safety arrangements are appropriate for their organisation and at the very least meet their legal responsibilities. Conference understands that the Department should review its health and safety performance at least once a year. The review process will examine whether the health and safety policy meets the Department's current priorities, plans, risk management and other health and safety checks.

Conference, therefore, instructs the incoming GEC to:

- Ensure the Department reviews Health and Safety Policy Statement in consultation with PCS;
- Ensure Safety Representatives are involved in this review;
- Ensure the signed Health and Safety Policy Statement is widely published;
- Ensure management and members are aware of their responsibilities;
- Ensure proper health and safety training is provided to all;
- Ensure proper guidance is provided to members.

Home Office HQ (026104)

A9

This Conference is extremely concerned that Branches and safety representatives are not receiving regular reports of the Quarterly Accident Statistics from the Department. Under the Safety representatives and Safety Committees Regulations 1977, trade union appointed safety reps are entitled to receive such information from their employer. It is also important the reports are discussed at H&S Committee meetings and improve policies as necessary.

Conference, therefore, instructs the incoming GEC to ensure that branches and safety representatives do receive regular reports of the Quarterly Accident Statistics and other relevant H&S information. It further instructs that Branches and safety representatives should be consulted

Home Office HQ (026104)

A10

This meeting believes that Home Office Wellbeing campaigns do little more than pay lip service to the wellbeing of staff. Meanwhile issues like Equality, Fair Pay and Bullying and Harrassment are ignored in favour of jingoistic Wellbeing days where members of Staff can make cakes, or prepare smoothies, and where office kitchens are furnished with essential equipment like Panini makers and Nutribullets.

Whilst in no way seeking to belittle real concerns for staff wellbeing, this meeting believes that it takes more than a brand new Nutribullet to make staff grateful to be Home Office employees.

This meeting therefore requires the GEC to:

- Inform the Home Office of our concerns over the sincerity and relevance of existing Wellbeing campaigns in the Home Office.
- Seek to make a clear link between staff wellbeing and ongoing PCS campaigns of Equality, Fair Pay, and Bullying and Harrassment.
- To negotiate for those issues to form Central parts of Home Office Wellbeing
- If the Home Office fails to make adequate moves to link those issues to Home Office Wellbeing or address these important Wellbeing issues, to communicate our concerns at that failure to members.

Home Office West London (026106)

3. DISTINGUISHED LIFE MEMBERSHIP AWARDS

A11

Conference agrees that Nigel Buller be awarded distinguished life membership in recognition of his hard work and dedication to PCS and its members in the Home Office group. Conference instructs the GEC to present the certificate to Nigel's wife Jane Buller.

Group Executive Committee

4. PERSONNEL

A12

Conference notes the current Home Office Sickness absence policy and the ability for managers to give discretion for an absence if they so wish to do so. Whilst it's welcomed that the line manager has that authority to give discretion, if an exception is not applicable, this comes at a cost.

Whilst the member or the Trade Union representative may feel that a warning is not warranted based upon the circumstances and make a case for discretion it usually comes as a surprise to learn that if this is granted, whilst it may negate the warning, the 'sick days' are still counted in the 12 month rolling period.

This can mean that a recent absence which receives discretion can leave the member with no further trigger points for almost 12 months until this particular period is eroded. Conference notes that it is likely that any days taken as sickness will re-trigger the absence in this period and a warning becomes a strong possibility as a number of managers are of the thinking that you cant give discretion for the same issue twice. Therefore the question of the value of discretion is one to consider.

This issue is especially difficult for members covered under the Equality Act 2010, who are by the nature of a number of disabilities, are likely to have more days of through sickness than others. It almost becomes inevitable that they would re-trigger a hearing and possible have a warning administered.

Conference calls for the GEC to review this element of the Policy and make a case to the Department for review. An ideal solution to this could be that the manager has the authority to discount the period from the rolling 12 months, if they think that this is the best course of action.

Home Office Merseyside (026124)

A13

Conference notes the increasing rise in the amount of homeworking. Conference further notes that management are seeking to maintain contact with staff via use of staff's private email address, most notably when staff are on annual leave, special leave or sick leave.

Conference notes that staff on sick leave owing to bullying, harassment or other forms of management incompetence (such as wrong advice on claiming excess fares) – should not be contacted on private email addresses as this causes further stress and anxiety when staff should not be having to interact with the employer to resolve issues that triggered a sickness absence.

Conference instructs the GEC to mount an information campaign to ensure members do not pass private email addresses to management which could be detrimental to their well-being should they be on sick leave.

Conference further instructs the GEC to work with the employer to ensure that Attendance Management Guidance/Annual Leave guidance incorporates that management should not seek contact with staff via private email.

Home Office HQ (026104)

A14

Home Office appears to have created a glass ceiling at senior management grades, whereby members who have worked their way up through the ranks reach a level above which they shall not pass.

It is clear that within many business areas of Home Office that a culture of employing external appointees from the armed forces and police to senior positions is rife, and preference is given to these candidates.

Conference is aware that recent management appointments within Home Office have been made, which have resulted in the successful applicant being placed automatically on to the grade pay range maximum.

Such actions cause frustration and anger amongst existing members who had to enter the grade on promotion at the grade minimum, and with the current pay arrangements have no hope of attaining the grade maximum pay however hard they work or whatever additional responsibility they take on.

This is a clear example of nepotism, as this clearly favours preferred candidates over time served staff. When raised with Home Office, Home Office made clear that it is only external candidates that can have their pay raised in such a way as no mechanism exists for substantive staff.

Conference therefore instructs the GEC to engage with Home Office on this issue and remove nepotistic practices relating to recruitment, ensuring that all recruits receive the same treatment.

Home Office South East England (026207)

A15

This Conference notes with concern that those members who transfer from OGDS into the Home Office are having problems with their salaries and terms of conditions, due to delays caused by Shared Services. Conference also recognises that members are receiving contradictory information from the Departments and has resulted in overpayment/underpayment in certain cases.

Conference also believes that information stated on payslips is not clearly understood by members. Conference, members should not be put in such situations

as it causes stress and financial detriment. Furthermore, members are also concerned their records are not properly transferred which may have impact on their pensions.

Therefore, this Conference calls upon the GEC to negotiate with management in the Department, to ensure that members seeking transfer or promotion from OGDS into the Home Office do not suffer any detriment in their salaries and terms and conditions.

Home Office HQ (026104)

A16

Conference applauds the decision by the Supreme Court to end the spiteful practice of charging exorbitant fees for access to justice.

Conference however remains aware that there are other means by which employers can avoid accountability for their actions. Chief amongst these is the Grievance Consideration Procedure (GCP).

This procedure is a device whereby a complainant with a legitimate grievance is told that in fact the grievance does not pass the Home Office limited grievance test criteria. Any justification for this subjective Home Office procedure is given only rarely and there is no appeal against a manager's decision to reject the grievance without a proper hearing.

Conference believes that the rationale behind these decisions is that having dismissed them the complainant would not proceed to Employment Tribunal given the deterrent effect of the former fee regime. The abolition of these fees however now makes the GCP redundant.

The incoming GEC is therefore instructed to open discussions with management with a view to ending this obstruction of justice thus giving our members a realistic avenue to raise just concerns around inappropriate behaviour to which they have been subjected at work.

Group Executive Committee

A17

Conference notes the apparent pride the Home Office takes in itself regarding its 'so-called' family friendly working practices. Conference further notes that the current flexible working policy contains clauses that force staff to agree to 3 monthly reviews of any flexible working request with the threat that the employer can make any changes they feel appropriate based on spurious catch-all of 'business needs'.

Conference notes that this places a member of staff who has accepted a flexible working change in worse position contractually than those staff who have not made a request, in that they have had to sign to agree that their employer can change their contract to anything the employer sees fit.

This type of flexibility clause is usually the preserve of the most scurrilous of employers, offering no long term security to staff, and holding coercive threats over them.

Conference believes that this type of contract has no place in the civil service, and is appalled at its use in one of the great ministries of state.

The GEC is therefore instructed to contact the employer to negotiate a new flexible working policy, which includes long term security of conditions for members, and does not hold the threat of withdrawal, or any other terms over staff.

Home Office Croydon (026101)

5. PAY

A18

Home Office has the unusual situation whereby members who receive substantive promotion from a shift based SEO to Grade 7, where the SEO was in receipt of Shift disturbance allowance (SDA) and, or Rostered shift allowance (RSA), they retain these allowances on a mark time basis.

Conference agrees that this policy should not be changed as there are a number of benefits to members in that this means that receipt of SDA/RSA is not a barrier to seeking promotion and also eases the transition away from shift work. However, this does result in Grade 7 members who gained promotion from non-shift posts become a Grade 7 at the grade minimum and due to the current pay arrangements, remain there until promotion or retirement.

Conference is certain that Home Office would seek to remove this right to carry allowances forward, but conference is of the view that this should not be a race to the bottom which creates equality because everyone is being underpaid. This highlights that all members are being disadvantaged by the removal of pay progression in 2013.

Conference therefore instructs the GEC to engage with the reward team to campaign in the strongest terms for reinstatement of pay progression for all grades with the shortest possible pay ranges which allow members to progress through their pay range as quickly as possible.

Home Office South East England (026207)

A19

Conference notes continued austerity; imposed real terms pay cuts for Home Office workers and continued cuts to the Departmental budget.

Conference further notes that the Department has significantly downsized its presence in 2MS in order to reduce accommodation costs. Through Smarter Working the Department has encouraged greater home working within its labour force.

Conference notes that under our terms and conditions the current home working allowance is £113 per annum (which is taxable). This is payable for extra heating, lighting and other expenses incurred as a result of home working, but only where you work permanently at home.

Conference believes that the Department has shifted the costs of providing office accommodation on to the individual worker.

Conference therefore instructs the GEC to negotiate significant increases in home working allowances for all of those working both permanently at home and for those who are working from home less frequently. The GEC should negotiate a daily rate for home working which can be applied for via Adelphi/METIS.

Home Office HQ (026104)

6. EQUALITY

A20

This conference notes the successful conclusion in the case of *Essop & Ors v Home Office* in the Supreme Court. This decision has laid the foundation for principles surrounding indirect discrimination cases and their progression, specifically in relation to the use of statistical evidence.

Given the persistent and consistent adverse equality stats emerging from a very many of our internal procedures the GEC is instructed to investigate whether legal challenges are possible against them.

To this end this conference instructs the GEC to;

- Obtain equality data for warnings and dismissals around attendance, discipline, performance and other relevant HR procedures,
- Obtain equality data for in-year and end-year bonuses,
- Seek legal advice for potential cases of discrimination,
- Progress the cases on the basis of this advice.

This conference requests that the GEC provide an update on this to the members by the end of October 2018 at the latest.

Home Office Croydon (026101)

A21

This Conference notes with concern that some members suffer from dyslexia and similar medical conditions and may be unfairly treated by the Home Office appraisal and promotion systems because of the ignorance of some managers of reasonable adjustments.

Conference further notes that there has been very little guidance and training being offered to members and managers.

Conference believes that through ignorance many dyslexics are receiving unfair staff reports and are not being recommended for promotion by their managers.

Conference instructs the GEC to ensure that: -

- the Department produces appropriate agreed guidance for managers which is reflected in PDR training;
- Group and Branch Officers are advised on how to respond in such cases;
- Guidance should be provided to members;
- Negotiate with the Department that managers are properly trained to identify such cases.

Home Office HQ (026104)

7. ORGANISATION

A22

This conference notes the continued difficulties experienced by the group in convening equality advisory committees. This conference believes that alternatives must be explored and that an interim solution implemented. This conference therefore instructs the GEC to put in place an equality sub-committee, comprising of one delegate from each branch that convenes quarterly via dial in or video conference to discuss equality issues and the progress of equality motions passed at our group conference. It should be further tasked with putting proposals to the GEC with regard to future group equality structures in order to assist with compliance with rule 13 of Group Constitution. This conference instructs the GEC to ensure that the first meeting is convened prior to the end of September 2018 at the latest.

Home Office Croydon (026101)

8. INDUSTRIAL RELATIONS

A23

Conference welcomes to passage of motion A302 at Annual Delegate Conference (ADC) 2017 referring to the government conspiracy to overturn the election of John Macreadie as General Secretary of, PCS' predecessor union, the Civil & Public Services Association (CPSA), and target CPSA activists for their political views. Cabinet Office papers released under the 30 year rule continue to provide evidence of government interference in CPSA affairs throughout the 1980s, and conference notes the collusion of elements of the Home Office, or bodies at the time controlled by the Home Office in activities such as undercover surveillance of legitimate campaigns, blacklisting of workers, and strike breaking. Conference further notes the disturbing evidence that such activities continue today.

Conference instructs the incoming Group Executive Committee to apply pressure on the Home Secretary and such Home Office staff as applicable, to release evidence of such wrong-doing, and to work with the Shadow Home Secretary to ensure a thorough investigation of these activities upon a change of government, including developing measures to prevent their continuation.

HMPO Northern (026121)

9. CATEGORY D

D24

Conference notes the pay award for last year and the clear fact that this falls well below the rate of inflation and in essence amounts to a further pay cut in real terms. This comes on the back of years of pay cuts in the Home Office as well as the previous pay freeze.

When PCS outlines the true facts to members; this is usually done in a monetary form in order to hit home how much this is hurting our members across the Department. This is of course an excellent way of delivering the message to the membership and building the campaign to get a decent and fair wage rise.

Conference believes that there are other ways of presenting this information to members to hit home how damaging this has been and we should look to deploy these communications to members as we take forwards the campaign in 2018.

Conference requests that the GEC pay team consider the usage of alternative methods of highlighting to members the effects of the pay rise, such as:

How many hours or days in the working week are they now doing for no pay at all in comparison to were there pay should be based on pay progression before Tory austerity was implemented? How many days does this equate to throughout the year?

By deducting what members should be earning as opposed to what they are earning will give the true figure. This will show in stark detail how many hours and days of hard work members are giving, for free, to enable a bankrupt government subsidise a greedy banking system that has stifled real wages for real workers.

Home Office Merseyside (026124)

10. CATEGORY X

X25 (Inaccurate)

This Conference notes with concern that work-life balance policy has been undermined by the Department's restructuring, smarter working and job cuts. Conference believes that members are less likely to carry out proper work-life balance under the circumstances because of the increased work pressure and working longer hours without paid overtime. This certainly leads to an unhealthy life style with a built-up of stress that also has an impact on work performance and relationships.

We believe that members should have a choice about the hours they work and be able to fit in their personal responsibilities and interests without any difficulties. Conference further believes the existing policy should be reiterated to members.

Conference instructs the incoming GEC:

- Investigate how the policy has been carried out in the Department;
- Seek amendment in current situations where necessary;
- Find out how the Department monitors the policy;
- Ensure that the policy is equality proof; and
- Urge management to provide briefing sessions for managers and members;
- encourage members to work normal office hours and stop working unpaid overtime; and
- Reiterate to members that it will not go against them

Home Office HQ (026104)

X26 (Unclear instruction)

This Conference notes the Department's policy on sickness absence and its aims to support members back to work and, to reduce the amount work related ill health. Conference is not aware of sickness absence rates in the Department including the breakdown of data including trends.

Conference believes that it would be interesting to know whether any reports are been produced to collect data, exploring the effectiveness of the policy and assistance being given both to members and managers. Furthermore, Conference believes that policies and guidance should be evaluated and amended accordingly.

Conference, therefore, instructs the incoming GEC to carry out the terms of this motion.

Home Office HQ (026104)

X27 (Unable to implement)

This Conference gives its concerns on diversity of staff in the department and how the Home Office is going to revise its strategy on diversity.

Conference is also not clear about the method deployed to monitor in Home Office in order to ensure that our members are treated fairly and in line with Equality legislation. It is not further clear how the Department will be addressing such issues as promotion as well as gender equality and bullying & harassment.

Conference instructs the incoming GEC:

- Urge management to negotiate diversity strategy;
- Find out how management will measure progress;
- Seek members views on equality issues affecting them;
- Publish the progress made together with the unresolved problems;
- All equality courses must be mandatory to staff;
- Re-examine training courses and the need for specific training for members;
- Give assurances to members that all personal data is securely protected; and
- Reiterate to members the reason for gathering personal data by management.

Home Office HQ (026104)

Appendix 1

Index of Motions to Home Office Group Conference 2018 from Branches and the Group Executive Committee

Group Executive Committee	A1, A11, A16
Home Office Croydon (026101)	A2, A17, A20, A22
Home Office HQ London (026104)	A8, A9, A13, A15, A19, A21, X25, X26, X27
Home Office West London (026106)	A10
HMPO Northern (026121)	A4, A23
Home Office Merseyside (026124)	A3, A6, A12, D24
Disclosure and Barring Service (026125)	A5
Home Office South Yorkshire (026217)	A7
Home Office South East England (026207)	A14, A18

**PCS Home Office Group Conference
Standing Orders**

Order of Business

- A1 The order of business for the Home Office Group Annual Delegate Meeting (Conference) shall be decided by Conference, on the recommendations of the Group Standing Orders Committee (SOC).

Motions

- A2 All motions shall be in the affirmative.
- A3 Motions shall be moved when called and seconded immediately after the mover's speech, otherwise they shall fall.
- A4 A motion may be withdrawn only by the mover and then with the consent of Conference.
- A5 Motions to Home Office Group Conference shall only be accepted in accordance with the Home Office Group Constitution, subject to the over-riding authority of the PCS National Rules and Constitution and be submitted to the SOC prior to the published deadline.
- A6 A motion, once lost, shall not be moved again or amended at the same meeting.

Motions of Order

- A7 At the Chairperson's discretion, the following motions of order shall have priority, and shall be taken without discussion:
- a) That the debate be now adjourned
 - b) That the vote be now taken
 - c) That the meeting/Conference now proceeds to next business
 - d) That the meeting/Conference do now adjourn
- A8 Motions that the vote be now taken, or that Conference now proceeds to next business, shall only be moved by any delegates who have not previously spoken in the debate, unless all delegate present has received the opportunity to speak in the debate.
- A9 If Conference agrees 'That the vote be now taken', the motion under debate shall be put to the vote, after its mover has been offered the right of reply.
- A10 If the Conference agrees 'That the Conference now proceeds to next business', the Chairperson shall proceed to the next item on the agenda, without any vote being taken on the motion under debate.

Points of Order

- A11 Any participant at the Conference raising a Point of Order must seek to prove one or more of the following:
- (a) That the speaker is using sexist, racist or abusive language.
 - (b) That one of the Union's rules is being broken.

Suspension of Standing Orders

- A12 These Standing Orders shall not be suspended, except with the support of not less than two thirds of the votes entitled to be cast by those present.

- A13 No suspension shall be accepted from any participant after the adoption of the order of business, unless prompted by later external events.
- A14 A participant wishing to suspend the order of business at Conference shall ask the Chairperson, who shall decide whether the suspension is admissible under the Union's rules, in conjunction with the GEC.
- A15 The Chairperson may propose a suspension of the order of business at any time, to alter the order of business or to introduce new business.

Rights and Duties of Participants

- A16 If two or more participants seek to speak at the same time, the Chairperson shall decide which shall speak first.
- A17 Speakers shall confine their contribution to the motion, or Point of Order under discussion.
- A18 A delegate should limit the duration of their contribution to 3 minutes, with the exception of the mover of a motion or report, who shall limit their contribution to a maximum of 5 minutes. A mover's right of reply contribution shall be limited to 3 minutes.
- A19 Each speaker shall be limited to a single contribution in any one debate except:
- (a) The Mover of a motion may reply to the debate before it is put to the vote, if there has been opposition, even if they have spoken on a motion to amend it
 - (b) Where remission of a motion is sought, the mover shall have the right to comment before the vote for remission is put, if the vote for remission is lost, the mover's right under (a) is unimpaired.
 - (c) A participant who has already spoken may propose a motion of order or Point of Order.
 - (d) The Chairperson shall have the discretion to extend a debate, ensuring that equality of opportunity to contribute is maintained.
- A20 The mover of a motion exercising a right of reply shall deal solely with points of opposition raised in the debate.
- A21 The Chairperson shall ensure that, where opposition to a motion exists, opportunity shall be given for this opposition to be expressed in debate.
- A22 Where a participant causes a disturbance and refuses to obey the Chairperson's instruction, they shall be expelled from Conference and shall not be allowed to return until an apology has been received which the Chairperson considers acceptable.
- A23 During a speech, other participants shall direct any Point of Order to the Chairperson.

Chairperson

- A24 The Chairperson's ruling on any question arising under these Standing Orders shall be final unless challenged. The rules for such a challenge are those laid out in the National Rules and Constitution.
- A25 The Chairperson's ruling on a Point of Order shall be final and not subject to further discussion.
- A26 The Chairperson may operate the 'guillotine' at their discretion at delegate Conference when the time allotted on any agenda item expires.

SOC Procedural Rules

A27 The SOC shall separate motions into the following categories:

Category A: Motions for debate, grouped as far as practicable under the main subject headings.

Category B: Motions that confirm existing policy.

Category C: Motions that seek to reverse policy, as determined at Conference within the last two years.

Category D: Motions capable of being dealt with in correspondence.

Category E: Motions already covered by Composite Motions in Category A.

Category X: Motions that are out of order.

A28 The National President may transfer any motion from the Group agenda to the National Biennial Delegate Conference, or rule out any motion which they consider inappropriate for Group decision, having consulted with the Group Secretary, the SOC and the Branch(es) concerned.

A29 Wherever practicable, the SOC shall find composite motions for inclusion on the agenda, which may be either:

a) Existing motions chosen as representative of others on the same issue.

b) Motions drafted by the SOC that incorporate the essential points made in others.

A30 All motions to amend the Union's Rules shall leave no doubt the objective that they are assigned to achieve.

A31 The SOC may exclude any motion from the agenda, which it considers, may provide grounds for legal proceedings. They will convey their reasons in writing to the branch concerned.

A32 The SOC shall be available to meet delegates at pre-arranged times immediately prior to Conference, to allow the requirements of the rules relating to emergency motions and references back to be met, and to consult and advise delegates.

A33 The SOC shall inform the Chairperson which Branches have fulfilled the conditions of Standing Orders in relation to the reference back of Conference SOC reports. The SOC shall give the Branch delegate(s) a coloured credential card bearing the Branch name and the number of the motion, for presentation at Conference as confirmation that the conditions have been fulfilled.

A34 The SOC shall ensure that a report containing emergency motions is made available to delegates no later than one hour prior to Conference.

A35 During Conference, the SOC shall advise the Chairperson on the progress of business in relation to the timetable, and about the operation of the 'guillotine' where necessary.

A36 The SOC shall be present during the debate on any motion to refer back to a Conference report, and shall express its views before any vote is taken.

The Role of the Conference Delegate

Remember you are at conference to represent the views of your members. It is also important to listen to the debate so you can report back to your members and your branch committee.

In order to be fully prepared there are a number of things you need to do before, after and during conference.

Before Conference

- make sure you have a copy of the PCS Rules (particularly Appendix A) and Home Office Group Constitution
- read and check all your papers
- make sure you are clear about your branch mandate (see glossary)
- familiarise yourself with the motions on the agenda
- ensure you have a copy of the conference timetable
- mark up your agenda with your branch's attitudes (as decided at your mandating meeting) - ie 'support', 'oppose', 'listen & decide' etc.
- consult with other delegates from your branch and decide who is going to speak on motions or if you are going to move 'reference back' (see glossary)
- prepare your speeches
- if you are moving a motion, consult with your seconder - or vice versa.

At Conference

- remember to represent your members' interests - whether in speeches or by how you cast your vote
- sit in the seats allocated to your branch and remember you are expected to attend all debates
- remember to wear your badge - otherwise you won't get in!
- check you have all the Standing Orders Committee reports (some of which will be published immediately before and during conference) and update your agenda and timetable if it is amended
- make sure you listen to the debates

- indicate early when you wish to speak in a debate by raising your hand to catch the conference chairperson's eye
- be ready to get to the rostrum quickly
- try to be yourself when speaking
- don't go over the time limit
- mark up your agenda with decisions and who has been elected to various delegations and committees
- remember to vote at the right time in ballots (see conference motions booklet).

After Conference

Remember to report back to your members and branch committee on the decisions that were made. Ideally, this should be done both verbally and in writing.

Motions booklet

All motions marked 'A' on the agenda are for discussion but remember some markings or the order of motions may be changed through successful 'references back' at the start of conference.

Speaking at Conference

Speaking on motions

This may seem nerve-racking, but the main thing to remember is to try to be yourself. Prepare your speech thoroughly and keep to time limits. Everyone, even old hands, get nervous. This shows you care about the issue. Remember to:

- speak from the rostrum
- introduce yourself giving your name and branch
- stand about a foot from the microphone - you don't need to shout, the microphone will amplify your voice
- don't touch or tap the microphone - it will sound like an explosion to those on the conference floor!
- put your notes on the rostrum, take a deep breath then start
- don't say "this is the first time I have spoken at conference" and don't just read out the motion verbatim
- make sure, if nothing else, you get your key points across

- stay within the time limits – and remember you don't have to take up the total time allocated.

Other points you need to keep in mind are that no speaker may speak more than once in any debate except in the following circumstances.

- A mover can reply to a debate. You can only reply to points raised in opposition to your motion in the debate.
- Where remission (see glossary) is sought, the mover has the right to comment before the vote. If the vote for remission is lost, you can still reply to the debate.
- If a speaker feels they have been misunderstood they are allowed, at the discretion of the chair, to make an explanation.

Opposing a motion

Where there is opposition to a motion, the chair must ensure it is heard in debate.

And finally...

If there is anything you don't understand or want to ask, please don't hesitate to approach any member of the Standing Orders Committee who are located at the front of the conference hall.

Glossary of Terms

Agenda

Motions tabled for debate listed in priority order together with the timetable in the Booklet of Motions. Issued to members and delegates not later than 4 weeks before conference.

Card vote

Called either by the conference chairperson or demanded by at least 6 delegates. A card vote allows each branch to cast a number of votes equivalent to the number of members in their branch (as opposed to a 'show of hands' vote whereby each branch can only cast one vote per branch delegate).

Credentials badge

Issued at registration and to be worn at all times in order to gain access to the conference hall.

Conference chairperson

The person chairing the conference. Usually the group president or, in their absence, the group vice-president.

Election ballots

Group Standing Orders Committee and IND Whitley Representatives are elected by delegates completing their branch ballot papers and inserting them in ballot boxes on the conference floor at times indicated in the conference timetable.

Emergency motions

Motions concerning issues that arise after the closing date for receipt of ordinary motions, which must be sent to the Group Secretary by 15:00 on the Friday before conference. Further details contained in the introduction to this report (page 2).

Guillotine

Indicating that time has run out (according to the timetable adopted as part of conference Standing Orders) for debating a particular section of the agenda. A 'guillotine section' is inserted into the timetable at the end of the last conference section to debate some of the motions 'guillotined' earlier in the conference.

Lights

System of 'traffic lights' located on the top table and each speaker's rostrum to indicate how much time a speaker has left.

- a green light comes on as the speaker commences
- an amber light comes on when they have only one minute left
- a red light comes on when they have used up all their time (ie five minutes allowed for speakers who are movers of motions and three minutes for all other speakers).

Mandate

Instruction to branch delegate(s) on which way to vote on motions decided by branch members at a mandating meeting held prior to conference when the Booklet of Motions and timetable has been received and distributed: i.e.

- 'for'

- 'against'
- 'abstain' or
- 'listen to the debate and decide for yourself which way you think the branch members would want you to vote'.

Motions

Subjects for debate submitted by branches and the group executive committee. Motions are 'marked' in the Booklet of Motions as follows:

- A** motions requiring debate to establish union policy on an issue
- B** motions which confirm existing policy (and so do not require debate)
- C** motions seeking to reverse existing policy as determined within the last two years (and so which cannot be debated).
- D** motions which can be dealt with by correspondence with the Group Executive Committee (and are thus not debated - the motion is treated as the initial correspondence with the GEC to which they are subsequently obliged to reply).
- E** motions covered by composite motions in category A above (delegates from branches where these motions originated are normally called in the debate on the covering 'A' motion if they indicate they wish to speak).
- X** motions which are ruled out of order (a brief reason is indicated against the motion number in the Booklet of Motions).

NB In addition, some motions submitted by branches are not printed if the Standing Orders Committee has decided, after taking legal advice, that the wording of the motion could lead to legal proceedings against the union (National Rule 6.22(g) and Group Standing Order A31).

Mover

The first person to speak after a motion is called for debate by the conference chairperson. S/he will be a delegate from the branch listed at the bottom of the motion set out in the Booklet of Motions.

Opposition

Speakers voicing opinions against the ideas and instructions contained in a motion.

Points and motions of order

As well as speaking on motions, delegates can also come to the rostrum at any time - even while another delegate is speaking during a debate on a motion - to raise a point of order, but only in order to prove either that:

- A current speaker is using sexist, racist or abusive language or
- One of the union's rules is being broken

A 'motion of order' can be made in a similar way but only at the conference chairperson's discretion and to achieve one of the following aims:

- That the debate be adjourned
- That the vote in a debate be now taken
- That conference proceed to the next item of business on the agenda
- That conference do now adjourn.

Once moved by a speaker, these motions of order are voted on by conference without any further discussion.

Quorum

The minimum number of delegates that need to be present in the conference hall in order for conference legitimately to be able to vote on a motion and thus establish a group policy. (Group Rule 29 states “The quorum shall be a simple majority of those delegates present and voting.”)

Reference back

Procedure by which branches can seek to change the marking of motions or the order in which they are debated at conference. (See National Rules A14 to A16 and the introduction to this report (page 1) for more details of this procedure).

Remission

Instead of going to the vote on a particular motion, the group executive committee (GEC) may seek to remit it. If conference agrees to remit a motion its terms and instructions are discussed by the GEC but they are not bound to carry out those specific terms and instructions.

Rostrum

This is where delegates make their conference speeches. A raised platform equipped with microphone, document-rest and lights indicating how much time delegates have left to speak.

Rules

The unions’ Rules and Constitution together with the Group Constitution govern everything we do. Essential documents for all delegates, especially for understanding motions that seek to change the Rules.

Secunder/ withdrawing as seconder

The first speaker in a debate on a motion after the mover. The conference agenda identifies seconding branches for some motions. Where there is no such identification delegates may ‘request to second’ by completing a simple form (SOC A) available from the Standing Orders Committee (and at Appendix 7 of this report) which can also be used to withdraw as seconder to a motion.

Right of reply

Where there have been speakers calling for opposition to a motion, the mover has the right to reply to that opposition in a further three minute speech just before the vote is taken.

Standing orders

The term used to cover the agenda and timetable (and any alterations made to it in standing orders reports issued to delegates between the publication of the motions and timetable booklet and the start of conference sessions). Produced by the Standing Orders Committee.

Standing orders committee

The committee elected under Rule 34 of the Group Constitution who publish the motions and timetable booklet and subsequent standing orders reports.

Standing orders reports

Publications produced by the Standing Orders Committee to notify branches of the agenda of motions and the conference timetable and to notify delegates of any subsequent alterations.

Suspension of standing orders

Once standing orders have been 'adopted' (agreed) by conference they can be changed by the agreement of conference if either a delegate requests in writing to the conference chairperson (who shall decide if the suspension is admissible under the union's rules) that standing orders be 'suspended' (Group Standing Order A14) or if suspension is proposed by the conference chairperson (Group Standing Order A15).

In both instances this has to be supported by "not less than two-thirds of the votes entitled to be cast by delegates present" (Group Standing Order A12).

Timetable

The order in which motions are debated as decided by the Standing Orders Committee and published in the Booklet of Motions. NB The order in which sections of the agenda are debated at conference (as appears in the timetable) may be different to the order in which the motions are printed in the Booklet of Motions.

Voting

Usually by 'show of hands' whereby each branch only casts the same number of votes as they have delegates present on the conference floor at the time the vote is taken (but see also card votes above).

Withdrawal

Branches may withdraw any of their motions from the agenda at any time but only by writing to the Standing Orders Committee who will put to conference on your behalf that the motion should be withdrawn. A motion can only be withdrawn with the consent of conference. Delegates can obtain form SOC A from the Standing Orders Committee (or at Appendix 7) for this purpose.



HOME OFFICE GROUP CONFERENCE 2018 REFERENCES BACK

- You may submit references back electronically via the PCS website <http://www.pcs.org.uk/motions> or alternatively you may use this form. References back submitted in any format other than those outlined will not be accepted
- When submitting a reference back in hard copy please insert the text onto this form. Use one form per reference back. If you are submitting more than one reference back, you may photocopy this form. (All forms must contain original signatures.)
- Send your completed form(s) to **Mike Jones**, Home Office Group Secretary, (References back), 3rd Floor, Jack Jones House, 1 Islington, Liverpool L3 8EG.
- You must also provide an additional electronic copy to: homeconf@pcs.org.uk in MS Word format. Electronic copies must be provided to minimise the possibility of proof reading errors.
- **Forms must arrive by 3 pm on Friday 18 May 2018.**

TO BE COMPLETED IN BLOCK LETTERS

Declaration:

This Branch wishes to move the following reference back to Standing Orders Committee report No 1:

Motion number(s) affected by proposed change:

Branch name:

Branch reference:

Postal address for correspondence:

.....

.....

Phone number: E-mail:

Conference contact (name of a member of Branch delegation):

Conference contact phone number (mobile) if available:

Branch Secretary:

Signature:

Please enter details of your reference back on the reverse of this form



HOME OFFICE GROUP CONFERENCE 2018 Emergency Motion Conference Form

- You may submit emergency motions electronically via the PCS website <http://www.pcs.org.uk/motions> or alternatively you may use this form. Emergency motions submitted in any format other than those outlined will not be accepted.
- If you provide motions in hard copy you must also provide an additional electronic copy to homeconf@pcs.org.uk in MS Word format. Electronic copies must be provided to minimise the possibility of proof reading errors.
- Emergency motions will be deemed to be valid only **in respect of matters arising after 5pm on Thursday 8 March 2018.**
- Emergency motions must have been passed at a properly constituted General Meeting of the branch
- Emergency motions should be submitted to **Mike Jones**, Group Secretary, 3rd Floor, Jack Jones House, 1 Islington, Liverpool L3 8EG in writing by **3pm Friday 18 May 2018.**

TO BE COMPLETED IN BLOCK LETTERS

Declaration:

We confirm that the motion shown on this form has been approved at a properly convened Branch meeting.

Branch name: Branch reference:

Postal address for correspondence:

.....

Phone number: E-mail:

Conference contact (name of a member of Branch delegation):

Conference contact phone number (mobile) if available:

Branch Secretary:

Signature:

Branch Chairperson:

Signature:

Insert text of motion:

Appendix 7

Home Office Group Conference 2018
Brighton Conference Centre
21-22 May 2018



SECONDING, WITHDRAWAL OF SECONDER AND WITHDRAWAL OF MOTIONS

(A separate form must be used for each motion)

A. Notification of a Branch to Second a Motion	Motion no.
B. Notification of a Branch withdrawing as Secunder to a Motion	Motion no.
C. Request to withdraw a Motion	Motion no.

Branch Name	Branch Number
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