



Civil Service Group

Conference 2018

Civil Service Group Annual Delegate Conference

Wellington Park Hotel
Belfast

Agenda 2018

Thursday 8th November 2018

Timetable

Thursday 8th November 2018

10.00 a.m.	Tea/Coffee	
10.30 a.m.	Chairperson's Address	
10.45 a.m.	Appointment of Scrutineers and Tellers Adoption of Standing Orders Report No.1	
11.00 a.m.	Pay	Motions 1-6
11.40 a.m.	Pensions	Motions 9-10
11.55 a.m.	Terms and Conditions	Motions 13-20
12.40 p.m.	Allowances	Motion 23
1.00 p.m.	Lunch	
2.00 p.m.	Recruitment and Promotion	Motions 26-27
2.15 p.m.	Trade Union Issues	Motion 30
2.30 p.m.	Privatisation/Outsourcing	Motion 33
2.45 p.m.	Equal Opportunities	Motion 36
2.55 p.m.	Staffing and Resourcing	Motions 39-42
3.15 p.m.	Health and Safety	Motions 45-48
3.40 p.m.	Guillotined Motions	
4.00 p.m.	Session: Pay Campaign	
5.00 p.m.	Close of Conference	

Special Notice to Delegates

The Standing Orders and Standing Orders Committee Report No.1 should be read in conjunction with the list of motions. In accordance with Standing Order 37, Branches wishing to move reference back to Standing Orders Report No.1 or at any part of it, should notify their intention to do so in writing to the Secretary, NIPSA Standing Orders Committee, Harkin House, 54 Wellington Park, Belfast, BT9 6DP not later than **11.00 a.m., Thursday 1st November 2018.**

Those branches who have so notified their intention to move reference back of Report No.1 will be required to meet the Standing Orders Committee prior to Conference on **Monday 5th November 2018.**

Only those branches who have complied with Standing Order 37 will be permitted to move reference back of Standing Orders Committee Report No.1.

Branches should note that reference back of Standing Orders 1 to 43, or any amendment to them, is not permissible. This rule does not apply to any additional Standing Orders included in Standing Orders Committee Report No.1.

Standing Orders for Conferences

1. These standing orders will apply to General and Group Conferences until they are amended or rescinded by a motion adopted by an annual Delegate General Conference. If any such motion is adopted it shall not come into effect until the conclusion of the conference at which it is adopted.

Reports of Standing Orders Committee

2. Subject to the provisions of these standing orders, the Standing Orders Committee will draw up reports for each conference, setting out its recommendations on the timetable, agenda and such other matters as it considers necessary for the business of the conference. The reports of the Standing Orders Committee will be presented to the conference for consideration and decision.
3. The Standing Orders Committee may, if it considers it necessary recommend **additional standing orders** on matters not covered in these standing orders. Such additional standing orders shall apply only to the conference at which they are adopted.
4. The first report of the Standing Orders Committee to an Annual Conference hereinafter referred to as "**Report No.1**", shall comprise the agenda, which shall contain all the motions received in accordance with these standing orders and the Committee's recommendation on the timetable and other matters.

The Agenda

5. The Standing Orders Committee will include in a **primary agenda** those motions which require a decision by conference and will place the remaining motions in a secondary agenda.
6. In each section of the primary agenda any motions which relate to pay and conditions of service shall be placed at the beginning of the section.
7. The **secondary agenda** will include the following categories:
 - (a) Category A - motions which are covered by a composite or comprehensive motion on the primary agenda.
 - (b) Category B - motions which restate existing union policy.

(c) Category C - motions which can be dealt with by correspondence with Union Headquarters.

(d) Category D - motions which are competent to be dealt with by a body established under rule 6.9(a) of the rules of the Union and which are to be remitted to the General Council for reference to that body.

(e) Category X - motions which the President has ruled are out of order.

8. **Composite motions** will be used whenever possible to cover a number of motions directed at the same issue. The motion selected as a composite is the one which, in the opinion of the Standing Orders Committee, incorporates the points made in motions covered by it.

9. **Comprehensive motions** will whenever possible be constructed by the Standing Orders Committee to cover motions, when although directed on the same issue, contain a number of diverse points. The Standing Orders Committee will recommend who should move a comprehensive motion.

10. The passage of a **composite or comprehensive motion** does not imply acceptance of the detailed variants in the motions which they cover.

11. Motions which seek to **amend the rules of the Union or the annexes to them or which would require an amendment to the rules of the Union or the annexes to them** will be out of order, unless they are presented in a form which sets out clearly the wording of the amendment(s) necessary.

12. An emergency motion shall deal only with urgent business which has arisen since the final date for the submission of motions to conference and shall require a decision by conference. The Standing Orders Committee shall include in Report No.1, the procedure for dealing with emergency motions.

13. The Standing Orders Committee shall have the sole authority to decide whether or not a motion is competent for consideration as a matter of urgency. It shall publish those motions which it considers to be emergency motions in a report which shall also include provisions for their discussion.

The Timetable

14. The Standing Orders Committee will arrange motions in the primary agenda into sections and specify periods of time for the discussion of each section and for other conference business. If alterations to the timetable become necessary during the course of a conference the Standing Orders Committee shall submit recommendations to the conference. For such an alteration it is not necessary to resort to the procedure set out in Standing Order No.35.
 15. The time allotted to each section of the agenda shall be adhered to as far as possible.
 16. The Standing Orders Committee may recommend an opportunity, before motions in a section of the agenda are discussed, for the General Council to place before the delegates any **factual material necessary to bring up-to-date the annual report** in respect of subjects to which the section relates. The time allocated for this purpose to a speaker for the General Council shall be limited to 4 minutes, subject to the President's discretion in exceptional circumstances.
 17. Motions shall be taken in the order in which they appear on the agenda. The time allotted to each motion shall be at the discretion of the President.
 18. In order to make the maximum use of conference time for the discussion of motions on which there may be differing opinions, the General Council will indicate which **motions, if any, on the primary agenda it is willing to have adopted without discussion**. These motions will be listed in a report of the Standing Orders Committee and by adopting the report the conference will carry the motions.
 19. **Motions which are not taken because of lack of time** shall be dealt with as if they had been remitted by conference to the General Council.
- Orders Committee, his or her name and office before speaking on any point.
23. Speeches by movers of motions shall be limited to **4 minutes** and other speeches to **3 minutes**, but these times may be varied at the discretion of the President.
 24. The mover of a motion on the agenda shall have the **right of reply** at the close of the debate upon the motion, if anyone has expressed opposition to the motion.
 25. Immediately before the mover of a motion on the agenda exercises his or her right of reply or before the vote is taken if there is no right of reply or it is waived, a **speaker on behalf of the General Council** will be afforded the opportunity of addressing conference.
 26. A **motion may be withdrawn** only by the proposers with the approval of conference.
 27. No one other than a delegate or a member of the Standing Orders Committee may address conference unless authorised by the General Council.
 28. Speakers must on all occasions confine themselves strictly to the matter under discussion.
 29. **Points of information** shall be allowed only at the discretion of the President.
 30. If the President, rises **to call a member to order**, or for any purpose connected with the proceedings, the member speaking shall thereon resume his or her seat and no other member shall rise until the chair is resumed.
 31. **The ruling of the President** on any question under standing orders or on points of order or explanation, shall be final unless challenged by not less than 10 delegates. In the event of such a challenge the President shall vacate the chair. The Vice-President, failing whom a member of the General Council, shall then take the chair and shall put it to the vote that the ruling of the President be upheld. Unless two-thirds of the delegates present and voting vote against the motion that the ruling of the President be upheld, the ruling of the President shall stand. When the result of the vote has been declared, the President shall resume the chair and proceed in accordance with the result of the vote.
 32. Subject to the rules of the union, a **card vote** may be taken. Card votes for, against or abstaining on the motion under debate will be collected simultaneously.

Conduct of Debates

20. It shall **not be necessary to second motions** or emergency motions included in a Standing Orders Committee report which has been adopted by conference.
21. If the **mover of any motion is not present** when it is called, the President may invite a Branch or the General Council, to move the motion. If the motion is not moved, it will be deemed to have fallen.
22. Each **speaker shall announce his or her name** and Branch or, in the case of a person speaking on behalf of the General Council or the Standing

33. No question which has not been included in Report No.1 of the Standing Orders Committee and no emergency motion shall be decided on a card vote.

Procedural Motions

34. Motions on procedural matters must be moved **and** seconded by delegates or members of the General Council. The mover of a procedural motion may speak on the motion only once and no other speeches shall be allowed save as provided elsewhere in these standing orders.
35. **These standing orders** or any part of them or any provision of a Standing Orders Committee report made under them shall be **suspended** if a motion to that effect is supported by two-thirds of the delegates present and voting. The mover of such a motion shall be allowed by the President sufficient time to explain the purpose of the proposed suspension within the time limit for speeches then applying. If the motion is seconded the President shall similarly allow the Standing Orders Committee to reply before taking the vote.
36. When the motion to adopt a report of the Standing Orders Committee has been moved the President may call any Branch or the General Council, which wishes to move reference back to vary or delete a part of the report. The Standing Orders Committee may reply to such a **reference back** before it is voted upon. If subsequently the motion to adopt the report is carried, the report shall have effect as amended by any reference back accepted by the conference.
37. Reference back of Report No.1 of the Standing Orders Committee or any part of it, must be notified to the Committee in writing at least one week before the start of conference and should be discussed with the Committee before the conference. The Standing Orders Committee shall announce arrangements for such discussions.
38. A debate shall be closed if:
- (a) A motion **“that the vote now be taken”** is carried but such a motion cannot be put to Conference until the opportunity to oppose the motion under debate has been given. Then if such a motion is moved and seconded it shall be put to the vote without discussion. Such a motion shall not be moved or seconded by a delegate who has previously spoken in the debate. If such a motion is carried the mover of the motion under debate shall, before the motion is put exercise any right of reply that s/ he may have but no other speeches shall be allowed.

- (b) A motion **“that conference proceed to next business”** is carried but such a motion cannot be put to Conference until the opportunity to oppose the motion under debate has been given. Then if such a motion is moved and seconded it shall not be moved or seconded by a delegate who has previously spoken in the debate. If such a motion is carried, conference shall proceed forthwith to the next item on the agenda.

39. A motion **“that this motion be remitted to the General Council”** may be moved and seconded by delegates or members of the General Council. The debate on the original motion may continue after the motion to remit it to the General Council has been proposed and seconded, unless the President decides otherwise. At the conclusion of the debate the mover of the original motion shall exercise his or her right of reply, following which the President shall immediately put to conference the proposal that the motion be remitted to the General Council. If the motion to remit is carried, conference shall proceed forthwith to the next item on the agenda, otherwise the original motion will be put to conference.

Miscellaneous

40. In the **absence of the President** the Vice-President shall preside at conference. In the absence of both the President and Vice-President, the General Council shall elect a member of the Council to preside. The use of the term “President” in these standing orders shall be construed to include the person, other than the President, who presides at conference in accordance with this standing order.
41. Delegates must give one week’s notice in writing to the General Secretary of their intention to ask any question on **the annual report** or the **financial statement**.
42. Delegates must give one week’s notice in writing to the General Secretary of their intention to move a **reference back** of part of the **annual report** and **financial statement** specifying which section(s) they propose to refer back. A motion to refer back the annual report or financial statement must be moved and seconded by delegates. The mover of the motion may speak on the motion only once and no other speeches shall be allowed, save that a speaker on behalf of the General Council will be afforded the opportunity of addressing Conference.
43. During conference **smoking** will not be permitted.

Standing Orders Report No.1

1. A Primary and Secondary Agenda have been devised in accordance with Standing Orders 5, 6 and 7.
2. Composite Motions have been used in accordance with Standing Order 8. Comprehensive Motions have been used in accordance with Standing Order 9.
3. Delegates representing Branches whose motions are covered by either a Composite Motion or Comprehensive Motion which their Branch is not due to propose shall be afforded an opportunity to speak to the relevant Composite or Comprehensive Motion.

Motions	Motions covered by it
Composite Motion 23	51

4. In order to expedite Conference business, Standing Orders Committee recommend that delegates wishing to speak to a Motion once it has been moved, occupy seats reserved for such persons at the front of the Conference hall. Only those delegates who comply with this procedure may be called upon to address Conference.
5. In accordance with Standing Order 12. Branches are hereby informed that Notice of Emergency Motions must be submitted in writing to the Standing Orders Committee at Harkin House not later than **12 noon on Thursday 1st November 2018**. Such submission must be signed by two Branch Officers and indicate the date of the General Meeting at which the Emergency Motions were adopted by the Branch.

Signed: M McKee

B Dornan

Primary Agenda

Motions in this Agenda are due to be discussed.

● Pay

Motion No.1 (to be moved by the Executive Committee)

Conference notes the terms of NIPSA's NICS Pay Claim for 2018/19 lodged in September 2018 following an extensive branch consultation exercise. Conference calls on the Civil Service Group Executive Committee to continue to oppose any attempts to impose a pay increase. It is not acceptable that in the absence of a Minister and a NI Executive civil servants cannot receive a decent pay increase. Members have seen a reduction in their pay of over 7% in the past 5 years while utility bills, pension increases and food prices have increased by almost twice this rate.

During the branch consultation exercise members sent a clear message that they were not prepared to accept a pay increase of 1%. The claim is realistic and justifiable.

Conference also welcomes the decision of the Civil Service Group Executive Committee to join the Judicial Review supported by our sister unions, FDA, Prospect and PCS in challenging the Government imposing a new pay range/cap of 1-1.5% without meaningful consultation.

Conference also supports a strong pay campaign to build branches and members to take all steps necessary to deliver a real and meaningful pay increase which will restore members pay to ensure they are appropriately rewarded for the important public service role they perform.

Motion No.2 (to be moved by the Executive Committee)

Conference notes that in many instances when the NICS Pay Agreements are implemented for civil servants, members in many Arms Length Bodies do not receive their pay increase and arrears for many months thereafter. This is not acceptable and is tied up in unnecessary bureaucracy. While Conference recognises that a review has been initiated by the Permanent Secretary of Department of Finance pressure needs to continue to ensure all members, irrespective where they are employed, receive their pay increase in a timely fashion.

Conference therefore calls on the incoming Executive Committee to take all necessary steps to ensure that members in Arms Length Bodies receive their pay increase at the same time as their civil service colleagues.

Motion No.3 (Branch 117)

Given the increased use of recruitment agency staff within the NICS and an increase in the duration of employment for these individuals, a large number of agency staff are now in a position where they are entitled to pay progression as a result of an annual pay increase and in turn pay arrears. However in recent years many members employed by recruitment agencies are waiting for excessive time periods to receive these arrears. Conference calls upon the incoming Civil Service Group Executive Committee to pressure management to ensure that staff employed by recruitment agencies are paid any pay arrears in a timely manner and appropriate safeguards are put in place to future-proof the timely payment of these arrears for future years.

Motion No.4 (Branch 127)

Conference understands the strain put on NIPSA's pay negotiations without a functioning Northern Ireland Executive. Conference urges the incoming Civil Service Group Executive Committee to make a public call for an immediate return of MLAs to Stormont so that proper pay negotiations can commence and that, if there are any discussions with political parties at any level, the return of the Assembly is on the agenda.

Motion No.5 (Branch 171)

Conference is deeply concerned about the general approach the Government in London and its devolved local bodies including here in NI has had to civil service pay across the last 20 to 30 years. This has been a problem from the late 1980's. We as civil servants have been treated as the Cinderella employees of Public servants and have seen the greatest attack on our pay, pensions and terms and conditions compared to other public bodies. This continues on today with the pay cap of 1% being lifted for most public sector bodies except the Civil Service. In Northern Ireland with the absence of a working Executive our problems have been compounded in the last 2-3 years. This conference calls on the Civil Service Group Executive Committee to promote the NICS and its NDPB's as examples of highly professional skilled organisations that deserve to be paid proper wages coming into the 3rd decade of the 21st century.

Motion No.6 (Branch 127)

Conference instructs the incoming Civil Service Group Executive Committee to negotiate an improved Salary Advance Scheme for NIPSA members in NICS similar to that offered to PCS members in DWP. With an increasing number of people unable to afford to buy their own home and increased rental costs, the scheme should in particular cover Rental Deposit Advances, as well as Mid-Monthly, Holiday and Religious Festival Advances similar to the DWP policies.

Motions No.7-8 unallocated

● Pensions

Motion No.9 (Branch 96)

Conference calls on the Civil Service Executive to consider all casual temporary service prior to becoming a permanent employee calculated for the purpose of final pension calculation. Previously some casual service has been calculated for some employees but only going back so far, but not all casual temporary service. Many civil servants prior to gaining permanent employment in the civil service worked as casual temporary employees and some for a few years before.

Motion No.10 (to be moved by the Executive Committee)

Conference is concerned that when the 2017/18 pay claim was paid to members in July 2018 those at AA, AO, DP and Grade 7 level suffered a financial loss because they were temporarily placed in the higher pension tier for one month. For members in the AO grade this amounted to £22, for DP grade approximately £80 and Grade 7 approximately £120. It is not acceptable that members saw a further cut to their meagre pay increase which was outside their control.

Conference calls on the Civil Service Executive Committee to ensure that this cannot happen in the future and arrangements are put in place to ensure that this cannot be repeated.

Motions No.11-12 unallocated

● **Terms and Conditions**

Motion No.13 (Branch 31)

Conference continues to be aware of the impact of the re-organisation of the HR function of the NI Civil Service since the inception of NICS HR in 2017.

This has resulted in managing attendance, inefficiency procedures, disciplinary actions, grievances and all similar HR matters affecting our members, being considered and actioned by DoF staff, irrespective of which Department that member is employed by.

Conference considers that this may be contrary to case law and precedent which would indicate that these matters should only be actioned by the Department that the member works in, as this is their employer and not NICS HR.

Conference calls on the Civil Service Group Executive Committee to investigate this issue, seek the necessary legal advice as to who the employer is and report back to Branches.

Motion No.14 (Branch 127)

Following the introduction of GDPR, Conference is concerned that personal information is routinely copied to line managers from NICS HR in relation to warnings issued to members. Conference believes that line managers are only required to know the outcome of a decision and nothing further. Conference further believes that members are entitled to a copy of any formal decision which relates to their Managing Attendance or Conduct and Discipline Record.

Conference therefore instructs the incoming Civil Service Group Executive Committee to negotiate with Management Side to ensure that:

- (a) letters from NICS HR issued to line managers only contain outcomes and no further information in relation to the investigation, and
- (b) members receive a copy of their formal decision along with the outcome letter.

Motion No.15 (Branch 127)

Conference instructs the incoming Civil Service Group Executive Committee to engage in negotiations with Management Side to improve and enhance the terms and conditions of employment for members. This should include such items as the 35 hour working week, which is already NIPSA policy, along with any other enhancements that are available to workers in the UK or abroad. Discussions should be conducted in parallel to the pay claim negotiations and not left behind while further derisory 1% increases are imposed.

Motion No.16 (Branch 92)

Conference notes that part time staff in the NICS are as entitled to apply for promotion or elective transfer as full time staff. However, Conference is concerned that newly promoted part time staff have to wait longer for a suitable post than equivalent full time staff, while other part time staff may feel trapped in their current post, fearing that if they move they will not be permitted to work the pattern that suits them. It is recognised that there is a relative shortage of part time posts, but there is often no reason why a vacant full time post could not be considered for job sharing or alternative working patterns. Conference calls on the Executive Committee to bring pressure on Management Side to actively encourage job sharing and alternative working

patterns, so as to provide a greater variety of posts to both newly promoted and existing part time staff.

Motion No.17 (Branch 118)

Note: Motion No.18 falls if Motion No.17 is carried.

Conference calls upon the incoming Civil Service Group Executive to negotiate for inclusion into the managing attendance policy in the NICS a section on menopause which gives additional consideration during the inefficiency process if the reason for absence is relating to menopause. Whilst this may be covered under DDA, we feel a section dealing solely with menopause is needed to ensure adequate protection when absences and/or warnings are being considered.

Motion No.18 (Branch 118)

Conference is concerned that the existing managing attendance policy is not fit for purpose.

The NICS managing attendance policy can have a significant impact upon all members yet it does not fully recognise or cover the diverse nature of members and the many factors that can affect attendance.

We are concerned that there appears to be no uniformity in the decision making process and little evidence of joint-up thinking. Often a decision on whether a member gets a warning or not depends upon which decision maker hears the appeal. This health and decision-making lottery cannot be allowed to remain unchallenged. The current managing attendance policy does not give sufficient protection to members who have disabilities or are getting older.

We, therefore, call upon the incoming Executive to begin to negotiate a new managing attendance policy which has our members' interests at heart and has enhanced protection for those living with disability and long-term health issues.

Motion No.19 (Branch 119)

It is unfortunately a fact that we now have hundreds of workers within the NICS that are receiving only a fraction of the terms and conditions enjoyed by NICS recruited staff. As a Trade Union we cannot accept that workers carrying out the same work, in the same workplace have different entitlements.

Under the 2011 Agency Workers Regulations (Northern Ireland) 2011, Agency workers are entitled to share many of the benefits that are afforded to workers who have been employed directly by the NICS. Currently, agency workers within the NICS have not been provided with sufficient information to enable them to determine exactly what parts of the NICS Handbook are applicable and what are excluded.

In April 2017, approximately 200 agency workers wrote to Premier People requesting this information, they did not receive a reply. CMS Management were then approached in September 2017, to provide the same information, they have yet to do so.

We now call upon the Civil Service Group Executive Committee to take this matter forward and seek legal advice if necessary, to provide our members who are agency workers, with clear details as to what they are entitled to in the NICS Handbook and with justified reasons as to why certain parts of it are not applicable.

Motion No.20 (Branch 137)

As a result of the increasing State Pension Age many NIPSA members in the NICS will now be required to work longer than they anticipated when joining the NICS. The retirement age for the Alpha Pension Scheme is linked to Stated Pension Age increases and will see members working until at least 67 years of age. NIPSA's opposition to this is well documented for numerous reasons including the fact that as people get older there is the possibility they will find it more difficult working full time and many have additional health issues compared to younger workers.

Conference notes there have been no increases to annual leave entitlements across the NICS for many years. Conference therefore calls on the incoming Civil Service Group Executive Committee, to negotiate with NICS management that all staff with 25 years' service or greater be awarded an additional one day's leave annually, as a reward for long service to the NICS and to help them better cope with working until retirement.

Motions No.21-22 unallocated

● Allowances

Composite Motion 23 (to be moved by the Executive Committee)

Conference will be aware that NICS HR has attempted to change the mileage paid to members when travelling on official business. Conference will also be aware that the handbook chapter that has been published on the HR Connect portal is in dispute and other related sections of the policy have not yet been published on the portal. Despite the ongoing central consultation on the disputed sections, some Departments have recently issued guidance that is incorrect and misleading.

Conference instructs the Civil Service Group Executive Committee to urgently resolve the ongoing issue by industrial action if necessary, to ensure members receive all payments that they are entitled to when travelling on official business.

Motions No.24-25 unallocated

● Recruitment and Promotion

Motion No.26 (Branch 92)

Following the successful intervention by NIPSA to remove both aptitude tests and Line Managers Assessments from the last AA to AO Promotion Board, Conference is strongly of the view that such tests and assessments should be removed from all future internal competitions. Aptitude tests are simply being used as a short listing tool to reduce the eligible Field, while Line Manager Assessments are both subjective and divisive. Therefore, Conference calls on the incoming Civil Service Executive to continue and revitalise the campaign to have aptitude tests and Line Manager Assessments removed from all internal promotion competitions.

Motion No.27 Branch 171)

Conference is concerned that too many posts in the NICS and other NDPB's such as AFBI are being filled by a mixture of agency workers and very selective internal trawls or external recruitment. This has resulted in many of our long serving members have been blocked from any form of

internal advancement as internal promotion through boards have become in certain sectors a thing of the past. Therefore now experience and skills built up by our members over many years is being ignored and bypassed with no future career development for our members who have many years ahead of them (especially with retirement age going up to 68).

This conference calls on the Civil Service Group Executive Committee to oppose this management backdoor policy of ageism and favouritism.

Motions No.28-29 unallocated

● Trade Union Issues

Motion No.30 (Branch 7)

Conference welcomes the decision of the Civil Service Group Executive Committee to establish a Professional and Technical Disciplines Consultative Committee. This forum should consider matters pertaining to grades covered by the Professional and Technical disciplines and assist drafting recommendations for the Civil Service Group Executive Committee to consider. One pressing issue that should be prioritised by the Consultation Committee is the return of an appropriately worded Professional and Technical Competence to the NICS Competence Framework.

Motions No.31-32 unallocated

● Privatisation/Outsourcing

Motion No.33 (Branch 130)

Conference notes the impending cessation of the HR Connect Contract in 2020. NIPSA opposed the privatisation of the administrative and support functions from the beginning and forecast the ensuing difficulties that inevitably occurred over the life of this contract, including inefficiencies, difficulties of access to information and personnel, and gaps of accountability between the NICS and Capita, allowing both sides to blame the other when things go wrong. The latest example of the problems that arise was the NICS citing contractual restrictions with HR Connect as the reason they could not pay arrears of the increase in allowances in the latest pay award. Conference instructs the Civil Service Group Executive to vigorously oppose the renewal of the contract and to campaign for the return of all functions to NICS, to recruit HR Connect staff and to investigate the possibility of TUPE arrangements to bring appropriate staff into NICS.

Motions No.34-35 unallocated

● Equal Opportunities

Motion No.36 (Branch 47)

Conference calls on the Civil Service Group Executive to support carers in the workplace through negotiations with management to secure membership of the 'Employers for Carers' (EfC) forum. In negotiations, the advice and support available from EfC for employers seeking to develop carer-friendly policies and practices should be emphasised.

Motions No.37-38 unallocated

● **Staffing and Resources**

Motion No.39 (Branch 53)

Conference notes the lack of transparency in the Elective Transfer Process. Policy 1.03 in the HR Handbook states “Elective transfer will only be used after the priority categories listed in the Vacancy Management Policy have been considered”.

Members are sitting on priority lists for years at a time without ever receiving any notifications regarding their situation. Departments advertise vacancies on HR Connect and no one knows whether pools lists were considered, or what those considerations were.

Motion 49 at the NIPSA Annual Delegate Conference in June 17 touched on the lack of voluntary/elective transfer system being in place in general. The lack of transparency regarding the consideration of existing priority pools lists adds further barriers to those members who require a transfer via DDA, Surplus or Welfare pools.

Rumours of vacancies being “boxed-off” are rife in the NICS due to Managements failure to produce results of any part of this process for the information and scrutiny of others.

Conference also notes the Role of the Importing Line Manager and the lack of transparency around “informal discussions” and the results of same. Some are an ‘informal chat’ on a one-to-one basis whilst others are of a more ‘formal’ nature, consisting of a panel of two or three members. Again, there are no results produced.

Conference calls for applicants on priority pool lists to be informed when they have been deemed unsuitable for a vacancy in one of their selected areas – and that they are furnished with reasons for that decision so that they can decide whether they can adjust (for example) their working pattern, to limit the list of reasons they could be excluded on.

Conference also calls for a standardisation of the format of “informal discussions” with due regard given to guidance produced by the Equality Commission.

Motion No.40 (Branch 130)

Conference is alarmed at the amount of elective transfers that have been blocked throughout the Northern Ireland Civil Service. Conference instructs the Civil Service Group Executive to raise with NICS HR the fact no statistics or records have been kept on how many elective transfers have been approved or rejected. This will allow NIPSA to explore the inequality of opportunity due to lack of workforce planning.

Motion No.41 (Branch 181)

That Conference commends Branch 181’s members for voluntarily taking posts in the public sector while the political instability continues. Of the 320 staff currently employed in the Northern Ireland Assembly, 42% are redeployed, this figure may increase as the political situation evolves.

Branch 181, through the support of this Conference, are asking the incoming Civil Service Group Executive to continue their support for the Branch during this extremely difficult time; to vigorously campaign for the protection of these Civil Service Group Executive to merge these members back into the NICS in the event of the total collapse of the Northern Ireland Assembly.

Motion No.42 (Branch 117)

In light of the current environment where more and more agency staff are being employed in the NICS, some in management level roles, conference calls upon incoming Civil Service Group Executive to engage with NICS management to ensure that agency staff are not put in a position where they have personnel managerial roles (or access to the personnel information and (or) records) of substantive civil service staff. Furthermore in line with the current arrangements where NICS staff are not permitted to discipline agency staff but must refer them to their employing agency we would call for reciprocal arrangements where agency staff has supervisory responsibilities for NICS staff.

Motions No.43-44 unallocated

● Health and Safety

Motion No.45 (to be moved by the Executive Committee)

Conference notes that over the last few years the number of members reporting mental health and stress at work has increased significantly. It is clear that members are struggling to meet the demands of increased workloads, increased targets and changes in working practices without the resources to match.

While Conference welcomes the NIPSA document – The Perfect Storm which has raised the profile of this issue, Conference calls on the Civil Service Executive Committee to call for a review of current sick absence policies and procedures to recognise and deal with the issue of mental health in a more proactive and supportive manner.

Motion No.46 (Branch 118)

Conference calls upon the incoming Civil Service Group Executive to negotiate for the introduction of a menopause policy within the NICS. This policy should cover all the difficulties that many women face at this time in their life and also the measures which should be in place to make this transition easier for those who have to go through this while working.

It should also be factored in that women are generally at a later stage in life when dealing with the menopause and, as such, will likely be suffering from a range of other health issues which could worsen any impact the menopause could have.

Motion No.47 (Branch 137)

Conference is concerned at recent development in the NICS to withdraw OHS Services from Ballykelly. It is particularly worrying that members in the North West will be forced to go to Belfast to have face to face medical assessments carried out. This is a further deterioration in the provision of services for members in the North West. This exercise is purely to save a few pounds as the NICS claim it takes too long to book a full day of appointments for the medical professional. Yet our members who are ill will be required to attend OHS in Belfast and be required to possibly travel over 4 hours to have a face to face appointment.

Conference calls on the incoming Civil Service Group Executive Committee, to ensure that provision remains for members in the North West to attend OHS appointments in Ballykelly or another suitable venue in the North West.

Motion No.48 (Branch 117)

Further to the motion adopted at the 2016 Civil Service Group Conference that the then Civil Service Group Executive would engage with management regarding the provision of AED Defibrillators throughout the NICS. In light of the fact that there are still many civil service buildings where there are no defibrillators, Conference calls upon the incoming Civil Service Group Executive to engage again with NICS management to pursue the installation of AED defibrillators installed in every NICS building, and the provision of training for staff in their use.

Motions No.49-50 unallocated

Secondary Agenda

**Motions in this Agenda are
not to be discussed.**

Category A

Motions covered by composite/comprehensive motions contained in the Primary Agenda.

Motion No.51 (Branch 93)

Conference condemns the efforts at both central NICS and Departmental level to change the Travel and Subsistence rules within the Staff Handbook.

The proposed changes would result in hundreds of members losing hundreds of pounds a year. It would particularly affect members who travel to other locations as an integral part of their job. The fact that at least one department has made unilateral changes to what is a central issue is alarming and must be challenged.

Conference instructs the incoming Civil Service Executive to do all in its power to defend the long standing Travel and Subsistence arrangements including organising industrial action if necessary.

Category X

Motions which the chairperson has ruled out of order

Motion No.52 is ruled out of order as it is factually incorrect.

Motion No.52 (Branch 171)

Conference condemns the NICS and its associate NDPB's present approach to staff sickness absence. The process at the moment is not to help our members but simply to bully staff who have hit a trigger point of only 4 occasions or 10 days absence into taking a written warning. The recent change were now the individual's line manager is now the main decision maker on who gets a written warning. This is causing major problems, especially with those people who have been absence from work due to work related stress caused by that very same manager.

This conference calls on the incoming Civil Service Group Executive Committee to pursue through Whitley and all other channels available to get these changes reversed.

Motion No.53 is ruled out of order as it is not a matter for the sole concern for the Civil Service Group Executive.

Motion No.53 (Branch 118)

Conference recognises that Welfare Reform in all its guises but particularly in the form of UC and PIP is not only designed as the insidious vanguard of a pernicious policy to attack, demonise and punish the most vulnerable in society but is also a Trojan horse by which our members' terms and condition are being undermined.

The out-working of these reforms has meant longer office opening times, increased automation of posts, pressures on Annual leave and flexi and, in many cases, the de facto erosion of the flexible working arrangements leading to increased levels of stress and impacting on staff welfare.

Conference calls upon the incoming Civil Service Group Executive not only to campaign on behalf of those members of the public affected by these welfare reforms but to remain cognisant of the impact the introduction of same is having on our members.

Motion No.54 is ruled out of order as it is not a matter for the sole concern for the Civil Service Group Executive.

Motion No.54 (Branch 118)

Conference is greatly dismayed to learn of ex-gratia payments being made to individuals who sit on governing bodies and other groups within NIPSA, including Civil Service Group Executive.

These payments were made at a time when NIPSA finances are in a precarious state and members' pay has stagnated. Members are rightly questioning what procedures and/or rules were used when considering issuing such payments.

Conference feels that in the interests of transparency the wider NIPSA membership should be made aware of the reasons for the awards and the value of same. We feel that the incoming Executive should investigate the background to, and rationale for, the afore-mentioned ex-gratia payments. Conference is concerned that the potential for the floodgates to open for others to seek ex-gratia payments remains.

Conference instructs the incoming Executive to publish a report of any investigation (Not including names) to all Branches.

We further call upon the Executive to ensure that subs paid by NIPSA members are used in ways which can help and benefit members as a whole and not individuals.

Northern Ireland Public Service Alliance

Civil Service Group

Annual Delegate Conference 2018

The following candidates have been nominated for election at the Annual Delegate Conference 2018:

Candidate's Name

Candidate's Name

Chairperson (1 Vote)

Morgan, M

Veighey, J

Vice Chairpersons (2 Votes)

Creaney, T

Mulholland, B

Harvey, S

Standing Orders Committee

Dornan, B*

**Returned Unopposed*

Executive Committee 22 (votes)

Candidate's Name

Boersma, I

Gates, C

Murphy, J

Brooks, W

Gibson, M

McAnallen, M

Brown, S

Godfrey, T

McCloskey, M

Callan, B

Hartin, L

McLernon, G

Campbell, D

Harvey, S

McNulty, J

Cobain, P

Henderson, C

O'Lynn, E

Collins, L

Higgins, G

O'Reilly, B

Cowan, D

Hoy, L

O'Sandair, R

Creaney, T

Loughran, M

Robinson, M

Crilly, D

Lowry, D

Robinson, P

Dale, P

Malone, G

Russell, V

Davidson, J

Millar, T

Toner, D

Dobbin, M

Morgan, M

Veighey, J

Doherty, E

Murdock, S



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