



# Civil Service Group Annual Delegate Conference

City Hotel  
Derry

# Agenda 2011

Tuesday 31st May 2011

## TIME-TABLE

**Tuesday 31 May 2011**

<b>10.30</b>	TEA/COFFEE	
<b>11.00</b>	Chairperson's Address	
<b>11.15</b>	Appointment of Scrutineers and Tellers Adoption of Standing Orders Report No.1	
<b>11.30</b>	Pay Matters	Motions 1-18
<b>12.20</b>	Terms and Conditions	Motions 13-19
<b>1.00</b>	LUNCH	
<b>2.30</b>	HR Connect	Motions 25-26
<b>2.40</b>	Civil Service Reforms	Motions 31-36
<b>3.15</b>	Leave and Allowances	Motions 41-47
<b>3.40</b>	Pensions	Motion 52
<b>3.45</b>	TEA/COFFEE	
<b>4.00</b>	General	Motions 57-62
<b>4.40</b>	Guillotined Motions	
<b>5.00</b>	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 38, 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 am, Tuesday 24 May 2011.**

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 **Friday 27 May 2011.**

Only those branches who have complied with Standing Order 38 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 44, 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 These standing orders will apply to General and Group Conferences until they are amended or rescinded by a motion adopted by an annual Delegate General Conference.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.

## 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 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.
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.

<b>Motions</b>	<b>Motions Covered By It</b>
Composite Motion No.1	68
Comprehensive Motion No.4	69-70
Composite Motion No.31	71
Composite Motion No.42	72-73
Composite Motion No.52	74

4. It is recommended that Motion No.2 falls if Composite No.1 is carried.
5. 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.
6. 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 26 May 2011**. 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 B White (Chairperson)  
D Gillian

## 2011 ANNUAL DELEGATE CONFERENCE

# PRIMARY AGENDA

All motions in this Agenda are due to be discussed

### • Pay Matters

#### ***Composite Motion No.1***

***(To be moved by the Executive Committee).***

Conference is deeply concerned with the Chancellor's June 2010 budget announcement implementing a two year public sector pay freeze. Conference is also alarmed at the Finance Minister's actions in confirming to the Chief Secretary to the Treasury, within days of that announcement, his intention to enforce the pay freeze in Northern Ireland.

Conference recognises the sterling work undertaken by the Civil Service Executive Committee and many members in lobbying Ministers and MLA's which was instrumental in the retention of pay progression arrangements during the pay freeze.

Conference condemns Ministers and Northern Ireland Civil Service (NICS) Management for presenting a final pay offer, thereby circumventing pay negotiations, which sought to impose the two year pay freeze. Conference conscious of the nonconsolidated nature of the offer and the suppression of levels of pay by failing to increase pay scale maxima calls on the Civil Service Executive to:-

- (a) conduct branch consultation, membership meetings to increase awareness of the issues affecting the pay of NI civil servants;
- (b) secure broader membership support for a campaign of industrial action in response to any continued attack on civil service pay;
- (c) produce a range of materials for circulation to members and for lobbying purposes detailing factual information on the unfair treatment of civil servants in relation to their pay; and
- (d) highlight the need to address the plight of members at the maxima of pay scales who have received little or no pay increases for a number of years and also the impact this has for those below the maxima.

#### ***Motion No.2 (Branch 7)***

***(This motion falls if Composite Motion No.1 is carried)***

Conference condemns the failure of management to make a reasonable Northern Ireland Civil Service (NICS) pay offer for 2010. We should be concerned that the terms of the agreement are of a disadvantage to NICS staff.

An incremental step is not a pay rise as staff are only receiving what they are contractually obliged to. Conference believes that NICS staff have a valid expectation that they will progress towards the maximum of the pay scale through incremental progression on an annual basis as well as an annual payrise.

Conference views with dismay that the review of the payscales as part of the equal pay claim has still not been resolved.



Conference calls upon the Executive Committee to consider all measures including industrial action to ensure that members receive a fair and just payrise in 2011.

*Motion No.3 (Branch 303)*

Conference views with distress the pay deals for scientists and other grades in the last 10 years and the fact that many of our members through poor promotion opportunities have been at the maximum of their respective pay scales for over a decade. The fact is that with an effective pay freeze from 2008 members at the top of their scale will see no increase until 2013 at the earliest. It is worth noting that we have members since 2002 who have had as little as a 6 – 11 % pensionable pay rise despite a overall rise of the Northern Ireland Civil Service (NICS) pay bill of 30% in the same time scale. Conference is concerned that the pay deals of recent years have destroyed the going rate for the job (which is the max of the scale) and calls on the incoming Executive Committee to pursue with a proper long term strategy to preserve pay.

***Comprehensive Motion No.4  
(To be moved by the Executive Committee).***

**Conference is alarmed at the protracted negotiations required after agreement on the Northern Ireland Civil Service (NICS) equal pay settlement to secure its application to members in the affected grades in a number of bodies including Non Departmental Public Bodies (NDPBs) applying NICS rates of pay. Conference condemns the respective Management Sides for failing to do so which led to NIPSA pursuing County Court action in a number of areas.**

**Conference is concerned at the significant delays in having business cases formulated and processed through sponsoring Departments in respect of a number of NDPBs and the knock on effect in securing payment of the 2009 pay settlement.**

**Conference calls on the Civil Service Executive Committee to raise these concerns with the relevant Management Sides to ensure that they deliver a more timely implementation of pay settlements in future years.**

**Also to review NIPSA's current arrangements for advancing NDPB pay and to ensure that future arrangements are fully integrated into NIPSA's strategy for advancing civil service pay.**

*Motion No.5 (Branch 301)*

Conference calls on the Civil Service Executive Committee to request NIPSA to negotiate a one point pay increase for staff who have been on the bottom of their pay scales for two years or more.

*Motion No.6 (Branch 310)*

Conference calls upon the Civil Service Executive Committee to ensure that improvements in Civil Service Pay and conditions are not detrimental to Non Departmental Public Bodies (NDPB) members and are automatically applied to NDPB's at the same time as the Civil Service.

### *Motion No.7 (To be moved by the Executive Committee).*

Conference condemns Northern Ireland Civil Service (NICS) Management for the unacceptable delay in engaging with Trade Union Side to address the outcome of the Review of Technical Grades I and II undertaken in 2009. Conference is concerned that although the review findings confirmed a high percentage of staff were undertaking higher graded work this practice continued without proper redress for those in the TGI and TGII grades.

Conference calls on the Civil Service Executive Committee to ensure that:-

- (a) mechanisms are put in place to avoid grade drift on such a scale in the future;
- (b) members in the grades who have undertaken work of a higher level are properly compensated for doing so; and
- (c) the work members have undertaken over many years is reflected in the grading of those individuals.

### **Motions No.8 - 12 unallocated**

## **• Terms and Conditions**

### *Motion No.13 (Branch 8)*

Conference is concerned at the amount of overtime still being worked in the Northern Ireland Civil Service (NICS).

While acknowledging that there are areas where overtime is essential to the business, the current level cannot be sustained while the government are implementing cuts to staff and services.

Conference are aware of higher grade staff working in a grade below for overtime purposes and that claims for travel expenses eat into the public purse at a time when every penny is supposed to be accounted for.

Overtime work may provide short term gain for staff but it gives a false impression that the NICS can cope with cut backs, and will inevitably result in further cuts being made to staff and services.

Conference therefore calls upon the incoming Civil Service Executive Committee to instigate a vigorous campaign to oppose overtime working. Staff need to be informed as to the very real dangers which overtime work will create, such as further cuts and an increase in stress among staff.

### *Motion No.14 (Branch 42)*

Conference instructs Civil Service Executive Committee to address the draconian policies and processes that have emanated from the review of managing attendance procedures as currently being overseen by HR Connect and implemented throughout Northern Ireland Civil Service (NICS).

### *Motion No.15 (Branch 4)*

Conference condemns the ongoing practice within the Civil Service of providing car parking spaces for senior management grades paid for by their Department. As an organisation that provides benefit payments to many of the most disadvantaged members of society it seems incredible that it continues to provide its senior management grades with advantages such as these.

Conference calls for the incoming Civil Service Executive Committee to actively pursue the removal of this perk from the senior management grades within the Departments as a matter of priority.

#### *Motion No.16 (Branch 303)*

Conference notes with concern the poor adoption of the Northern Ireland Civil Service (NICS) annual report system. The new system does not reflect the wide range of job types in the NICS and associated Non Departmental Public Bodies. Also with no longer a performance pay element in the recent pay offers we demand that the existing 1-5 box marking be replaced with a two rating report classifying every one as either satisfactory or unsatisfactory. Conference calls on the incoming Executive Committee to engage with NICS management to achieve this reform.

#### *Motion No.17 (Branch 301)*

Conference is totally dissatisfied with the new elective transfer system imposed on staff through HR connect. Most staff who were on the waiting list for a few years and positioned close to being transferred, were not even aware that the old central transfer list for staff was scrapped and are now being forced into the reality of being back to square one. Members are resigned to being trapped in jobs and locations where they do not wish to be, causing unrest for themselves, their families and local managers. Conference calls on the Civil Service Executive Committee to convey members concerns to management and calls for this unfair system to be replaced with a system just and fair to staff.

#### *Motion No.18 (Branch 70)*

Conference condemns management for their treatment of longstanding members in the Northern Ireland courts and tribunals service by forcing them into grades below those in which they have been employed for many years.

#### *Motion No.19 (Branch 8)*

Conference calls upon the incoming Civil Service Executive Committee to campaign to remove the automatic consideration of a written warning given to probationers for a single sickness absence under the managing attendance procedures.

#### **Motions No.20 - 24 unallocated)**

### **• HR Connect**

#### *Motion No.25 (To be moved by the Executive Committee).*

Conference reiterates its opposition to the privatisation of the personnel function of the Northern Ireland Civil Service (NICS) and its operation through HR Connect. Conference calls on the Executive Committee:

- To lobby MLAs, their Political Parties and engage with the relevant scrutiny Committees of the Assembly to argue for the return of this function to the public sector.
- To challenge, in all relevant fora, the failings in the HR Connect system and ensure that its inadequacies are the subject of formal complaints from members.
- Given the significantly increased time-spend required for even rudimentary processes such as completion of annual reports - to continue the engagement with the Northern Ireland Audit Office (who are carrying out a review of HR Connect in 2011) in order that they are fully informed of the failure of this 'experiment' to meet any meaningful 'value for money' or 'quality of service' test.

### *Motion No.26 (Branch 15)*

Conference welcomes the efforts to expose the deficiencies of the HR Connect project which involves the privatisation of significant elements of the HR function in the Northern Ireland Civil Service (NICS). NIPSA policy is to have the civil service work currently performed by HR Connect returned to NICS. In pursuance of this objective conference is appalled at the way in which the Performance Management system has been implemented on HR Connect.

Before HR Connect was adopted the NICS was considering how to make the Performance Management Review Report and process less cumbersome and simpler to use. The current reality is that the HR Connect process is more bureaucratic, time consuming and inefficient.

Conference in acknowledging NIPSA policy on these issues therefore instructs the incoming Civil Service Executive Committee to seek NICS Management to urgently review the Performance Management system on HR Connect.

### **Motions No.27 - 30 unallocated**

## **• Civil Service Reforms**

### ***Composite Motion 31***

***(To be moved by the Executive Committee).***

**Conference welcomes the formal decision of Management Side not to proceed with the review of the delivery of “soft services” across the Northern Ireland Civil Service (NICS). As conference argued previously, no rational case had been made to contract out the NICS soft services. Conference calls upon the Executive Committee to ensure that there is no covert attempt by Management to achieve these aims by unilateral alteration of for example Support Grade Band (SGB) job descriptions or future reviews of “delivery” or “assets” that have a pre-ordained ie privatised outcome. Conference also calls on the Executive to monitor and ensure that vacancies at SGB level are filled by the Management Side.**

### *Motion No.32 (Branch 7)*

Conference is vehemently opposed to the recent Green Paper on Child Maintenance. This Green Paper represents a large threat to job security with the projected loss of maintenance work and a smaller case load due to non resident parents paying maintenance direct and the potential to charge both clients which deters both parties from using the Division and the possibility of privatisation of the Gateway process.

Staff morale is continually at rock bottom and with the introduction of a third system since the opening of the Child Support Agency in less than 20 years, a skilled and experienced staff would become an entire work force of ‘new starts’ starting over again. This will only lower morale and increase the level of stress and strain our staff are under with a result in the sick absence going up and the connotations that comes with that.

With previous and projected budget cuts and the introduction of workgroup managers doing telephonised desk training, nothing suggests the staff be given adequate training and be ready for the introduction the 3rd system?

It is also apparent from the Green Paper that Child Maintenance Enforcement Division (CMED) would more or less become a call centre environment, meaning a highly skilled work force currently completing a rather difficult complex job, subsequently becomes a phone operator dealing with menial queries due to the new supposed simpler system.

How much will this cost and where is the money coming from? DSD is already under severe attack to cut yet CMED depends on the GB CMED to provide its systems. Can CMED exist in DSD if what has been outlined continues?

Conference instructs Civil Service Executive Committee to campaign against the Green Paper and to retain CMED in its current guise.

***Motion 33 (To be moved by the Executive Committee).***

Conference condemns the extremely detrimental changes to the Home Civil Service Compensation Scheme forced through by the UK Government since the general election in May 2010.

In particular Conference rejects the view that the Civil Service Compensation Scheme is too generous and unaffordable and calls upon the Executive Committee to continue to support our colleagues in the PCS union in its endeavours to reverse these changes.

Conference notes that the Finance and Personnel Minister in Northern Ireland, Sammy Wilson, is keeping a watching brief on the situation and that no decision has yet been taken to adopt a similar approach to the Northern Ireland Civil Service (NICS) Compensation Scheme.

Conference calls upon the Executive Committee to closely monitor developments, including those in Northern Ireland, and to determine an appropriate course of action should any attempt be made by the NICS Management Side to apply the changes to the Home Civil Service Compensation Scheme to the NICS equivalent scheme, taking into account the union's existing policy of parity with the Home Civil Service, any potential implications of a departure from the existing parity arrangements and the objective of protecting existing terms and conditions of NIPSA members in the NICS.

***Motion No.34 (Branch 6)***

Conference is alarmed that the Northern Ireland Executive's Budget incorporates cuts of £4 billion to the block grant over the 4 year period 2011/12 to 2014/15. Across the Northern Ireland Civil Service Departments, NIPSA are in consultation on how the cuts to Departmental Budgets will impact on our members and the service they deliver.

It is evident that whilst we are being told that the amount of Job Losses will be lower than expected, the fact is that posts which have been lost through retirements, career breaks and dismissals have not been filled. Business Improvement Unit reviews tell us that the reviews have resulted in reorganised business areas that do not require as many staff and again vacancies remain unfilled. This is the imposition of cuts disguised as "churn" and in the main taking place when we know that the workloads are increasing.

Conference instructs the Civil Service Executive Committee to assist Departmental Trade Union Sides when appropriate to ensure that complements are at the correct baseline and to highlight to Management that our members are not to be asked to cover unfilled posts and rather that posts be filled substantively. This will support the work of Departmental Trade Union Sides and protect member's jobs and the services delivered by them.

***Motion 35 (To be moved by the Executive Committee).***

Conference expresses its opposition to cuts in the budgets of Northern Ireland Civil Service (NICS) Departments and related Non Departmental Public Bodies (NDPBs) as a result of the roll out of the UK government's austerity budget and 4 year Comprehensive Spending Plans by the NI Executive.

Conference notes that the freeze on recruitment and promotion introduced by the Management Side in the NICS in February 2010 and subsequently extended to April 2011 has already resulted in the loss of around 1,000 jobs.

Conference calls upon the Executive Committee to draw up a strategy of opposition to these cuts which would:-

- (a) Highlight the detrimental impact of the cuts on service provision and the loss of jobs.
- (b) Engage with the public and service users to develop campaigns to protect services and jobs.
- (c) Focus on the impact of the loss of civil service and related jobs on school leavers.
- (d) Draw attention to the negative health and safety implications arising from increased workloads and the potential increase in the incidence of unacceptable levels of stress on members.

Conference calls upon the Executive Committee to include, as part of this strategy, support for branches which decide that such a course of action is necessary to defend jobs and/or the services provided by the NI Civil Service and NDPBs.

#### *Motion No.36 (Branch 15)*

Conference notes that Northern Ireland Civil Service (NICS) Departments are, as a consequence of the current Budget reductions and under the auspices of the Strategic Investment Board are considering conducting major reviews on accommodation needs and assets management.

This may have the same consequences on the provision of accommodation as proposals under Workplace 2010, including the potential selling of Buildings/ Assets and therefore needs to be subject to proper negotiation.

Conference calls upon the incoming Civil Service Executive Committee to vigorously oppose any attempts by the Northern Ireland Executive or Northern Ireland Government Ministers to reduce the current standards/provision of accommodation in the NICS or the transfer of accommodation assets to the Private Sector. In particular given that the market value of the Government estate will have depreciated considerably, given that the National Asset Management Agency (NAMA), the Bank set up to deal with the toxic assets of the Republic also holds such "assets" in Northern Ireland.

#### **Motions No.37- 40 unallocated**

## • Leave and Allowances

### *Motion No.41 (Branch 301)*

Conference instructs the incoming Civil Service Executive Committee to negotiate to allow staff on maternity leave to have the option of having their maternity pay spread over 26 weeks rather than 18.

### *Composite Motion No.42 (Branch 303)*

**Conference is concerned with the on going rise in the price of petrol / diesel over the last number of years and calls for an increase in mileage rates now. With the cost of fuel heading for £1.50 a litre and higher there needs to be change. The threshold of the Royal Automobile Club / Automobile Association rates of less than 40p a mile for up to 10,000 miles for smallest car has been breached once the cost of fuel exceeded £1.30 a litre.**

**The imposition of the HM Revenue and Customs rate of 40p must be challenged even if we have to pay tax on the increase. Conference calls on the incoming Executive Committee to demand an increase in the rates now from the Northern Ireland Civil Service management side.**

### *Motion No.43 (Branch 27)*

Conference calls on the Civil Service Executive Committee to negotiate with Northern Ireland Civil Service Management for the provision of paid special leave for the Carers. Carers provide an immense contribution to society estimated to be to the value of millions of pounds. They look after some of the most vulnerable members of our society and in turn are subject to immense pressure both mental and financial as they cope with the demands of specialist care and multiple doctors, therapists, hospital psychologists, appointments etc.

### *Motion No.44 (Branch 8)*

Conference calls on the incoming Civil Service Executive Committee to enter into negotiations with management with the object of obtaining disability leave for those members who have a disability and need to take more time off work solely due to their disability.

This "Disability Leave" would hopefully minimise the impact that managing attendance procedures would have on these individuals in the Northern Ireland Civil Service and reduce the likelihood of staff being dismissed due to absences caused by their disability.

### *Motion No.45 (Branch 312)*

Conference notes that many members currently qualify for Travel Assistance through the Excess Fares Allowance (EFA). The Public Transport Motor Mileage Rate (PTMMR) that is paid under EFA is currently set at 25.7p per mile and has remained unchanged since 1997. Conference also notes EFA is taxable and liable to National Insurance Contributions which substantially reduces the assistance received by members.

Conference believes this is wholly inadequate and instructs the incoming Executive Committee to initiate negotiations with Northern Ireland Civil Service (NICS) to secure substantial increases in the PTMMR. Conference also instructs the Executive Committee to seek an end to EFA being liable to tax and NI contributions.

### *Motion No.46 (Branch 15)*

Translink is operating an annual Bus Travel Card called Tax Smart. With Tax Smart an employee can save money on Income Tax and National Insurance contributions by paying for their bus travel directly from salary. A member could save up to 31% on their annual bus travel, whilst the Northern Ireland Civil Service (NICS) also sees a reduction in the employer National Insurance contributions. The scheme operates as a salary sacrifice scheme. The NICS has not signed up to the scheme yet, and as a result NIPSA members who travel daily by bus are missing out on savings. For example, the annual bus fare from Bangor to Belfast is £874. With a Tax Smart Card the cost is £603, a saving of £271 a year.

Conference calls on the Civil Service Executive Committee to raise the importance of introducing the Tax Smart Scheme in the NICS as soon as possible in order that members who travel by bus to work can avail of these savings.

### *Motion No.47 (Branch 301)*

Conference instructs the incoming Civil Service Executive Committee to seek an allowance from management as an acknowledgement for the responsibility, training and duty of care that qualified first aiders carry out as part of their departmental duties.

**Motions No.48 - 51 unallocated**

## **• Pensions**

### ***Composite Motion No.52 (To be moved by the Executive Committee).***

Conference condemns the Government decision to switch from the use of the Retail Price Index (RPI) to the usually lower Consumer Price Index (CPI) as a factor in the calculation of pension entitlements for civil servants. While this change was imposed unilaterally with a view to saving money by inflicting a detriment on all civil servants, the impact on members in the 'Nuvos' scheme in operation for new members since 2007 is disproportionate, taking account of the effect of the change both before and after retirement and the additional diminution suffered by younger members of the scheme who will be the most adversely affected.

Conference notes that the recommendation of the Hutton Review that all civil servants move from final salary schemes to 'career average' schemes has the potential to exacerbate this injustice and leave many more civil servants significantly worse off in the future. Conference calls on the Executive Committee to work closely with sister unions in Great Britain in highlighting the demonstrable unfairness of this position in ongoing negotiations with the Government on the Hutton Review and to consider where appropriate joint campaigns/action to protect civil service pension provisions.

**Motions No.53 - 56 unallocated**



## • **General**

### *Motion No.57 (Branch 19)*

Conference recognises the importance of the forthcoming Northern Ireland Civil Service Comprehensive Pay & Grading Review.

Conference calls on the Executive Committee to set-up a training programme to ensure that NIPSA Reps are trained in Job Evaluation Grading System (JEGS) 2000.

Conference also calls on Executive Committee to ensure that trained NIPSA Reps have direct access to enable them to score jobs using the computerised (JEGS) 2000 system.

### *Motion No.58 (Branch 310)*

Conference calls upon the Civil Service Executive Committee to establish a Non Departmental Public Bodies committee.

### *Motion No.59 (Branch 70)*

Conference calls on the Executive Committee to ensure that casual/agency staff account for no more than 5% of staff in any department. Also that any post filled by an agency worker for more than 6 weeks while a surplus of equivalent grade exists in any other department should be replaced immediately by an established member of staff

### *Motion No.60 (Branch 27)*

Conference is saddened by the demise of the Council of Civil Service Unions (CCSU) in December 2010. Conference recognises that NIPSA throughout many years has played a leading role in CCSU.

Conference notes that discussions were taking place on the creation of a body to replace CCSU which would include in addition to NIPSA, PCS, Prospect, FDA and the POA and also UNITE and GMB who represent industrial civil servants.

Conference feels that the need for civil service Trade Union unity is more important than ever and therefore instructs the incoming Executive Committee to expedite the establishment of this new replacement body to replace CCSU sooner rather than later.

### *Motion No.61 (Branch 8)*

Conference notes that due to a freeze on recruitment induction has become a thing of the past.

In light of this conference calls upon the incoming Civil Service Executive Committee to negotiate with management to obtain facility time to enable union representatives to hold sessions within their workplace to promote union awareness. These awareness sessions could be held on a yearly basis.

Ideally these sessions should last for one hour and should be open to all staff to attend, both members and non members. The sessions would raise awareness and also be a recruitment tool.

*Motion No.62 (Branch 4)*

Conference notes that “permitted work” is a facility afforded to claimants of Employment and Support Allowance/Incapacity Benefit in order that they can be helped back into the workplace after periods of long term illness. Conference is appalled to learn that the only workers currently unable to avail of this are Northern Ireland civil servants, meaning that the very people who administer the benefits cannot return to work with the help of this facility. Conference instructs the incoming Civil Service Executive Committee to engage with Management Side in order to remove this discriminatory practice.

**Motions No.63 - 67 unallocated**

# **SECONDARY AGENDA**

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

# SECONDARY AGENDA

Motions in this Agenda are not to be discussed

## CATEGORY A

**Motions covered by Composite/Comprehensive Motions contained in the Primary Agenda.**

### ***Composite Motion No.1***

#### *Motion No.68 (Branch 27)*

Conference is dismayed at the contemptible Management "Final" Northern Ireland Civil Service pay offer for the 2 year period 2010 and 2011.

Conference agrees with the Executive Committee that the offer is not satisfactory and in fact when the rise in VAT, significant increases in pension contributions, rise in inflation etc are taken into account what is offered is actually a pay decrease in real terms.

Conference realises that this is just a further severe attack of many on the NICS and instructs the Executive Committee to continue the fight to obtain a decent pay increase for all NICS staff including those on the maxima of pay scales.

### ***Comprehensive Motion No.4***

#### *Motion No.69 (Executive Committee)*

Conference is alarmed at the protracted negotiations required after agreement on the Northern Ireland Civil Service (NICS) equal pay settlement to secure its application to members in the affected grades in a number of bodies including Non Departmental Public Bodies (NDPBs) applying NICS rates of pay. Conference condemns the respective Management Sides for failing to do so which led to NIPSA pursuing County Court action in a number of areas.

Conference is concerned at the significant delays in having business cases formulated and processed through sponsoring Departments in respect of a number of NDPBs and the knock on effect in securing payment of the 2009 pay settlement.

Conference calls on the Civil Service Executive Committee to raise these concerns with the relevant Management Sides to ensure that they deliver a more timely implementation of pay settlements in future years.

#### *Motion.70 (Branch 28)*

Conference expresses disappointment that members in Non-Departmental Public Bodies (NDPBs) face unreasonable delays in the application of annual pay settlements. In the case of many NDPBs payment of the 2009 settlement was not made until well into 2011 and almost a year after the core civil service pay deal was concluded. Conference instructs the incoming Civil Service Executive Committee to review NIPSA's current arrangements for advancing NDPB pay and to ensure that future arrangements are fully integrated into NIPSA's strategy for advancing civil service pay.

## **Composite Motion No.31**

### *Motion No.71 (Branch 27)*

Conference congratulates the outgoing Executive Committee for its endeavours in saving the Northern Ireland Civil Service (NICS) Facilities Management Services (Soft Services) from privatisation.

Because of pressure from NIPSA conference welcomes the fact that Management Side decided in December 2010 not to proceed with the review of the delivery of soft services across the NICS. However conference notes that Management have not ruled out the possibility of a further review at some future point into the benefits of a combined outsourcing contract.

Conference believes that there are no benefits in outsourcing soft services.

Conference instructs the Executive Committee not to become complacent in this matter, to oppose any future review should one be forthcoming and to ensure that soft services in the NICS are never taken away from the NICS.

## **Composite Motion No.42**

### *Motion No.72 (Branch 301)*

Conference notes that the cost of motoring continues to rise dramatically and implores the Civil Service Executive Committee to press the relevant body to seek a corresponding rise in travel rates.

### *Motion No.73 (Branch 7)*

Conference believes that the 40p per mile rate for staff who use their own car for official business use is now totally insufficient. In the last 4/5 years petrol prices have now almost doubled and the 40p per mile rate does not cover anywhere near what many officers use on a regular basis. The government are pocketing the money from the rise in fuel duty so why should they not reimburse their own employees in line with the rising costs.

Conference believes the current rate of 40p per mile should rise in line with inflation and be directly related to the rise in fuel costs. Conference directs the Executive Committee to negotiate a fairer and more appropriate expenses deal.

## **Composite Motion No.52**

### *Motion No.74 (Branch 27)*

Conference is dismayed at the content of the Hutton Report and with its attack on Public Service Pensions.

Whilst acknowledging and welcoming the fact that Lord Hutton does in fact dismiss a number of common assumptions and myths including rejecting the idea that Public Service Pensions were "gold plated", rejecting suggestions from employers' groups that Public Service Pensions should be dragged down to a level of inferior private sector pensions and that long the long term costs of funding Public Service Pensions schemes had already been cut by 25% conference condemns all the conclusions and recommendations made by Lord Hutton in his report.

Conference instructs the incoming Executive Committee to use all measures at its disposal to stop the assault on the Civil Service Pension Scheme NI and to obtain a return to the Pension Scheme that is fair and affordable which gives members a proper and deserved pension on retirement after many years of loyal service to the Northern Ireland Civil Service (NICS).

## **CATEGORY B**

### **Motions which restate existing NIPSA policy**

#### *Motion No.75 (Branch 301)*

Conference calls on the incoming Civil Service Executive Committee to ensure pay parity is retained with the home civil service.

#### *Motion No.76 (Branch 38)*

Conference is deeply concerned that the introduction of LEAN tools and techniques into the Civil Service will result in extra pressure for members along with job losses under the guise of 'efficiency savings'. Conference also recognises the fact that the Social Security Agency has been to the forefront in the introduction of LEAN tools and techniques yet to date its benefits for customers is negligible. It has however led to over supervision, increased monitoring and additional stress for those members working within LEAN confines. Conference instructs the incoming Executive to continue to oppose LEAN and to provide whatever assistance is necessary for branches to fight LEAN and other similar techniques.

#### *Motion No.77 (Branch 301)*

Conference calls on the incoming Civil Service Executive Committee to ensure that NIPSA continues to safe-guard the jobs of existing members in the event of future staff reductions.

#### *Motion No.78 (Branch 301)*

Conference asks the Civil Service Executive Committee to ensure that the progression pay points are maintained in any future pay deal.

#### *Motion No.79 (Branch 301)*

Conference calls on the incoming Civil Service Executive Committee to ensure negotiations continue on the pay anomaly for members at the top of the group and grade scales.

## **CATEGORY C**

**Motions which can be dealt with by correspondence with Union Headquarters.**

### *Motion No.80 (Branch 77)*

Conference instructs Civil Service Executive Committee to urgently press Management for an urgent resolution to the anomalies created especially in the EO2 Pay Scales as a result of the outcome to Equal Pay last year and to ask for an immediate update to the Pay & Grading review that was to have taken place.

## **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 which are remitted to the Executive Committee for reference to that body.**

### *Motion No.81 (Branch 42)*

Conference instructs Civil Service Executive Committee to carefully monitor and address issues arising from the Customer First process that may impact upon members given Government's intention to pursue the implementation of Universal Credit(s).

### *Motion No.82 (Branch 219)*

Conference recognises the impact of the recession has meant that the then Planning Service has an unprecedented drop in planning application fees income. The resultant drop in income led management to react in a panic based drive to cut Planning staff and the result has been a cut in the level of service to the public, increased workloads for remaining staff, loss of experience and continued uncertainty on the future of planning.

Conference therefore instructs the Civil Service Executive Committee to lobby the NI Executive to ensure that planning is properly funded through the block grant to provide a service basis from which Planning and its staff can operate.

## **CATEGORY X**

### **Motions which the Chairperson has ruled out of order.**

**Motion No.83 is ruled out of order as it is not sufficiently clear as a means of determining policy.**

#### *Motion No.83 (Branch 21)*

Conference notes the provisions governing in-service benefits contained in the Employment Equality (Age) Regulations (NI) 2006, which was enacted as a result of the European Employment Directive (2008/78/EC). Conference therefore seeks the immediate implementation of the progression arrangements for all staff contained in the 2010-11 Northern Ireland Civil Service (NICS) Pay Business Case as approved by Treasury.

**Motion No.84 is ruled out of order as it is in conflict with NIPSA Rules 13(a) - 13(f).**

#### *Motion No.84 (Branch 77)*

Given the unwillingness of management to initiate a realistic timeframe for staff to progress to the maxima. Conference instructs the Executive Committee to lodge claims under Age Discrimination legislation in order that staff achieve the maxima rate for the job within 5 years.





# Northern Ireland Public Service Alliance

## CIVIL SERVICE GROUP

### ANNUAL DELEGATE CONFERENCE

### 2011

The following candidates have been nominated for election at Annual Delegate Conference 2011:

<i>Candidate's</i>		<i>Candidate's</i>	
<i>Name</i>	<i>Grade</i>	<i>Name</i>	<i>Grade</i>
<b>CHAIRPERSON (1 VOTE)</b>			
Lynn, B*	EOII		
<b>VICE-CHAIRPERSONS (2 VOTES)</b>			
Collins, L	EOII	Lilley, J	SO
Dale, P	Mapping & Charting Officer	McGinley, P	AO
<b>STANDING ORDERS (1 VOTE)</b>			
McKee, M	EOII	Smyth, T	EOII
<b>EXECUTIVE COMMITTEE (15 VOTES)</b>			
Allaway, A	SO	McDaid, J	AO
Atkinson, S	EOII	McGinley, P	AO
Bannon, D	DP	McKee, M	AO
Captain, E	EO	McKeown, M	DP
Clarke, H	Clerical Officer	McKillop, T	EOII
Collins, L	EOII	McNulty, J	EOI
Conlon, T	EOI	Millar, A	AO
Crawford, B	Programmer	Moore, B	DP
Crothers, M <sup>(1)</sup>	SGB1	Morgan, M	EOII
Dale, P <sup>(4)</sup>	Mapping & Charting Officer	Mossman, S <sup>(4)</sup>	SPTO
Doherty, E	EOII	Mulholland, B <sup>(4)</sup>	FO111
Dummigan, M	SSO11B	O'Lynn, E	SO
Garland, P	AO	Robinson, M	SO
Gates, C	DP	Robinson, S	AO
Herron, M	EOI	Rooney, J	SO
Higgins, G <sup>(2)</sup>	Insp GP2	Russell, V <sup>(4)</sup>	HPTO
Hughes, S	AO	Smyth, S	EOI
Lilley, J	SO	Smyth, T	EOII
Loughran, M	SSO11	Thornbury, J <sup>(3)</sup>	Senior Instructional Officer
Lyness, G	Assistant Assembly Clerk	Toal, J	EOI
Lynn, B	EOII	Veighey, J	EOII
Malone, G	Programme Analyst	Ward, W	AO
McAnallen, M	SO	Wilson, R	AO

\* Returned unopposed

(1) Elected by virtue of rule 29 (b) of the Civil Service Group Constitution

(2) Elected by virtue of rule 29 (d) of the Civil Service Group Constitution

(3) Elected by virtue of rule 29 (f) of the Civil Service Group Constitution

(4) Elected by virtue of Rule 29(g) of the Civil Service Group Constitution





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