



POA Annual Conference 2022

Conference Papers 1- 5

Building **Safe** Workplaces



CONFERENCE PAPER 1

POA RULES & CONSTITUTION

Local Recruitment

Rule 7.3 Applicants who qualify under these Rules may apply for membership locally by completing the appropriate form and submitting it to the Secretary or Chairman of the local Branch Committee who must ensure the form is completed correctly and forward it without delay to the Union's head office.

Local Recruitment

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Refusal of Membership

Rule 7.4 The National Executive Committee may refuse membership to any applicant:

- (a) on the recommendation of a Branch Committee
- (b) by its own motion; or
- (c) on the recommendation of the Retired Members Committee

Refusal of Membership

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- (a) on the recommendation of a Branch Committee
 - (b) by its own motion;
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Rule 7.6 An expelled member cannot re-apply for membership of the Union unless:

- (a) 3 years have elapsed since the final decision on the expulsion was made; or
- (b) Conference permits an earlier application at the request of the ex-member or a Branch on proof of special

- circumstances.
- (c) no expelled member may join the Retired Members Branch unless they qualify under Rule 5.1.

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- (a) 3 years have elapsed since the final decision on the expulsion was made; or
 - (b) Conference permits an earlier application at the request of the ex-member or a Branch on proof of special circumstances.
 - (c) no expelled member may join the Retired Members Section unless they qualify under Rule 5.1.
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Rule 8.3 Full members whose banking facilities do not allow direct debits may instead pay subscriptions to the Finance Officer 6 or 12 months in advance on 1 January or 1 July.

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Rule 8.6 Retired members are eligible for membership of the retired members branch within one month of their final retirement date.

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Officers

Rule 9.3 (a) The Officers of the Union comprise:

- i the Chairman,
- ii the General Secretary,
- iii the Vice Chairman,
- iv the Deputy General Secretary,

in that order of authority (except where these Rules

- provide differently).
- (b) The Officers of the Union shall meet once every month unless exceptional circumstances prevent such a meeting but may meet more frequently if the Chairman in consultation with the General Secretary shall so determine.
 - (c) The Officers may invite the Finance Officer into the meeting to provide financial advice on any matters affecting the union.

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 - i the Chair,
 - ii the General Secretary,
 - iii the Vice Chair,
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 - (b) The Officers of the Union shall meet once every month unless exceptional circumstances prevent such a meeting but may meet more frequently if the Chair in consultation with the General Secretary shall so determine.
 - (c) The Officers may invite a member of the Finance Department into the meeting to provide financial advice on any matters affecting the union.
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Other Officials

Rule 9.5 The National Executive Committee will appoint such Assistant Secretaries and/or a Finance Officer as may be determined from time to time by Conference.

Other Officials

Rule 9.5 The National Executive Committee will appoint such Assistant General Secretaries as required.

Rule 9.7 Each employee of the Union will have an individual contract and pension scheme, the terms of which will be disclosed to any member on request.

Remove due to Breach of GDPR.

Rule 9.8 All grievances or disputes concerning POA employment issues will be forwarded through the established appropriate internal employee procedures and external employment law procedures, (unless these rules provide differently).

Remove due to not being appropriate for the R&C.

Rule 10.5 Pending the election to fill a vacancy:

- (a) in the case of the Chairman, the Vice Chair who has held that office for the longer unbroken period will be acting Chairman,
- (b) in the case of a Vice Chair, the National Executive Committee member who has held that office for the longest unbroken period will be an acting Vice Chair; and
- (c) in the case of the General Secretary, the Deputy General Secretary will be acting General Secretary.

Rule 10.5 Pending the election to fill a vacancy:

- (a) in the case of the Chair, the Vice Chair will be acting Chair,
 - (b) in the case of a Vice Chair, the National Executive Committee member who has held that office for the longest unbroken period will be an acting Vice Chair; and
 - (c) in the case of the General Secretary, the Deputy General Secretary will be acting General Secretary.
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Rule 10.11 The following may attend National Executive Committee meetings but, they have no vote and may speak only to give factual information and/or to give technical or professional advice:

- (a) The Area Chairman (Northern Ireland and Scotland) if invited to do so by the General Secretary or Chairman;
- (b) Any Assistant Secretary or Finance Officer invited to do so by the General Secretary or Chairman;
- (c) Any other person invited to do so by the General Secretary or Chairman for the purpose of giving information or advice.

Rule 10.11 The following may attend National Executive Committee meetings but, they have no vote and may speak only to give

factual information and/or to give technical or professional advice:

- (a) The Area Chair (Northern Ireland and Scotland) if invited to do so by the General Secretary or Chair.
 - (b) Any other person invited to do so by the General Secretary or Chair for the purpose of giving information or advice.
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Conference Proceedings

Rule 12.7 Each Branch will send up to 2 delegates funded by the Union to Conference and may determine to fund observers from the Branch Funds:

- (a) unless the Branch determines differently, the delegates will normally be the Branch Chair and Secretary of the Branch;
- (b) only the 2 delegates representing the Branch may speak for the Branch on any matter at Conference, if any observer speaks in place of the delegates, this will be dealt with as a breach of the Rules & Constitution.
- (c) No delegate should attend Annual or Special Conference without a mandate from their branch following a branch meeting to vote on any matters to be determined by Conference. No delegate should draw any travel or subsistence from the union to attend Annual or Special Conference unless they are mandated by their branch to fully represent their member's interests
- (d) No delegate may speak or vote in contravention of his/her branch mandate.
- (e) Where any Conference motion that has been placed on the agenda which cannot be heard due to the proposing branch not being present and where their absence is legitimate. The Chair will seek conferences permission for the motion to be considered as formally moved.

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Rule 12.7 Each Branch will send up to 2 delegates funded by the Union to Conference and may determine to fund observers from the Branch Funds:

- (a) unless the Branch determines differently, the delegates will normally be the Branch Chair and Secretary of the Branch;
- (b) only the 2 delegates representing the Branch may speak

for the Branch on any matter at Conference, if any observer speaks in place of the delegates, this will be dealt with as a breach of the Rules & Constitution.

- (c) No delegate should attend Annual or Special Conference without a mandate from their branch following a branch meeting to vote on any matters to be determined by Conference. No delegate should draw any travel or subsistence from the union to attend Annual or Special Conference unless they are mandated by their branch to fully represent their member's interests
 - (d) No delegate may speak or vote in contravention of his/her branch mandate, unless they are the mover of the motion following a request to withdraw the motion.
 - (e) Where any Conference motion that has been placed on the agenda which cannot be heard due to the proposing branch not being present and where their absence is legitimate, the Chair will seek conferences permission for the motion to be considered as formally moved.
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Rule 12.9 The Chairman of Conference:

- (a) will be the Chairman, or the Vice Chair authorised by the Chairman;

Rule 12.9 The Chair of Conference:

- (a) will be the Chair or the Vice Chair.
-

Rule 12.12 Points of order must relate to:

- (a) an alleged infringement of these Rules, standing orders or general custom and practice in the conduct of the debate or in the content of any speech; or
- (b) an allegation that the content of a speech is irrelevant, abusive, offensive, discriminatory or unlawful.

Rule 12.12 Points of order must relate to:

- (a) an alleged infringement of these Rules, standing orders or general custom and practice in the conduct of the debate or in the content of any speech; or
 - (b) an allegation that the content of a speech is irrelevant, abusive, offensive, discriminatory or unlawful.
 - (c) The content of the speech is misleading.
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Rule 12.17 Any questions to be raised at Annual Conference, concerning those audited accounts must be submitted to the Finance Officer in writing at least 14 days before the start of Annual Conference.

Rule 12.17 Any questions to be raised at Annual Conference, concerning those audited accounts must be submitted to the Finance Department in writing at least 14 days before the start of Annual Conference.

Rule 12.18 The General Secretary will distribute with the Annual Conference agenda a report of all decisions taken during the previous year by:

- (a) the Disciplinary Committee; and
- (b) any appeal committee appointed under Rule 29.6 (c)

Rule 12.18 The General Secretary will distribute with the Annual Conference agenda a report of all decisions taken during the previous year by:

- (a) the Conduct Committee; and
- (b) any appeal committee appointed under Rule 29.6 (c)

Remove as it is a breach of GDPR.

Rule 12.19 The Annual Conference will:

- (a) receive the audited statement of accounts;
- (b) receive a finance report for the year from the National Executive Committee; and
- (c) appoint (or reappoint) the Union's auditors under Rule 16.15.

Rule 12.19 The Annual Conference will:

- (a) receive the audited statement of accounts;
 - (b) receive a finance report for the year from the National Executive Committee; and
 - (c) appoint (or reappoint) the Union's auditors under Rule 16.14.
-

Rule 12.20 On the first day of the Annual Conference the Finance Officer will:

- (a) present the National Executive Committee's finance report;
- (b) answer any questions concerning the audited accounts where notice has been given under Rule 12.17; and
- (c) answer any relevant questions raised concerning any other matters dealt with by the National Executive Committee's finance report.

Rule 12.20 On the first day of the Annual Conference the General Secretary or Deputy General Secretary will:

- (a) present the National Executive Committee's finance report;
- (b) answer any questions concerning the audited accounts where notice has been given under Rule 12.17; and
- (c) answer any relevant questions raised concerning any other matters dealt with by the National Executive Committee's finance report.

Rule 12.21 On the second day of the Annual Conference:

- (a) the Finance Officer; and
- (b) the auditor with his/her working papers; will be available together to delegates for at least one hour in order to deal with any informal queries on the audited accounts.

Rule 12.21 On the second day of the Annual Conference:

- (a) the General Secretary or Deputy General Secretary; and
- (b) the auditor with his/her working papers; will be available together to delegates for at least one hour in order to deal with any informal queries on the audited accounts.

Identity

Rule 14.1 The Union's Trustees will be the Vice Chair for the time being, the Finance Officer for the time being, each ex-officio. The third trustee will be the National Chairman.

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Rule 14.1 The Union's Trustees will be the Vice Chair for the time being, the General Secretary or the Deputy General Secretary for the time being, each ex-officio. The third trustee will be the National Chair.

Rule 15.1 The Union shall have a Finance Committee comprising:

- (a) the Vice Chair,
- (b) the General Secretary,
- (c) member/s of the National Executive Committee nominated by the National Chairman, and
- (d) the Finance Officer.

Rule 15.1 The Union shall have a Finance Committee comprising:

- (a) the Vice Chair,
- (b) the General Secretary,
- (c) member/s of the National Executive Committee nominated by the National Chair.

Rule 15.2 The Finance Committee shall have responsibility for administering the finances of the Union in conjunction with the Finance Officer in the best interests of the Union and in accordance with the policies laid down from time to time by Conference and the National Executive Committee. In carrying out its duties, the Finance Committee shall act in accordance with the duties placed upon the Trustees by Rules 14.2 to 14.5 and seek the approval of the National Executive Committee if it wishes to do any of the acts set out in Rule 16.12 to 16.13.

Rule 15.2 The Finance Committee shall have responsibility for administering the finances of the Union in conjunction with the General Secretary or the Deputy General Secretary in the best interests of the Union and in accordance with the policies laid down from time to time by Conference and the National Executive Committee. In carrying out its duties, the Finance Committee shall act in accordance with the duties placed upon the Trustees by Rules 14.2 to 14.5 and seek the approval of the National Executive Committee if it wishes to do any of the acts set out in Rule 16.12 to 16.13.

Rule 16.5

- (a) If the Northern Ireland Area Committee so decides it shall raise funds from the members of the Union in Northern monthly levy, which shall not be more than an average of per month. The levy shall be collected from the members their normal monthly subscriptions and be paid to the Fund.
- (b) The payment of such levy by the members in Northern times be voluntary and no member shall be subjected to not paying the levy or coerced into payment of the levy.
- (c) The Northern Ireland Area Committee shall administer Area Fund and may if they so decide delegate day to day to one or more of their members provided always:
 - (i) that those to whom administration of the fund has been details of the usage of the account to the Northern Ireland on a monthly basis; and
 - (ii) that details of the terms of the delegation are provided in Finance Officer.
- (d) The fund may be used by the Northern Ireland Area decides provided always that the usage of the fund is
- (e) The Northern Ireland Area Committee shall be responsible providing any information or documentation requested by Finance Officer or the Union's Auditors.

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- (b) The payment of such levy by the members in Northern times be voluntary and no member shall be subjected to not paying the levy or coerced into payment of the levy.
- (c) The Northern Ireland Area Committee shall administer Area Fund and may if they so decide delegate day to day to one or more of their members provided always:
 - (i) that those to whom administration of the fund has been details of the usage of the account to the Northern Ireland on a monthly basis; and
 - (ii) that details of the terms of the delegation are provided in NEC.
- (d) The fund may be used by the Northern Ireland Area decides provided always that the usage of the fund is
- (e) The Northern Ireland Area Committee shall be responsible providing any information or documentation requested by General Secretary, Deputy General Secretary or the

Rule 16.6

- (e) The National Committee for Secure Health Care Services shall be responsible for promptly providing any information or documentation requested by the Trustees, the Finance Officer or the Union's Auditors.

Rule 16.6

- (e) The National Committee for Secure Health Care Services shall be responsible for promptly providing any information or documentation requested by the Trustees, General Secretary, Deputy General Secretary or the Union's Auditors.

The Union Learning Fund Rule 16. 7

- (a) Any money received by the Union in relation to the Union Learning initiative shall be paid into the Union Learning Fund.
- (b) All payments to be made in respect of the Union Learning initiative shall be paid from the Union Learning Fund.
- (c) The fund will be administered by the Finance Officer when expenditure has been authorised by the Project Manager and NEC member/s annotated as responsible for the day to day running of the Union Learning Fund.
- (d) Notwithstanding the provisions of 16.8 (a) and (b) where it is necessary for the fulfilling of the Union's commitments to the learning initiative programme the Finance Officer may transfer funds from the General Fund to the Union Learning Fund and from the Union Learning Fund to the General Fund provided always that wherever funds are transferred all such transaction shall subsequently be reported to the Finance Committee at their next meeting.

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- (b) All payments to be made in respect of the Union Learning initiative shall be paid from the Union Learning Fund.
- (c) The fund will be administered by the General Secretary/Deputy General Secretary when expenditure has been authorised by the Project Manager and the DGS, responsible for the day to day running of the Union Learning Fund.
- (d) Notwithstanding the provisions of 16.8 (a) and (b) where

it is necessary for the fulfilling of the Union's commitments to the learning initiative programme the NEC may transfer funds from the General Fund to the Union Learning Fund and from the Union Learning Fund to the General Fund provided always that wherever funds are transferred all such transaction shall subsequently be reported to the Finance Committee at their next meeting.

Rule 16.8 from:

Branch Funds Rule 16.8

- (a) Each Branch of the Union shall maintain a Branch account into which all Branch funds shall be paid and from which all Branch payments shall be made. Money which is not the property of the Union must not be paid into the Branch account.
- (b) It shall be the responsibility of the Branch Committee to properly manage their Branch account which will at all times be operated in credit.
- (c) In addition to its obligation under rule 20.3 (g) the Branch Committee shall, by the 31st January in each year, provide to the Finance Officer a copy of a statement of account for the Branch account showing the balance as at the 31st December in the previous year.
- (d) For the purpose of completing his audit of the Union's accounts the Auditor shall nominate a number of Branches each year whose accounts he wishes to examine. At least one month prior to the beginning of Annual Conference the Finance Officer shall notify those branches nominated by the Auditor of the requirement for them to bring all relevant documents and accounting records relating to the Branch's account to the Annual Conference so that the Auditor can examine and inspect them. The members of the Branch Committee shall fully cooperate with the Auditor and use their best endeavours to provide him with any information or documents which he may require.

The Finance Officer may from time to time issue guidance to Branch Committees in respect of the managing of Branch accounts

Branch Funds Rule 16.8

- (a) Each Branch of the Union shall maintain a Branch account into which all Branch funds shall be paid and from which all Branch payments shall be made. Money which is not the property of the Union must not be paid into the Branch account.

- (b) It shall be the responsibility of the Branch Committee to properly manage their Branch account which will at all times be operated in credit.
- (c) In addition to its obligation under rule 20.3 (g) the Branch Committee shall, by the 31st January in each year, provide to the General Secretary or the Deputy General Secretary a copy of a statement of account for the Branch account showing the balance as at the 31st December in the previous year.
- (d) For the purpose of completing his audit of the Union's accounts the Auditor shall nominate a number of Branches each year whose accounts he wishes to examine. At least one month prior to the beginning of Annual Conference the General Secretary or the Deputy General Secretary shall notify those branches nominated by the Auditor of the requirement for them to bring all relevant documents and accounting records relating to the Branch's account to the Annual Conference so that the Auditor can examine and inspect them. The members of the Branch Committee shall fully cooperate with the Auditor and use their best endeavours to provide him with any information or documents which he may require.

The General Secretary or the Deputy General Secretary may from time to time issue guidance to Branch Committees in respect of the managing of Branch accounts

Rule 16.10 The members' subscriptions will be paid into the General Fund. The National Executive Committee may direct the Trustee to transfer money from the General Fund:

- (a) into the Provident Benefit Fund;
- (b) (subject to any maximum fixed by Conference from time to time) into the Relief Fund; or
- (c) both.

Rule 16.10 The members' subscriptions will be paid into the General Fund. The National Executive Committee may direct the Trustee to transfer money from the General Fund into the Provident Benefit Fund;

Rule 17.2 If the National Executive Committee or General Secretary invite a member or members of the Union to any venue, travelling expenses and subsistence will be paid subject to a maximum determined from time to time by the Conference.

Rule 17.2 If the National Executive Committee invite a member or members of the Union to any venue, travelling expenses and subsistence will be paid subject to a maximum determined from time to time by the Conference.

Rule 18.5 Death benefit will be paid by cheque unless a cash payment is requested by the beneficiary. The cheque or cash must be handed to the beneficiary and a signed receipt obtained by a member of the Branch Committee.

Rule 18.5 Death benefit will be paid by BACS to the beneficiary or the member's Branch.

Rule 18.6 The Branch Secretary must forward to the Finance Officer at the Union's head office as soon as practicable:

- (a) the receipt;
- (b) a copy of the member's death certificate; and
- (c) a covering letter signed by the Branch Secretary and at least two other members of the Branch Committee.

Rule 18.6 The Branch Secretary must forward to the Finance Department at the Union's head office as soon as practicable:

- (a) copy of the member's death certificate; and
- (b) a covering letter signed by the Branch Secretary and at least two other members of the Branch Committee.

Rule 18.7 Before each Annual Conference the Finance Officer will circulate to the membership a report showing the death benefits paid in the preceding accounting year.

Rule 18.7 Before each Annual Conference the NEC will circulate to the membership a report showing the death benefits paid in the preceding accounting year.

Rule 19.1 The Union will have a Legal Aid Committee comprising:

- (a) the Vice Chair (as Chairman);
- (b) the General Secretary;
- (c) a National Executive Committee member nominated by the National Chairman;
- (d) the Finance Officer; and

- (e) any Assistant Secretary nominated by the General Secretary.

Rule 19.1 The Union will have a Legal Aid Committee comprising;

- (a) the Vice Chair (as Chair);
 - (b) the General Secretary;
 - (c) a National Executive Committee member nominated by the National Chair;
 - (d) any Assistant Secretary nominated by the General Secretary.
-

Branch Formation

Rule 20.1 Branches of the Union will be formed at penal or secure establishments and Special Hospitals in England, Wales, Northern Ireland, Scotland and the Isle of Man.

Branch Formation

Rule 20.1 Branches of the Union will be formed as per Rule 4.1a and 4.1c.

Rule 20.3 The duties of the Branch Committee will be determined by the Branch Chairman in consultation with the Branch Secretary in order to protect and promote the interest of the members of the Branch, including (but not limited to):

- (a) appointing one of the Branch Committee members as Treasurer to be responsible to the Branch and the National Executive Committee for the administration of all Branch finance;
- (b) recruiting and retaining members, and assisting the National Executive Committee and General Secretary in carrying out the Rules and objects of the Union;
- (c) ensuring a copy of the Union's journal is made available to each member of the Branch who requests it;
- (d) ensuring the contents of Branch circulars are brought to the attention of all members of the Branch;
- (e) keeping written attendance records of the names of the Branch Committee members and the number of Branch members present at each meeting of the Branch and Branch Committee;
- (f) keeping written minutes of all resolutions passed by the Branch or the Branch Committee;
- (g) sending copies (signed by the Branch Chairman or Secretary) of those attendance records and minutes to the General Secretary on request;
- (h) furnishing any returns of information required from time to time by the General Secretary or Finance Officer;

- (i) appointing a suitable person from within the committee to act as membership recruitment co-ordination officer;
- (j) appointing a suitable person to act as Equality Committee member for the benefit of every member, where possible (as Rule 20.2d); and
- (k) allocating areas of responsibility to each Branch Committee Member

Rule 20.3 The duties of the Branch Committee will be determined by the Branch Chair in consultation with the Branch Secretary in order to protect and promote the interest of the members of the Branch, including (but not limited to):

- (a) appointing one of the Branch Committee members as Treasurer to be responsible to the Branch and the National Executive Committee for the administration of all Branch finance;
- (b) recruiting and retaining members, and assisting the National Executive Committee and General Secretary in carrying out the Rules and objects of the Union;
- (c) ensuring a copy of the Union's journal is made available to each member of the Branch who requests it;
- (d) ensuring the contents of Branch circulars are brought to the attention of all members of the Branch;
- (e) keeping written attendance records of the names of the Branch Committee members and the number of Branch members present at each meeting of the Branch and Branch Committee;
- (f) keeping written minutes of all resolutions passed by the Branch or the Branch Committee;
- (g) sending copies (signed by the Branch Chair or Secretary) of those attendance records and minutes to the General Secretary on request;
- (h) furnishing any returns of information required from time to time by the General Secretary.
- (i) appointing a suitable person from within the committee to act as membership recruitment co-ordination officer;
- (j) appointing a suitable person to act as Equality Committee member for the benefit of every member, where possible (as Rule 20.2d); and
- (k) allocating areas of responsibility to each Branch Committee Member

Rule 20.5 When attending the head of the penal or secure establishment or Special Hospital on Union or Branch business, wherever possible the Branch Secretary or Branch Chair should attend accompanied by other members of the Branch Committee.

Remove as not necessary.

Rule 20.8 In the case of a new branch the first elections will be for the whole of the Committee. The Chairman will determine what period the members of the Committee will serve for their first term and when the second and subsequent elections will be held so as to ensure that the dates of elections of the new committee are synchronised with all other branches.

Rule 20.8 In the case of a new branch the first elections will be for the whole of the Committee. The local Chair will determine what period the members of the Committee will serve for their first term and when the second and subsequent elections will be held so as to ensure that the dates of elections of the new committee are synchronised with all other branches.

Membership

Rule 21.1 The Union will have a National Committee for Secure Health Care Services, which will consist of:

- (a) (as Chairman) the Vice Chair of the Union, or National Executive Committee member nominated by the National Chairman to act as Chairman;
- (b) one other National Executive Committee member, nominated by the National Chairman;
- (c) the Branch Chairman and Branch Secretary (or deputies nominated by them) from each Special Hospital Branch of the Union;
- (d) a Secretary who will be either the General Secretary, Deputy General Secretary or Assistant Secretary of the Union, or a member from the Committee who is seconded for this purpose; and
- (e) an Assistant Secretary for Scotland.

Membership

Rule 21.1 The Union will have a National Committee for Secure Health Care Services, which will consist of:

- (a) The General Secretary
- (b) Assistant General Secretary (England and Wales) nominated by the General Secretary
- (c) the Branch Chair and Branch Secretary (or deputies nominated by them) from each Special Hospital Branch of the Union.
- (d) an Assistant General Secretary for Scotland.

Membership

- Rule 22.1** The Union will have a National Committee for Private Sector Services, which will consist of:
- (a) an employee of the POA nominated by the General Secretary to act as Secretary;
 - (b) one other person, nominated by the General Secretary to act as Chairman;
 - (c) the Branch Chairman and Branch Secretary (or deputies nominated by them) from each of the Main Operators from providers outside of NOMS where a Branch of the Union exists.

Membership

- Rule 22.1** The Union will have a National Committee for Private Sector Services, which will consist of:
- (a) an employee of the POA nominated by the General Secretary to act as Secretary;
 - (b) one other person, nominated by the General Secretary to act as Chair;
 - (c) the Branch Chair and Branch Secretary (or deputies nominated by them) from each of the Main Operators from providers outside of HMPPS where a Branch of the Union exists.

Rule 23.4 The National Executive Committee will allot to the Northern Ireland Area Committee a sum of money to meet its working expenses. The Treasurer of the Northern Ireland Area Committee will be responsible for the administration of this money and will render an account twice yearly to the Finance Officer.

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Rule 24.4 The National Executive Committee will allot to the Scottish National Committee a sum of money to meet its working expenses. The Scottish Treasurer will be responsible for the administration of this money and will render an account twice yearly to the Finance Officer.

Rule 24.4 The National Executive Committee will allot to the Scottish National Committee a sum of money to meet its working expenses. The Scottish Treasurer will be responsible for the administration of this money and will render an account twice yearly to the General Secretary or the Deputy General Secretary.

POLITICAL FUND Annex F

Every member of the union has a right to be exempt from contributing to that fund. A form of exemption notice can be obtained by or on behalf of any member either by application at, or by post from, the head office or any branch office of the union or from the Certification Office for Trade Unions and Employers' Associations, Lower Ground Floor, Fleetbank House,

2-6 Salisbury Square, London EC4Y 8JX.

This form, when filled in, or a written request to the like effect, should be handed or sent to the General Secretary or the Finance Officer.

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This form, when filled in, or a written request to the like effect, should be handed or sent to the General Secretary or the **Finance Department.**

CONDUCT AND DISCIPLINE WITHIN THE POA

RULE 26 DISCIPLINE

Rule 26.1

Matters which may give rise to Disciplinary action

Subject to any statutory restrictions in force at the time, any member may be disciplined who:

- (a) acts against the interests of the Union's membership;
- (b) acts contrary to or fails to carry out or comply with the policies of the union, its rules or the annexes to the rules;
- (c) tampers with, falsifies or otherwise wilfully misuses any books, documents, electronic data or records belonging to any part of the Union;
- (d) obtains possession of and wrongfully refuses to give up anything belonging to any part of the Union;
- (e) falsifies, withholds or tampers with any forms, papers or returns used in any vote, election or ballot in any part of the Union;
- (f) impersonates any other member in connection with the conduct of any vote, election or ballot in any part of the Union;
- (g) does anything which is likely to invalidate any vote, election, or ballot in any part of the Union;
- (h) obtains membership of the Union by misrepresentation or by failing to volunteer any material fact; or
- (i) disobeys any properly made and communicated directive or sanction of the member's branch, Area Committee, National Executive Committee, or the Disciplinary Committee.
- (j) **Inciting, espousing or practicing discrimination or intolerance amongst members on grounds of race, ethnic origin, religion, belief, age, gender, pregnancy or maternity, disability, sexual orientation or marriage and civil partnership.**
- (k) **Breach of the Union's policies.**

Rule 26.2

The Investigation/Conduct Committee

The Union will have an Investigation Committee consisting of Assistant General Secretaries of the Union who will be responsible for all investigations following a report from the National Executive Committee, the General Secretary or a Branch under Rule 27.

Rule 26.3

The Union will have a Conduct Committee who will be responsible for all Conduct Hearings following receipt of a comprehensive Investigation Report from the

nominated Assistant General Secretary. The Conduct Committee will consist of members or retired members of the Union who hold the Cronin Clasp or Honorary Life Membership who shall be selected for a period of not more than 5 years unless reselected by the General Secretary and the National Chairman. Nominations for the Conduct Committee will be selected

- (a) from candidates nominated by Branches in writing to the General Secretary.
- (b) by the General Secretary and the Chairman so as to secure, as far as practicable, a reasonable operational number of members and geographical spread.

Rule 26.4

The General Secretary and the National Chairman shall appoint one member of the Conduct Committee to act as Chairman of the Conduct Committee.

Rule 26.5

The General Secretary or the National Executive have the power to direct a Branch to cease a Disciplinary Investigation (at whatever stage has been reached) and refer it to the Investigation Committee.

Rule 26.6

The Deputy General Secretary shall be the Secretary to the Conduct Committee and shall be responsible for:

- (a) assisting the Conduct Committee in all administrative matters related to their work.
- (b) keeping all relevant records of complaints to the General Secretary and in relation to disciplinary cases;
- (c) ensuring that all matters referred to the Conduct Committee are dealt with expeditiously and within any prescribed time limits.

Rule 26.7

Report by General Secretary

Any member who wishes to complain about any matter relating to another union member should do so by writing to the General Secretary setting out the basis of the complaint.

Rule 26.8

If the General Secretary (or, in his absence, his Deputy) becomes aware, either because of a complaint made to him under Rule 26.7 or by any other means, of circumstance which may mean that a member may have been breached Rule 26.1 he will deal with the matter in the following manner:

- (a) Following consideration of the information refer it back to the complainant if he considers it not to be an issue falling within the ambit of the Conduct and Standards process.

- (b) Refer the matter to a member or members of the National Executive Committee, a Full Time Officer or Officers, a member of the Northern Ireland Area Committee, a member of the Scottish National Committee or a member or the National Committee for Secure Health Care Services so that the assigned person or persons can seek to resolve the issue by means of alternative dispute resolution;
- (c) By use of the Unions' Mediation Policy.
- (d) If action under (b) to (d) has not resolved the matter or if the informal methods of resolving the matter are in his opinion inappropriate, then he will refer the matter to be investigated by the Investigation Committee.

Rule 26.9

General

The Union and or its officials are responsible for all approved reasonable expenses incurred by or on behalf of a member in proceedings against them under Rules 26 to 29.

Rule 26.10

Where practicable, a member must exhaust all stages of the procedure for appealing against a disciplinary sanction before applying to any court, tribunal, outside agency or outside official for redress.

RULE 27 SANCTIONS BY BRANCHES

Powers

- Rule 27.1** A member (who is not a member of a Branch Committee, the National Executive Committee, the Area Committee for Northern Ireland or the Scottish National Committee) may be sanctioned by their Branch if they are found to be in breach of Rule 26.1. After following the relevant process the members' Branch has the power to do one of the following:
- (a) censure the member;
 - (b) ban the member from holding any local office for up to three years;
 - (c) deprive the member temporarily of some or all Branch rights and facilities for a time (not exceeding twelve months) and extent fixed by the Branch;
 - (d) recommend to the Conduct Committee that they consider a sanction under Rule 29.

Alternative Dispute Resolution and Mediation

Rule 27.2 Where a dispute arises between two or more members of a Branch or a complaint is made by one branch member about another member of the same branch the Branch Secretary and Branch Chairman shall try to resolve the dispute through negotiation and discussion. When appropriate the Branch Secretary or Branch Chairman should seek advice and or assistance from the Area NEC. Where it is thought necessary and the parties agree the Area NEC may request that the General Secretary (or in his absence the Deputy General Secretary) arrange for mediation. If attempts to resolve the issue by informal methods do not resolve the matter, then the Branch Committee can then consider the matter under Rule 27.

Branch Committee

Rule 27.3 Before imposing a sanction under Rule 27.1 the Branch Committee must give at least ten days written notice to the member by registered or recorded delivery post to the member's last known home address (or work address if the home address is not known), stating:

- (a) briefly why it is alleged that the member may be in breach of the rules;
- (b) the time, date and place of the investigation meeting at which the matter is to be considered;
- (c) the member's rights: to be present at the meeting; to make representations; to call and cross-examine witnesses; and to be represented throughout by a friend who is a member of the Union.

Rule 27.4 The Branch Committee will:

- (a) firstly determine whether it believes the member is in breach of Rule 26.1 and secondly if appropriate what sanction it deems appropriate;
- (b) recommend any action it believes the Branch should take;
- (c) place its findings and recommendation(s) before a Branch meeting for approval at the earliest opportunity, and in any event within twenty-eight days of date of the investigation meeting.

Branch Meeting

Rule 27.5 Before placing its findings and recommendation(s) before the Branch for approval the Branch Committee must give at least ten days written notice to the member by registered or recorded delivery post to the member's last known home address (or work address if the home address is not known) stating:

- (a) the recommendation(s) which has/have been made;

- (b) the time, date and place of the Branch meeting at which approval of the recommendation(s) is/are to be sought; and
- (c) the member's right to be present at the meeting and to make a personal statement (either personally or through a friend who is a member of the Union).

Rule 27.6 At the Branch meeting:

- (a) all proceedings will be fully minuted by a member of the Branch agreed in advance by the member facing disciplinary action or, in the absence of such agreement, by some other person nominated by the Deputy General Secretary;
- (b) a member of the Branch Committee will present the Branch Committee's report and recommendation to the meeting; and
- (c) then after allowing the member the opportunity to make a personal statement of such duration as the Chairman of the meeting shall reasonably determine, the Branch must either approve or reject the recommendation(s) of the Branch Committee.

Rule 27.7 The Branch Committee must give written notice of any sanction imposed by the Branch meeting:

- (a) to the member by registered or recorded delivery post to the member's last known home address (or work address if the home address is not known); and
- (b) to the Deputy General Secretary for the information of the National Executive Committee and the Conduct Committee.

Appeal from the Decision of a Branch Rule 27.8

- (a) The member who has been sanctioned may within fourteen days of receiving the notice of the decision of the Branch (or such longer period as the Chairman of the Conduct Committee determines on proof of special circumstances) appeal to the Conduct Committee by sending a written notice to the Deputy General Secretary requesting an appeal.
- (b) Upon receipt of the Notice of Appeal:
 - (i) the Chairman of the Conduct Committee will appoint three members of the Conduct Committee to determine the appeal; and
 - (ii) the Deputy General Secretary will write to the Branch Secretary requesting, the minutes of the Branch meeting at which the member was disciplined, copies of any

documents considered by the Branch at the meeting when the sanction was imposed and copies of any correspondence sent by the Branch to the member and vice versa. Upon receipt of these documents the Deputy General Secretary shall send copies of those documents to the member and inform him that if he wishes to make any representations then he should do so in writing within 14 days.

- (c) After the expiration of the 14 days specified in 27.8(b)(ii) the appointed members of the Conduct Committee will consider and determine the appeal. The Deputy General Secretary shall be responsible for informing the member and the Branch of the outcome of the appeal which he will do in writing.
- (d) The sanction imposed by the Branch will not be enforced until the appeal has been determined.
- (e) The decision of the Conduct Committee on the Appeal will be final and cannot be reviewed by any other decision making body of the Union.

Time Limit

Rule 27.9 All internal disciplinary proceedings under this rule, including any appeal to the Conduct Committee, will be completed within six months from the date on which the Branch Committee gave notice of the disciplinary charges to the member under rule 27.3. The General Secretary may extend the time limit for any appeal in consultation with the Chairman of the Conduct Committee if it is appropriate.

RULE 28 TEMPORARY SUSPENSION BY CONDUCT COMMITTEE

Rule 28.1

Powers

Where the Investigation Committee is investigating whether a member is to be subject to action under the Rules or where a decision or an appeal is pending; and they believe that it is prudent for the protection of the Union or any Branch then the Conduct Committee appointed for that case under Rule 29.2, has power to:

- a) suspend the member from local or national office (or both) until the final decision on the case or until the outcome of any appeal; and where appropriate.
- b) amend or cancel the suspension at any time.

Rule 28.2

The Deputy General Secretary will give written notice of the imposition, amendment or cancellation of any suspension: to the member by registered or recorded delivery post to the member's last known home address (or work address if the home address is not known); and the General Secretary.

Rule 28.3**Appeal**

If the Conduct Committee

- a) imposes a suspension; or
- b) amends a suspension in a way which extends its scope the member who has been suspended may appeal to a panel of three members of the National Executive Committee selected by the General Secretary and National Chairman by sending written notice to the Deputy General Secretary within fourteen days of receiving the notice of the decision (or such longer period as the General Secretary determines on proof of special circumstances), asking them to amend or cancel the suspension.
- c) If the member who is suspended is a member of the National Executive Committee the appeal will be heard by three members of the Conduct Committee who are not members of the relevant Disciplinary Panel or Investigation Committee.

Rule 28.4

If a member appeals under Rule 27.3 the panel of the National Executive Committee or the Conduct Committee must give at least ten days written notice to the member by registered or recorded delivery post to the member's last known home address (or work address if the home address is not known), stating:

- (a) the time, date and place of the meeting at which the panel of the National Executive Committee or Conduct Committee will hear the appeal; and
- (b) the member's right to be present at the meeting and to make a statement (either personally or through a friend who is a member of the Union).

Rule 28.5

At the end of the appeal hearing the Deputy General Secretary will inform the member in writing of the outcome of the appeal. If the appeal is unsuccessful the Disciplinary Panel will be instructed by the General Secretary to hear the case as soon as possible.

RULE 29 SANCTIONS BY CONDUCT COMMITTEE

Rules 29.1

Powers

If a member is subject to action by reason of breach of Rule 26.1 the Conduct Committee has power to do one or more of the following:

- (a) censure the member;
- (b) ban the member from holding any local office in the Union for up to five years;
- (c) ban the member from holding any national office in the Union for up to five years;
- (d) deprive the member temporarily of some or all of the rights and facilities of membership for a time and extent fixed by the Conduct Committee;
- (e) suspend the member for up to two years;
- (f) expel the member; as it thinks is appropriate.

Rule 29.2

Proceedings

Before any sanction is taken under Rule 26.1 the General Secretary must select an Assistant General Secretary to Investigate any matter. The Chairman of the Conduct Committee will appoint a Disciplinary Panel consisting of three members of the Conduct Committee who will consider the report of the Investigator and where necessary hold a disciplinary hearing. The Investigator cannot be a member of any Disciplinary Panel.

Rule 29.3

Investigations

The Investigator shall:

- (a) appoint a date for the conduct of the investigation giving at least 14 days' notice;
- (b) Visit the members branch or in the case of an NEC member one of the Unions Offices;
- (c) interview such parties as is necessary to properly consider the complaint;
- (d) provide a written report of their findings which shall contain such recommendations as they deem appropriate to the Disciplinary Panel;
- (e) provide copies of its report to the member who is subject to the complaint, and the Deputy General Secretary.

Rule 29.4

The Disciplinary Panel will:

- (a) consider the investigation report as soon as is reasonably practicable; and
- (b) determine whether it is necessary to hold a disciplinary hearing;
- (c) inform the member of its decision and where appropriate:
 - (i) inform the member in writing briefly why it is alleged that the member is

- in breach of the rules;
- (ii) the date, time and venue for the meeting of the Disciplinary Panel at which the disciplinary hearing will take place (which should be held at a venue at or near the member's branch or in the case of an NEC member one of the Unions Offices);
- (iii) the member's right:
- (d) to submit written submissions in advance of the meeting;
- (e) to make representations to the Disciplinary Panel before and during the meeting;
- (f) to call and cross-examine witnesses and to be represented throughout by a friend who is a member of the Union.

Rule 29.5

The Disciplinary Hearing

- (a) The Chair of the Conduct Committee shall select one member of the Disciplinary Panel to act as Chair of the Disciplinary Hearing who shall be responsible for the conduct of the hearing and whose decision on procedural issues shall be final.
- (b) Where the member charged does not attend the hearing, the hearing will proceed in their absence unless a good reason has been given to the Deputy General Secretary prior to the hearing.
- (c) The Disciplinary Panel will listen to a statement by the Investigator who will present the report.
- (d) The charged member and/or their friend may then make an opening statement.
- (e) The Disciplinary Panel shall call witnesses who after giving their evidence may be cross-examined by the charged member, or their friend or the Disciplinary Panel.
- (f) The charged member may then call witnesses who after giving their evidence may be cross-examined by the Disciplinary Panel. Investigating Officer removed.
- (g) At the conclusion of all the evidence the charged member or their friend may make final submissions.
- (h) The Disciplinary Panel will then reach a decision on whether the member has breached the Rules of the Union. They will inform the member of their decision and if appropriate ask whether there are any mitigating circumstances which the member would like them to consider prior to the determination of the appropriate sanction.
- (i) After hearing any mitigation, the member wishes to make the Disciplinary Panel will then decide on the appropriate sanction and inform the member.
- (j) Within 14 days of the hearing the Deputy General Secretary will circulate the written decision of the Disciplinary Panel
 - (i) to the member by registered or recorded delivery post to the member's last known home address (or work address if the home address is not known);

- (ii) to the General Secretary;
 - (iii) to the National Chairman; and
- Take iv out.

Rule 29.6

Appeal

A member who has been sanctioned or the National Chairman may appeal in writing to the General Secretary within 14 days of receiving notice of the decision of the Conduct Committee (or such longer period as the Conduct Committee determines on proof of special circumstances) in which case:

- (a) any sanction or suspension (unless continued under Rule 27) will not take effect until the appeal has been determined;
- (b) if the member sanctioned is a National Executive Committee member, the appeal will be determined by Conference;
- (c) in all other cases, the appeal shall be determined by an Appeal Panel of three members of the National Executive Committee nominated by the National Chairman and General Secretary.
- (d) The National Chairman shall only exercise his right of appeal if he believes that the decision is contrary to law or a policy of the Union ordered to be annexed to the Rules by Conference.

Rule 29.7

On appeals to Conference under Rule 28.6(b) and 28.8):

- (a) the General Secretary will distribute with the final Conference agenda:
 - (i) the report of the Investigation Committee;
 - (ii) the findings by the Conduct Committee;
 - (iii) any relevant written representations of the member or complainant which shall not exceed 10 pages of submissions and 50 pages of documents; and
 - (iv) where appropriate the National Chairman's reasons for believing that the decision is contrary to law, or a policy ordered to be annexed to the Rules by Conference.
- (b) the Conference will decide, by a simple majority based on a specific motion put by the General Secretary, whether or not to ratify the decision of the Conduct Committee.
- (c) the Appellant or their representative may address Conference on the motion for such period as the Chairman shall reasonably determine; and
- (d) the decision of Conference on the appeal will be final and cannot be the subject of any further internal review.

Rule 29.8

- (a) Where a complaint is made about a member of the Conduct Committee it will be investigated by two members of the National Executive Committee and any disciplinary hearing will be heard by three members of the National Executive Committee, all to be appointed by the National Chairman and General Secretary.
- (b) The procedure to be followed in investigating and disciplining a member of the Conduct Committee shall be as in Rules 28.3 to 28.5 with appropriate modifications.
- (c) Where members ~~of the Conduct Committee~~ wish to appeal against the NEC's decision this may be taken to Annual Conference as set out in Rule 28.7.

Rule 29.9**Time Limit**

All internal disciplinary proceedings, excluding any appeal to Conference, will be completed within six months from the date on which the General Secretary gave notice of the disciplinary charges to the member. The General Secretary may extend the time limit in consultation with the Investigator and Conduct Committee if he feels it is appropriate.

CONFERENCE PAPER 2

Conference Paper 2

RETIREMENT AGE

Changing the law can be a long and arduous process and needs the support of parliament. The key is to find ways to put pressure on Ministers to do the right thing. One of the most effective ways to do this is for MPs of the same party as the Government – currently the Conservatives – to lobby Ministers directly, because any Government is more likely to listen to its own MPs than those of other parties. What any Government is more afraid of than anything is for a "backbench revolt" of their own MPs telling them that the law needs to be changed because they are in danger of losing a vote on the matter. If enough of the Government's own MPs tell Ministers that a policy or law must change, then the Government will much more likely listen. Other MPs can also apply pressure, for example by challenging Ministers in Parliament to support a change in the law or explain why they won't. It is for that reason we have put time and energy into attracting cross party support in parliament, and we have had some success in that regard, with voices of support of our position regularly being heard right across the parliament.

We have been campaigning since 2012 to recognise that frontline POA members cannot work until the age of 67. It is imperative for this trade union and its members that we campaign for a pension age of 60. As you are aware we have been running a legal campaign since 2017 on age discrimination since the introduction of the new Alpha pension scheme. We have been partially successful by retaining if members of the scheme wish, to have the last seven years be classed as their legacy pension whether it be classic, classic plus, premium pension or NUVOS.

Although we are coming to the end of the legal process the National Executive Committee will not rule out further legal action in furtherance of getting our pensionable age back to 60 for our frontline members.

We now enter a new phase of our campaign in returning the pensionable age of frontline POA members back to 60. This part of the campaign will be a political campaign. The National Executive Committee are not saying this will be easy to achieve in a short space of time, but it is an issue of such importance to our members we cannot and will not take a step back until we see an outcome we can agree on as a trade union.

As members are aware the NEC relaunched the 68 is too late campaign which gained cross party support in the debates which took place in parliament recently. The POA is not affiliated to any political party, and we have good support from MPs right across parliament.

The campaign belongs to **ALL** members of the POA not just the NEC and we must have members support through;

- local campaigning
- regional campaigning
- national campaigning.

We must take this campaign right through the political system via our members

- writing to their local MPs
- branch committees writing to their prison constituent MPs and encourage them to take part in the Prison Service Parliamentary Scheme
- the national executive committee writing to and campaigning through which ever government is in power.

Throughout our campaign we have been given and welcomed voices of support right across the trade union movement, across the whole of the UK. We are very grateful for their support, and we will be looking to see how we can best capitalise on those offers of support. Key figures in that support is from our sister front line colleagues in other services such as police and fire service. They offer an invaluable source of information and campaign background that is in our interests to tap into, and we are very grateful to have them offer their vocal and public support to our campaign.

As I have said this will not be an overnight campaign, it took this trade union 10 years to get a smoke free workplace, but we achieved it. we have also successfully campaigned for rigid bar handcuffs and PAVA. Some campaigns take time due to the complexity and nature of the issue. But this campaign, like those just listed, were fights we needed to have, and if we all play our part, we can win again.

CONFERENCE PAPER 3

Conference Paper 3

FINANCE STRATEGY 2022-2025 3 -YEAR PLAN

The POA Finance Committee and National Executive Committee believe that the finances of this trade union are well run and account for every pound spent to ensure the POA membership are well represented in the workplaces where we are recognised and have recognition agreements throughout the United Kingdom and Northern Ireland with respective employers.

The POA NEC already know the importance of governance to maintain a high standard in protecting the future of POA finances and at the same time deliver a service along with campaigning and representing our members whether that is at local level, national level or strategic legal challenges to improve terms and conditions and protection of the POA membership.

The POA NEC over the years have acted prudently in protecting members money without compromising the very best of representation. We have a flat rate of £15.60 of which out of that £1 per month is ring- fenced for the welfare fund, 15p is ring- fenced for those paying into the political fund, and 30p is ring-fenced for the trades dispute fund, meaning that £14.15 is paid per month into the general fund.

The POA is an established trade union and one which has a rich history since 1939 and remains one of the best value Trade Unions for subscriptions but pro- rata for membership is one of the highest for legal protection. The POA is not immune to inflationary costs and most years apart from when we have had litigation costs against us, we have had reasonable income over expenditure annual returns where deficits have been few and far between over the last 20 years even although our income has fallen due to a reduction in membership between the years 2012 to 2016 when many members left on VEDS. During that period there was also a recruitment freeze in HMPPS in England and Wales where the bulk of our members come from.

Whilst the POA is not a business and we do not look to make any profits from subscription rates and most of the money is reinvested back into campaigns or legal challenges for the benefit of members it must be recognised that we cannot continue planning just for one year at a time and that is why this paper sets out for the first time a 3- year financial plan for the POA.

For example, I am aware that travel and subsistence has not risen for well over 10 years and that the money we pay delegates for hotels whilst on union business hasn't risen either and is completely out of date. The POA NEC seek your support in raising hotel rates for London which is currently £90 to £150 per night and outside London from £65 to £100. This is a significant increase but a realistic one as well given the rises in the hospitality sector since the pandemic and even before that struck. Mileage when on POA duty to remain

at 45 pence per mile and 2 pence per passenger when POA members and delegates are required to attend business for the POA. If the recommended rate of 45 pence set by HMRC was increased, then POA Delegates would be liable for tax. However, if HMRC raises that rate given the increase to fuel then the NEC would request that conference give instruction to the NEC to commence that increase immediately for branch officials due to the increase in fuel costs. Conference also to accept that NEC members do not get the 45p mileage rate but 31p per mile therefore conference approve NEC members mileage rate to increase from 31 pence per mile to 35 pence per mile due to the increase in fuel. There has been no rise for NEC members since 2014. If it is cheaper to travel by air or train, then that would be the required model of transport for all members.

The Overnight subsistence is authorised by conference to increase to £36 for evening meals with over 5s rising to £7 and over 10s to £15 and abolishing over 12s. These increases identified to be reviewed at Conference 2025.

The National Executive Committee members who no longer have a vehicle provided by the POA will see an increase to their allowance of £10k by the retail price index in June 2022, 2023, and 2024. The rationale behind this is simply there has not been an increase in allowance since 2014 when the rate was set by conference, The retail price index will be taken from the November end of year figures that are published in January the following year. For the avoidance of doubt the November 2021 figure published in January 2022 was 7.1%. Since 2014 the price of purchasing, maintaining and insuring a vehicle has risen considerably. Conference also accept that this allowance is also subject to tax and National Insurance by the individual.

Conference these are significant rises but necessary to be fair to our branch officials, SNC, Area Committee NI, and National Executive Committee members and indeed POA members when they are asked to attend anywhere on POA business. For clarity these increases will be in place for England, Scotland, Wales and Northern Ireland. This will also give the POA financial stability knowing what the rises will be going forward over a 3- year period rather than individual motions coming at each conference on finances. The cost increase will vary from year to year depending on the volume of work.

Death benefit is an area that no one really wishes to discuss but is a membership benefit at times of distress for the families of deceased POA members. Conference therefore agrees to the death benefit increasing to £5600. This is reflective of the current average funeral cost and will be subject to a review at Conference 2025.

Branch rebates to each local branch will continue as is now with inflationary increases based on a formula from the Office for National Statistics for RPI, CPI and average earnings and a calculation of the average of these. Branch rebates in January 2022 were raised by 5.5 per cent.

Conference the POA submits its AR21 to the Certification Officer each June once Conference has approved the annual reports and income over expenditure. With the increases that has been outlined there will inevitably be increases in other areas such as legal, insurances, heating costs, IT provision. Costs of the certification officer could be up to 2.5% of the POA's income through new legislation, we must also account for elections for executive members to name but a few further categories of expenditure faced by the union.

To ensure the POA remain on the correct financial path and to be fair to members it will be beneficial to return to a form of inflationary rises on subscriptions. The NEC know the financial pressures on our hard-working members and to apply the retail price index as it is now over the next 3 years would be hard hitting and costly to the membership and we have no intention of increasing by RPI which currently stands at 7.1 per cent and could rise as high as 8 per cent by year end according to economists. We therefore ask conference to agree an increase on subscriptions capped at 2 per cent per year until Conference 2025 which is effectively 2 and a half years as increases would not take place until 1st June 2022 and then 1st June 2023 and finally 1st June 2024. This would mean subscriptions going into the first 6 months of 2025 would rise to £16.54 per month. This may give us financial stability with an increase over 3 years of 6 per cent effectively meaning by 2025 there is an increase of only 94 pence per month per member which will mean subscriptions being £16.54 per month which is still very competitive in the trade union movement.

Although terms and conditions of employment for employees is not a matter for conference, I would like to inform you that some work is being done on how we can better finance the provision of cars to FTOs, DGS and GS.

This may include replacing the cars with an allowance if that established better value to the union membership in negotiation with the recognised trade union which is the GMB. An analysis of those figures will be forthcoming if not completed in time for Annual Conference in May 2022 as the cars are due for renewal in October 2022.

Conference also approves the necessary changes to the POA finance manual if this conference paper is accepted.

CONFERENCE PAPER 4

SEXUAL HARASSMENT AND THE WAY FORWARD

While events of recent years have thrown into sharp focus the extent of sexual harassment and the sexism, the misogyny that underpins it, and the lack of support and justice for victim – survivors - the reality is that for most women, as shocking as the statistics, reports and personal accounts are, they will come as no surprise. Women in the trade union movement and women as POA members have battled for decades against sexual harassment and sexism in their workplaces in and in wider society and in our movement.

In 2018, in response to increased awareness of sexual harassment as a workplace issue within our union workplaces and outside of them, the TUC General Council reaffirmed its commitment to eliminating all forms of sexual harassment and violence against women, including three specific actions for affiliated unions as employers:

- “Ensure that all unions have effective policies on sexual harassment in place and communicated to all staff and reps, as both employers and as democratic membership organisations.
- Ensure all unions have fair and effective procedures in place to deal with complaints, which recognise the value of including an independent expert presence.
- Implement sexual harassment policies in union branches or other relevant structures.”

Subsequently, the TUC rules were updated to reflect this renewed focus on ending sexual harassment within our movement. The TUC rules are explicit and robust in stating our shared commitment to the elimination all forms of sexual harassment and violence against women within our movement. Rule 1b states:

- “It shall be a requirement of affiliation that an organisation has a clear commitment to promote equality for all and to eliminate all forms of harassment, prejudice and unfair discrimination, both within its own structures and through all its activities, including its own employment practices.”

As the rules make clear, sexism and sexual harassment are not a women’s issue, they are an issue for us all to be concerned with and committed to ending.

The TUC Executive Council Working Group was established at Women’s Conference 2021 to signal a commitment from the leadership of the movement to tackling and preventing sexual harassment and a commitment to help to drive joined-up action across the trade union movement.

This is a priority for the Trade Union movement and the time for action is now. It is essential that, together, we show leadership by taking the necessary steps to deliver the cultural change demanded by women both in our workplaces, our movement and wider society. The government commitment to a preventative duty, that we campaigned for and won, gives us an opportunity to progress even more rapidly.

Cultural change

Cultural change is essential to tackling and effectively responding to sexual harassment and building and embedding a preventative approach not just within the POA but the whole trade union movement, workplaces and society.

As the 2019 UN Women Report on Sexual Harassment makes clear; beliefs, attitudes and expectations shape responses to sexual harassment. Where they are shared with others or reflected in wider society, they create cultures where comfort and benefits can flow from fitting in and allying with the powerful. This culture can also have a silencing effect on everyone, not least victims of sexual harassment.

In short, tackling and preventing sexual harassment means tackling the cultures of unequal power, sexism and misogyny that enable it to thrive.

As such, cultural change, although it requires action from all, must be driven by leaders, and that includes the leaders of our movement. Leaders are responsible for championing and embedding meaningful change across their organisations to tackle and prevent sexual harassment. Leaders are instrumental in setting a consistent tone, narrative and actions from the top that send a clear signal throughout the organisation that sexual harassment is not tolerated.

This is as true for the POA and trade union movement as it is for any organisation.

Role and purpose of the working group

The TUC Executive Council working group, consisting of a group of leaders including from our movement across a range of affiliates, was established in March 2021 to drive a programme of work to support the TUC and our affiliated unions to prevent, tackle and effectively respond to the sexual harassment of workers within their organisation and within our wider movement. The POA are fully involved in that working group.

The working group has three aims that deliver on shared commitment to equality, respect, and a safe working environment for all:

1. Support union leaders to deliver meaningful cultural change that creates safe and inclusive working environment free from harassment for trade union employees
2. Ensure unions have robust internal policies and procedures to prevent and respond to sexual harassment within their organisations
3. Ensure cultural change is part of a broader endeavour to address the underrepresentation of women and minoritized groups within the trade union movement; identifying and tackling power imbalances; increasing women's agency and power within union workplaces and the wider movement; and addressing inequality.

By helping to oversee progress, developing guidance, and sharing best practice across the movement, the working group aims to support leaders in driving cultural change and embedding a preventative approach to sexual harassment

The work so far

The working group has worked closely with legal experts to help to clarify unions legal responsibilities under the current legislation and under the hard-won preventative duty, making clear that unions have legal responsibilities to both employees and members, and any effective strategy will need to address both.

Any strategy must take an intersectional approach. Through research we know that sexual harassment can be more prevalent for younger and disabled women, Black, LGBT+ and migrant workers, and those in insecure forms of work and that experiences of sexual harassment can be compounded by other forms of discrimination.

To support unions taking some of the steps required to meet their responsibilities, their commitment to cultural change, and to lead by example in wider world of work, the TUC EC Working Group and Women's Committee of the TUC have collaborated with Dr Helen Mott to develop a framework and supporting materials for leaders of our movement. These resources are intended to guide their work towards tackling, preventing, and responding to sexual harassment in their organisations and have been rolled out to the TUC and affiliates.

An adapted trade union reps' version was also launched as part of the UN 16 Days of Action to Eliminate Violence Against Women and Girls. A TU Education webinar supporting the launch of the reps 'Preventing Sexual Harassment toolkit' was attend by over 400 reps – a clear signal that this is a priority for our members and that our movement must lead the way through a zero-tolerance approach to sexual harassment and the cultures that enable it.

There is no quick or easy fix to deliver the cultural change that is needed, the resources developed so far by the TUC EC Working Group in collaboration with the TUC Women's Committee are an example of the type of work that needs to be done and there is still more to do if we are to deliver the change demanded by women in our movement and beyond.

Building sustainable change

The TUC EC working group was established to run up to Congress 2022, but we are clear that the work does not stop at Congress. This work is not short term, or a tick box exercise. This work is about meaningful and lasting change in the POA, our movement and in our society.

A priority now for the TUC EC working group is to embed commitment to tackling and preventing sexual harassment and building sustainable change. To do this the TUC EC working group between now and Congress 2022 will seek to find out what unions are doing to tackle and prevent sexual harassment in their organisations, share best practice and resources across the movement, and develop the capacity of the movement to build preventative cultures through a train the trainers programme which will be developed and piloted this year.

Alongside this we will continue to support leaders of the movement through specialised leadership training. Externally we will continue to campaign to ensure that the Preventative Duty announced in July 2021 is designed so it is robust and effective and able to deliver the transformative change necessary if we are to tackle sexual harassment in the workplace and the cultures that allow it to thrive.

Conference confirms as an affiliate to the TUC that the POA are committed to protecting women as employees within the POA workplaces and indeed all women in POA membership irrespective of workplace. To ensure the necessary motions are in place ready for Conference 2023 to update our rules and constitution along with the staff handbook to ensure sexual harassment policies are enhanced and relevant.

Conference therefore agrees to set up a sub- committee to lead on this important strategy for the POA using TUC materials by the Women's Committee, EC working Group and reporting back with a clear policy that is enshrined within POA Rules and Constitution and the POA Staff handbook. The sub- committee to consist of Angela Montgomery Assistant General Secretary, Sarah Rigby, NEC, Jackie Marshall, NEC and volunteers from the field consisting of 3 POA branch officials or members which will be advertise

CONFERENCE PAPER 5

Conference Paper 5

TUC ANTI-RACISM ACTION PLAN

The POA as a trade union endorse every element of the TUC Anti-Racism Action Plan to ensure our Rules and Constitution and Staff Handbook are very clear that Race Discrimination is an issue that will not be tolerated within our union or respective workplaces.

Conference accepts we must continue to work with the TUC, and employers where our black and minority ethnic members work and indeed in wider society to eradicate the poison of racism in our trade union the POA, the wider trade union movement and society in general.

Further Conference endorse the ongoing work which needs to be done on a POA Anti- Racism Action Plan and the POA continue to work and make that action plan become a reality.

ENCLOSURE

TUC Anti-Racism Taskforce Action Plan

2022



Background

In 2020 the TUC General Council launched an Anti-Racism Taskforce to tackle structural racism with the labour market and wider society. The Taskforce is in operation for two years.

The Taskforce will lead the trade union movement's renewed campaign against racism at work. It will engage with Black workers across the UK to hear about their experiences. And it will produce recommendations on tackling structural racism in the UK, in workplaces and in unions themselves.

The Taskforce, led by NASUWT General Secretary Dr Patrick Roach, will then develop an action plan for change across UK workplaces – and within unions themselves.

It is our aim to use our trade union leverage to press for change across UK workplaces and to lead by example by demonstrating our capacity as a movement to secure racial justice at work.

The Anti-Racism Taskforce in 2022

The Taskforce now in its second year and is made up of senior leaders from the trade union movement and expert representatives from civil society and academia. Including patrons of the Taskforce Doreen Lawrence and Neville Lawrence.

The first year (2020-2021) of the Taskforce has concentrated on the establishment of ways of working for members of the taskforce. This year has also seen a comprehensive programme of research and evidence gathering efforts take place, evidencing the scale and impact of institutional and systemic race inequalities across the UK labour market and society more widely.

The second-year (2021-2022) is focused on the implementation of concrete actions the Taskforce must achieve. The Taskforce, as leaders of the trade union movement, will step up, alongside the wider anti-racist movement, and deliver tangible actions that will make a positive difference for Black workers.

Workstreams and Workstream Goals

The Taskforce is organised by four working groups: Collective Bargaining; Organising; Public Policy and Unions as Employers.

The workstreams aim to be action-oriented and must demonstrate making a change over the ARTF two-year life. They must engage with a wide range of groups, including Black Workers self-organised groups in unions and allies in the voluntary sector.

The workstreams must be engaged with the devolved nations, as well as take account of the intersectional experience of Black workers. Each workstream will identify, progress and deliver on the key issues identified.

Collective Bargaining

Putting race on the agenda will be our priority. We will be working to bring unions and employers together to work for change that will make workplaces safer, inclusive and fairer. We will be harnessing and building on the tools and strategies that our unions have already demonstrated are most effective in winning progress on racial justice in the workplace.

Organising

Diversity is our strength and we will be working to renew our unions, building and strengthening the cadre of Black union leaders and activists through a new TUC-led

programme to train 1,000 Black activists and workplace reps, working together with our affiliates across sectors and regions.

Public Policy

We will be calling out the government on its commitment to racial justice. Building on our movement's call for an independent public inquiry into the government handling of the Covid-19 pandemic, we will also be giving voice to the experiences of Black workers during the pandemic, and demanding that lessons are learned. And we will be putting forward an agenda that will deliver protections for Black workers, including calling for stronger regulation, mandatory ethnicity pay gap reporting and legislation to ban the use of zero-hours contracts.

Unions as Employers

We are inviting all of our unions to not only talk the talk but also to demonstrate our capacity to lead by example, putting racial justice front and centre of our work as trade union employers. The Taskforce will be supporting unions to drive the change to build inclusive and safe working environments for trade union employees.

Members

Main Taskforce

Chair: Dr Patrick Roach, General Secretary, NASUWT

Patrons: Doreen Lawrence and Neville Lawrence

Members: Dave Ward, General Secretary, CWU; **Davena Rankin**, TUC Race Relations Committee; **Debbie Weekes-Bernard**, London's Deputy Mayor, London Assembly; **Frances O'Grady**, General Secretary, TUC; **Gary Younge**, Journalist; **Gloria Mills**, TUC Race Relations Committee Chair; **Halima Begum**, Director, Runnymede Trust; **Ian Lawrence**, General Secretary, NAPO; **Mark Serwotka**, General Secretary, PCS; **Mary Bousted**, General Secretary, NEU; **Michelle Codrington-Rogers**, TUC Race Relations Committee; **Mike Clancy**, General Secretary, Prospect; **Paddy Lillis**, General Secretary, Usdaw; **Rehana Azam**, National Secretary, GMB; **Steve Turner**, Assistant General Secretary, Unite; **Susan Matthews**; TUC Race Relations Committee; **Yvette Williams**, Justice4Grenfell

Workstream members	
<p>Collective Bargaining</p> <p>Chair: Steve Turner - Unite</p> <p>Christine Danniell - TUC RRC; Gloria Mills - TUC RRC; Ian Manborde – Equity; Michelle Codrington-Rogers - TUC RRC; Mike Clancy – Prospect; Yvette Williams – Justice4Grenfell; Zita Holbourne – TUC RRC</p>	<p>Organising</p> <p>Chair: Dave Ward – CWU</p> <p>Cecile Wright – Uni of Nottingham; Glen Hart – TUC RRC; Halima Begum – Runnymede; Paddy Lillis – Usdaw; Ruth Cross – Usdaw; Shavana Taj – TUC Wales; Taranjit Chana – TUC RRC</p>
<p>Public Policy</p> <p>Chair: Rehana Azam – GMB</p> <p>Ali Moosa – TUC RRC; Debbie Weekes-Bernard – GLA; Gary Younge - University of Manchester; Ian Lawrence – Napo; Mark Anthony Bastiani – TUC RRC; Pat Davis – TUC RRC</p>	<p>Unions as Employers</p> <p>Chair: Mary Bousted – NEU</p> <p>Carol Sewell – TUC RRC; Jenny Dixon – TUC; Karen Chouhan – NEU; Mark Serwotka – PCS; Maureen Loxley – TUC RRC; Michelle Codrington-Rogers – TUC RRC; Natalie Arnett – TUC RRC; Susan Matthews – TUC RRC</p>

Outputs

General

Trade Union Workplace Charter: Producing an anti-racism in the workplace charter - considerations must be made about how to ensure measuring mechanisms for unions in order to implement the principles in the charter. Holding a session with union general secretaries on how the charter will be implemented within their union structures and how they will take actions forward.

TUC Black Workers Conference Event: Hold a panel event with the Taskforce Workstream members on the achievements of the Taskforce in its first year, and its progress in the second year – with a focus on what impact the Taskforce will leave after its two-year life span.

Taskforce Congress Report: Report to Congress in 2022 including making recommendations for ongoing work to promote race equality and combat racism within workplaces and across the trade union movement.

An Anti-Racist Trade Union Movement Future event: to be held at Congress 2022, celebrating the achievements of the Taskforce, and presenting an opportunity to engage, connect and talk about the where we are going.

Implementation and oversight committee: to be established at Congress 2022, bridging the TUC's Race Relations Committee and General Council. The committee must be led by a senior leader of the TUC and remain in place for the next 5 years. To be reviewed in 2027.

Collective Bargaining

Negotiators guide on race: Create a model negotiators guide, accompanied by a series of training videos and a guide for trade union reps covering aspects like issues on collective bargaining, recruitment, training, promotion, outsourcing, pay, performance, etc. This will require a small number of workstream members to form a working party that will shape and steer the guide – consolidating all existing material created by unions in one model guide.

Listening activity on the experiences of racism at work: Holding listening session for Taskforce members, general secretaries and senior union figures to talk to Black workers and Black groups on their experiences of racism at work. Exploring representation in the workplace, how unions can collectivise the experiences of individual race cases – in order to organise and bargain on.

A union-wide strategic litigation model: Organise a roundtable, followed by a step-by-step action plan, mobilising the union movement's collective effort on strategic litigation and racism at work. This plan will give the union movement the ability to hold employers and the government to account. Inviting members of the Race Relations Committee, Taskforce members and Legal Officers to explore indirect racial discrimination in the workplace.

Monitoring Resource: Create a comprehensive ethnic monitoring and a negotiators action plan between unions and employers on the disparities around Ethnicity Pay Gap reporting. Offering training with union branches on claims of monitoring and reporting the Ethnicity Pay Gap.

Organising

5 Regional Pilot Sessions: Organise and deliver model pilot courses in particular regions and nations – offering new activists practical training on union governance, with experienced reps on hand to give them more confidence and develop a programme of work on Black Leadership.

Peer support network: Construct a peer support system for activists who have attended the regional courses and in the longer term for regional structures to potentially provide a framework in which Black activists could support each other. Part of this work is to map the regional equality structures, their methods of organising and identifying the opportunities where Black activist engagement can be absorbed.

Future of Organising Events: Organise a small number of public events focussing on the topic of organising Black workers in various sectors - linking to wider trade union agendas on organising, membership and recruitment – as well as addressing key challenges in the world of work like casualisation, outsourcing and other exploitative labour practices.

Public Policy

Racism in the Labour Market report: evidencing the scale and impact of institutional and systemic race inequalities across the UK labour market and society more widely. Identifying key policy areas where coordinated campaigning could take place across the trade union movement e.g., tackling institutional racism, legislative and regulatory change, protection of Black workers from, COVID-19, mental health, job security.

Covid-19 Public Inquiry Black Workers Campaign: Launching a movement-wide showcase campaign, centring on the experiences of Black workers during the pandemic and demanding lessons are learned.

Anti-racism Campaign Network: Invite and launch a campaign network which meets quarterly made up of trade unions, race relations organisations and campaigners. This network aims to share and collectively campaign on pressing policy issues – partnering up organisations with sector-specific unions to build alliances and campaigning power. Additionally, the Public Policy workstream will identify policy and campaigning opportunities, provide briefing and resources. For trade unions and activists to come together and collectively campaign on specific policy issues.

Race-Class Narrative: Organise presentations and discussion events to build multi-racial class solidarity. This will be done by inviting organisations such as CLASS Centre for Labour and Social Studies and global messaging experts who have worked on race narratives as part of political campaigns and trade union messaging. The outcome will be a set of principles to help the trade union movement build a collective picture on race-class after the life of the Taskforce.

Unions As Employers

Recruitment and Retention Union Survey: Conduct a survey of unions as employers and organise a meeting with unions on the findings from the survey.

Black Staff employee research: Commission research to provide an evidence base to enable the Taskforce to identify actions that unions should take to improve the workplace experience of Black staff working employed by trade unions. Alongside the research, commission an academic with relevant expertise to provide support and quality assurance and an evaluation of the process. The workstream will act as an advisory group for the research group.

Union as Employers Action Network: Made up of Equalities Officers and HR staff across unions –this network will continue building on the conversation and learning from the survey and research. Working through opportunities and challenges, to drive good practice, sharing good models of Black recruitment, retention, development and progression. And present practical tools for monitoring and reporting on aspects such as the ethnicity pay gap.

Training and development: On the back of the Black staff employer research, engagement of Black staff in trade unions needs to be addressed. Professional training and development will be offered to Black staff across the union movement. As well as supporting unions to develop better practices for Black staff.