

**nipsa**

*The Leading Public Service Union*

# **Civil Service Group Annual Delegate Conference**

**Slieve Donard Hotel  
Newcastle**

# **Agenda 2008**

**Tuesday 27th May 2008**

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# TIME-TABLE

**Tuesday 27 May 2008**

<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 - 7
<b>12.30</b>	Managing Attendance	Motions 12 - 13
<b>12.45</b>	Health and Safety	Motions 19 - 20
<b>1.00</b>	LUNCH	
<b>2.30</b>	Privatisation	Motions 25 - 28
<b>3.00</b>	Allowances	Motions 32 - 35
<b>3.30</b>	Programme for Government	Motion 39
<b>3.45</b>	TEA/COFFEE	
<b>4.00</b>	Terms and Conditions	Motions 44 - 49
<b>4.40</b>	Civil Service Reforms	Motions 53 - 54
<b>4.50</b>	Promotion	Motions 60 - 61
<b>5.00</b>	General	Motions 66 - 67
<b>5.15</b>	Guillotined Motions	
<b>5.30</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 20 May 2008**.

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 23 May 2008**.

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 These standing orders will apply to General and Group Conferences until they are amended or rescinded by a motion adopted by an annual Delegate General Conference.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.
23. 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.
24. 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.
25. 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.
26. 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.
27. A **motion may be withdrawn** only by the proposers with the approval of conference.
28. No one other than a delegate or a member of the Standing Orders Committee may address conference unless authorised by the General Council.
29. Speakers must on all occasions confine themselves strictly to the matter under discussion.
30. **Points of information** shall be allowed only at the discretion of the President.
31. 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.
32. **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.

## Conduct of Debates

20. At the beginning of each item of business the **conference doors shall be closed** and no one will be permitted to enter or leave until the item (including any vote thereon) has been concluded.
21. It shall **not be necessary to second motions** or emergency motions included in a Standing Orders Committee report which has been adopted by conference.
22. 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.
33. 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.

34. 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

35. 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.

36. **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.

37. 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.

38. 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.

39. 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.

40. 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

41. 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.

42. 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**.

43. 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.

44. 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	72 - 74
Comprehensive Motion No 12	75 - 77
Composite Motion No 13	78
Composite Motion No 25	79
Composite Motion No 26	80 - 81
Composite Motion No 32	82 - 84
Comprehensive Motion No 39	85 - 87
Composite Motion No 44	88
Composite Motion No 60	89 - 90

4. It is recommended that Motion No 2 falls if Motion 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 22 May 2008**. Such submission must be signed by two Branch Officers and indicate the date of the General Meeting at which the Emergency Motions were adopted by the Branch.

Signed M Herron (Chairperson)  
D McGirr  
B White

## 2008 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 records its deep concern at the Northern Ireland Executive's decision to slavishly apply HM Treasury Guidance on public sector pay to the NI Civil Service and its Agencies. Conference restates its opposition to local market pay being a factor in the pay determination for NI civil servants and reaffirms full support for the principle of parity of pay with the Home Civil Service.

Conference is further concerned that NICS Management Side has not undertaken reviews under the 2006 pay settlement re-opening clauses of:-

- (i) the proposed increases in current rates of pay which continue to fall below the rate of inflation; and
- (ii) pay and grading reviews for those groups of staff who received increases below 2% at pay scale maxima.

Conference calls on the Executive Committee to take immediate steps to ensure the 2006 Review clauses are fully implemented. Conference also calls on the Executive Committee to commence preparations for the 2009 pay negotiations taking account of the need to

- ensure rates of pay reflect increases in the cost of living and are not restricted to any Government's arbitrary 2% limit on cost of living increases
- eradicate low pay and redress the reductions in pay levels in recent years for NI Civil Service staff
- address all outstanding equal pay matters particularly for Administrative Officer, Administrative Assistant and related grades and take into account disparities identified in the Equal Pay Audits
- ensure Management Side do not unfairly penalise staff such as those at pay scale maxima who also have a right to a fully consolidated cost of living increases.

Conference also calls on the Civil Service Group Executive to consult members on this pay strategy and the elements to be included in the 2009 NIPSA pay claim for NI Civil Service staff.

*Motion No 2 (Branch 8) (This Motion falls if Motion No 1 is carried)*

Conference instructs the incoming Civil Service Group Executive that there should not be any negotiation on a new 3 year pay deal unless there are cast iron legal and binding terms covering any rise in the costs of living during the period of any new deal proposed by Civil Service Management.

*Motion No 3 (Branch 28)*

Conference notes that The Employment Equality (Age) Regulations 2006 apply to all employment and vocational training and make it unlawful to discriminate directly or indirectly, harass or victimise a person on the grounds of age. Direct and indirect discrimination may be permitted where an employer can demonstrate that his/her actions or provisions, criteria or practices are objectively justified.

In many cases, including the NICS, employers apply certain length of service criteria before awarding benefits, such as increased holiday entitlements. Without the exception contained in the Regulations, the application of such criteria could amount to indirect age discrimination because some age groups are more likely to satisfy the length of service criteria than others. The exemption provides that benefits may be awarded to workers using the criterion of length of service, subject to one qualification. Once a worker exceeds 5 years' service, the worker may only be disadvantaged compared to a longer serving worker if it reasonably appears to the employer that the way in which they use the length of service criterion fulfils a business need of the undertaking (for example, by encouraging the loyalty or motivation, or rewarding the experience, of some or all of their workers).

This Conference believes that the pay grade maximum is the rate for the job, and that staff undertaking the full range of duties commensurate with the grade should be on the maximum. In fact the progression system within the NICS is appalling, taking many years to move from the minima to the maxima. This is wrong, and it simply does not take so long to be fully competent at the work.

Conference believes that the NICS pay progression system does in fact indirectly discriminate in terms of age, and the NICS is therefore vulnerable under the Age Regulations; generally younger staff have to wait years to reach the maximum, often returning to the minima after a pay settlement, whilst generally older staff are more likely to be on their maximum. Hence the system may be discriminatory for younger staff.

The same logic applies to the annual leave policy, with the policy of 30 days leave after at least 10 year's service generally punitive for younger members of staff.

Conference acknowledges that NIPSA have made representations to NICS on these issues and that limited change to pay scales was achieved with the last pay settlement, however these changes have not gone far enough or fast enough.

Conference therefore instructs the Executive Committee to

- Commission statistical research regarding the numbers of civil servants with more than 5 years service who are not on the pay maximum.
- Commission statistical research regarding the number of civil servants with more than 5 years service who are not eligible for full annual leave entitlement.
- Consider this information when formulating the 2009 pay claim
- Obtain legal advice regarding the possibility of submitting Industrial Tribunal claims to coincide with the lodging of the 2009 pay claim.
- Highlight any findings of potential indirect age discrimination as part of any campaign against low pay in the civil service.

#### *Motion No 4 (Branch 31)*

As Conference will know the last pay settlement has its final instalment due in August 2008. For a large number of members they have had a below inflation pay rise over this period and the final instalment is no different. This reduction in pay in real terms, has caused great hardship to our members and their families.

Conference instructs the Executive Committee not to enter into any further long term pay deals but instead negotiate on a yearly basis for a cost of living increase above inflation and to undertake a campaign to abolish pay scales and have one rate for the job.

#### *Motion No 5 (Branch 213)*

Conference notes that current pay policy being pursued by the Executive Committee has resulted in pay increases generally below cost of living increases and notes the failure of the EC to ensure that recruitment and retention issues particularly in professional and technical grades are properly factored into negotiations.

Conference notes the disparity between civil service and private sector which for grades such as PTO's now stands at about 30% in favour of the private sector.

Conference further notes that in spite of the emphasis placed by NIPSA on pay equalisation and on low pay little real progress has been made on these issues.

In short pay current policy has failed to deliver for the vast majority of civil servants and calls on the incoming EC to halt the tendency over the last few years to level down pay to achieve equalisation. Conference further calls on the EC to be proactive on pay refusing to accept that retention and recruitment arguments do not exist here when there is clear evidence they do.

#### *Motion No 6 (Branch 8)*

Conference calls upon the incoming Executive Committee to seek an urgent review of the current three year pay agreement, in light of rising prices and inflation. The Executive Committee should highlight the case of local MLA's who enjoy parity with their Great Britain counterparts and press for the same.

If a review is not forthcoming, the Executive Committee should examine taking all necessary steps, including strike action, to ensure that an urgent review is undertaken.

### *Motion No 7 (Branch 301)*

Conference urges the Executive Committee to pursue reinstatement of the pre – 2006 pay differential between Professional, Scientific and Technical grades and the respective analogous General Service grades. This has resulted in these staff being held back pay-wise with increases of 0.5% consolidated.

Conference also notes with concern the practice where staff within these grades remain at the bottom of their pay scales after a number of years service.

**(Motion Nos 8 - 11 unallocated)**

## **• MANAGING ATTENDANCE**

### ***Comprehensive Motion No 12 (To be moved by Branch 301)***

Conference is appalled with the process adopted by the Northern Ireland Civil Service when dealing with staff in relation to sick leave.

Staff who are genuinely ill are remaining at work in order to avoid warning letters etc. Staff are turning up for work with flu and such illness and are putting colleagues at risk of infection.

Staff who have a genuine reason to be absent from work are put under immense pressure on their return to work by Line Managers who conduct “Return to work interviews” or issue “Notes of concern or written warnings”.

Conference calls on the Executive Committee to continue to fight to have CSC7/04 withdrawn/amended, and to redouble its efforts in opposing these unjust and totally uncaring actions.

### ***Composite Motion No 13 (To be moved by Branch 8)***

This Conference condemns those who attacked Civil and Public Servants after the publication of sick absence levels in the Civil and Public Services. These attacks were carried out without proper investigation of the causes of high sick levels in the Civil and Public Services and were designed more for cheap publicity by those involved who by their actions are surely designed to be members of the “rent a crowd”. Conference instructs the incoming Executive Committee to ensure that in the event of future attacks of this nature, NIPSA highlights the dedication and professionalism of those involved in the Civil and Public Services and that a substantial proportion of sick leave can be attributed to a dictatorial Management style and unachievable targets leading to stress and mental health problems for staff.

Conference also calls upon the incoming Executive Committee to ensure that the Union produce a hard hitting response to win the propaganda war on this issue. Given that politicians are held in lower esteem by the general public than civil servants, the Union should adopt an aggressive stance when local MLAs raise the question of “value for money”. The union should be asking the questions along the lines of the following;

- 1: **Many MLAs are using public money to rent office from wives and family members to conduct business in. Other MLAs “employ family members as drivers, and advisors. Does this represent “value for money?”**
- 2: **By refusing to sit in Government for a number of years, MLAs were being paid for not attending work. Does this represent “value for money?”.**
- 3: **The public perception is that MLAs attend the assembly for about 23 days a year, a figure that corresponds with the average sickness in the Child Support Agency. Does this represent “value for money?”.**
- 4: **Do “junkets” to Thailand, the US of A and other exotic locations worldwide represent “value for money?”**

**Such an approach should easily deflect the public gaze away from sick levels in the Civil Service to concentrate on whether MLAs deliver “value for money.”**

**(Motion Nos 14 - 18 unallocated)**

## • **HEALTH AND SAFETY**

### *Motion No 19 (Branch 27)*

Conference welcomes the recent decision to remove some areas of asbestos from NICS buildings. NIPSA has been lobbying for many years to have this work carried out and been met with promises of action but little movement

Whilst we applaud the action proposed Conference is somewhat concerned about the trigger for this action. Management have admitted that asbestos removal in approximately 12 NICS buildings has been prioritised to ensure they are clear of asbestos before they are handed over to the Private Sector as part of Workplace 2010. Once again Public money is being used to carry out work on buildings to maximise Private Sector profit in Workplace 2010.

Conference calls on the incoming Executive Committee to ascertain the cost of preparing these buildings for hand over and to demand that all work carried out prior to handing buildings over should be the responsibility of the Private Contractor who will enjoy the profits.

### *Motion No 20 (Branch 15)*

Conference is concerned at the proposed removal by some Departments of all bottled water drinking facilities following critical press coverage on the money spent on this provision in the NICS. Conference notes that Article 22 of the Workplace (Health Safety and Welfare) Regulations (Northern Ireland) 1993 determines that “*an adequate supply of wholesome drinking water shall be provided for all persons at work in the workplace.*” Furthermore that it shall be “*readily accessible at suitable places*” and where required, there should be provided “*a sufficient supply of suitable cups*”. Noting that much of the existing provision is in line with this statutory protection for the welfare of staff, conference instructs the incoming Executive Committee to raise this issue at the appropriate forum to ensure that the welfare of our members is not sacrificed.

**(Motion Nos 21 - 24 unallocated)**

- **PRIVATISATION**

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

This Conference demands that the NI Civil Service suspends any further action to develop 'NI Direct' single telephone number system and to undertake a thorough review and appraisal of the effectiveness and economic benefits of any such system.

Conference further rejects the conclusions of the Consumer Council report published in December 2007 that the current system of accessing Government is not working. Conference commends the excellent work done by all NIPSA members employed on telephony work by the NI Civil Service.

Conference calls on the Executive Committee to take all necessary action to ensure that the NI Civil Service telephony systems and all future enhancements of the service in respect of public access continue to be provided by NI Civil Service staff. Conference further calls on the Executive Committee to ensure that any proposals to change working conditions of staff providing these services are subject to negotiations and agreement with Trade Union Side.

***Composite Motion No 26 (To be moved by Branch 303)***

Conference notes the chaos of the rollout of HR Connect and the lack of discussions that have taken place before this system has been imposed on our members. Conference calls on the incoming Executive Committee to press for full talks with Civil Service management on all aspects of the new system before further introduction of more HR Connect features.

***Motion No 27 (Branch 301)***

Having regard to the increased use of electronic record management and the use of e-HR by the Northern Ireland Civil Service. Conference instructs the Executive Committee to seek from management a clear statement of their policies and procedures to prevent confidential information held about members falling into the wrong hands.

We further call on the Executive Committee to ensure that bank account details are removed from travel claim payments as in the case with pay advice slips, to prevent identity theft.

### *Motion No 28 (Executive Committee)*

Conference deplores the Finance Minister's statement to the NI Assembly on 24 September 2007 confirming that the NI Executive was proceeding with the Workplace 2010 PFI project. Conference condemns the Executive's refusal to exclude Facilities Management/Soft Services from the scope of the contract. Conference further notes the Minister's commitment that there would be no compulsory transfer of NICS staff to the private sector as a result of Workplace 2010.

Conference calls on the Executive Committee to continue to campaign against the implementation of the Workplace 2010 project particularly in the light of:-

- (a) The evidence contained in the Clare House Post Occupancy Evaluation Report confirming that Workplace 2010 has not increased productivity or helped staff to do jobs more effectively.
- (b) The out of court settlement reached with a former bidder and the NICS Management's refusal to provide details of the settlement under Freedom of Information requests.
- (c) Significant changes to the contract terms between the invitation to Negotiation and Best and Final Offer stages of the tendering process, ie, removing 13 buildings from scope and introducing other prime site locations such as Colby House.

Conference further calls on the Executive Committee to do everything possible to publicise the deficiencies of Workplace 2010 and to secure the support of MLA's and the DFP Assembly Committee for a fundamental Review before any contract is signed.

**(Motion Nos 29 - 31 unallocated)**

## • **ALLOWANCES**

### ***Composite Motion No 32 (Branch 304)***

**Conference notes the success of NIPSA in opposing the changes made to the Travel and Subsistence section of the Staff Handbook in September 2007. These changes were an attack on members Terms and Conditions and were revised only after NIPSA's intervention that included Branch consultation on industrial action.**

**Conference further notes the large increase in fuel costs since the mileage rates were last increased. Conference believes that current Travel and Subsistence rates are inadequate and do not properly compensate members who use their vehicles for official business.**

**Conference calls on the incoming Executive Committee to redouble its efforts to secure higher Travel and Subsistence rates by building a campaign of support among Branches for action up to and including Industrial Action.**

*Motion No 33 (Branch 213)*

Conference notes with concern the lack of progress in achieving an increase in mileage rates based on Inland Revenue recommended rates have not been revalorised for many years and call on the incoming Executive Committee to seek an acceptable level of payment. If this is not achieved conference authorises the Executive Committee to seek the approval of members for a withdrawal of the use of private cars.

*Motion No 34 (Branch 8)*

Conference instructs the Executive Committee to insist that the motor mileage allowance be reviewed immediately and quarterly thereafter given the disproportionate increases in the cost of road fuel due to the rising price of crude oil and the excise rates levied by the Exchequer in the years since they were last adjusted.

*Motion No 35 (Branch 31)*

This branch condemns the system being applied, namely 'Mapquest' for the calculation of mileage for the payment of excess fares after transfer. This system calculates the shortest possible route between your home and office which often means travelling on unlit and dangerous country roads, through built up estates, past schools etc.

We require the Executive Committee to undertake a campaign to have this system abolished and allow members to travel safely to and from their place of work and receive proper and full reimbursement at the appropriate public transport rate.

**(Motion Nos 36 - 38 unallocated)**

## • PROGRAMME FOR GOVERNMENT

### *Comprehensive Motion No 39 (To be moved by the Executive Committee)*

Conference rejects the demands in the NI Executive's Programme for Government and 2008-11 Budget proposals requiring all NI Civil Service Departments to implement cuts of 5% in administration costs and 3% efficiencies over the next 3 years. Conference is further deeply concerned to note the proposal to establish within Department of Finance and Personnel a Performance Efficiency Delivery Unit to examine the scope for additional efficiency savings in Departments. Conference also notes the public statement to review the number of NICS Departments by 2011.

Conference calls on the Executive Committee to ensure under NIPSA's wider Public Service Defence Campaign, that there is a vigorous campaign across the NI Civil Service to:-

- (a) Resist the implementation of arbitrary efficiency cuts unrelated to the needs of the work of the NI Civil Service Departments.
- (b) Highlight publicly adverse impacts on services to the public.
- (c) Develop industrial action strategies to assist Departmental/Section Committees, Panels and Branches to secure the requisite staffing levels in all areas to enable Departments and Agencies to deliver high quality services to the public.
- (d) Press NICS Management to engage in urgent and full consultations on staffing implications of the Comprehensive Spending Review proposals.

Conference is also horrified to learn of the continuing increase in the use of public money by the appointment of private consultants. Conference instructs the incoming Executive Committee to closely monitor all proposed expenditure on private consultants and challenge management at every opportunity of the waste of this public money being channelled towards the private sector.

(Motion Nos 40 - 43 unallocated)

## • TERMS AND CONDITIONS

### *Composite Motion No 44 (To be moved by Branch 38)*

Conference calls on the incoming Executive Committee to clearly demonstrate through a media campaign the hypocrisy of the civil service alternative work provisions whilst at the same time engaging in a strategy to remove said provision availability in all Government Departments in the NICS.

### *Motion No 45 (Branch 303)*

Conference is concerned that the provisions of the Civil Service special leave conditions do not give any allowance for members to be off work who volunteer for live organ donation such as kidneys etc. Conference calls on the Executive Committee to press Civil Service management to allow this very important work to be fully supported with proper paid special leave.

### *Motion No 46 (Branch 8)*

Conference calls upon the incoming Executive Committee to set in motion the necessary steps required for the union to mount a legal challenge to NICS managements' mistaken contention that flexi-time working is a privilege rather than a contractual right.

If flexi-time working is on offer to staff it is a contractual right. The fact that flexi-time working is contained in the NICS handbook confirms that it is a contractual right, as the handbook forms a large part of the employment contract.

Furthermore by dint of custom and practice over some forty years, flexitime working will now be incorporated into the contract.

It is vital that this matter is confronted now, as attacks on flexi-time working are becoming increasingly common in the Department of Social Development.

### *Motion No 47 (Branch 26)*

Conference instructs the Executive Committee to ensure that on the devolution of reserved criminal justice functions to the Northern Ireland Assembly that no member of staff suffers a detriment in their terms and conditions and there will be no two-tier work force in the new devolved organisations.

### *Motion No 48 (Branch 213)*

Conference notes with concern proposals to significantly reduce typing grades in Roads Service as part of the overall reduction in typing posts throughout the Civil Service.

Conference abhors the fact that staff at all grades and disciplines are undermining these people by carrying out typing duties and calls for all branches to ensure that this practice ends.

Conference further notes that the assessment of typing workloads has become restrictive excluding many elements of text processing and calls for an urgent review of this matter by the incoming Executive Committee with a view to developing a service wide strategy to protect jobs in typing grades.

### *Motion No 49 (Branch 200)*

Conference agrees that the Executive Committee should continue to put every pressure on NI Water to fully accept and action all of its responsibilities and liabilities under Transfer of Undertaking Protection of Employment.

### **(Motion Nos 50 - 52 unallocated)**

## • **CIVIL SERVICE REFORMS**

### *Motion No 53 (Executive Committee)*

Conference deplors NI Civil Service Management's practice of labelling Workplace 2010 PFI, HR Connect, NI Direct, outsourcing of functions, etc as modernisation and Civil Service reforms.

Conference calls on the Executive Committee to campaign strongly for a Civil Service reform programme which is predicated on:-

- (a) delivering high quality services to the public by civil service staff,
- (b) making the training, development, morale and well being of all civil service staff core objectives;
- (c) full joint consultations with Trade Union Sides on all reform developments.

Conference also calls on the Executive Committee to develop appropriate industrial action strategies where necessary to stop implementation of unacceptable reform measures.

### *Motion No 54 (Executive Committee)*

Conference notes the ongoing developments on the Review of Public Administration (RPA) directly affecting NI Civil Service staff including:-

- (a) the establishment of the Education and Skills Authority with effect from 1 April 2009,
- (b) the 'Emerging Findings' report published in October 2007 on the transfer of Civil Service functions to Local Government,
- (c) the Minister's revised proposals published in January 2008 proposing the transfer of DHSSPS staff to new Health and Social Care bodies.

Conference notes and welcomes the Minister for Social Development's call for the development of different/innovative HR approaches across the NI Civil Service to facilitate arrangements under which staff would not be compelled to accept permanent transfers out of the NI Civil Service.

Conference calls on the Executive Committee to continue to vigorously press for processes and procedures to provide the maximum protection of the interests of NI Civil Service staff affected by RPA.

**(Motion Nos 55 - 59 unallocated)**

- **PROMOTION**

***Composite Motion No 60 (To be moved by Branch 60)***

Conference is angry that the NICS management decided to hold an external EOII competition in 07/08. Whilst conference acknowledges that there is a community imbalance at the AO grade, conference also notes that external competitions do not always address imbalances. AOs have already been penalised by the previous competition which required them to sit a test and have had promotion opportunities diminished by previous external competitions. Conference therefore instructs the CS Executive Committee to continue to challenge management on this matter and to consider action including industrial action, if negotiations fail to secure the immediate restoration of internal promotion opportunities for AOs.

***Motion No 61 (Branch 301)***

Conference notes with concern the number of posts being covered by people on temporary promotion or acting up.

Conference instructs the Executive Committee to press management to fill these posts or at the very least ensure they are rotated so career opportunities are not being blocked.

**(Motion Nos 62 - 65 unallocated)**

- **GENERAL**

***Motion No 66 (Branch 8)***

Conference instructs the Executive Committee to issue the minutes of their meeting to all NICS members immediately they become available.

***Motion No 67 (Branch 8)***

Conference condemns civil service management, particularly those in the child support agency who are actively encouraging members to deceive those most vulnerable in society, in order to meet evermore increasing, 'Pointless' targets. This flies in the face of the NICS code of ethics. Sadly, this seems to be an ever growing trend across the civil service as a whole. Conference does recognise, however, the usefulness of collating stats and figures providing they are done accurately, openly and honestly and would therefore call upon the Executive Committee to ensure that civil service departments who engage in this form of 'Stat fixing' are called to account.

**(Motion Nos 68 - 71 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 72 (Branch 8)*

Conference congratulates local MLA's on obtaining parity with their Great Britain counterparts in their recent pay claim.

Conference calls upon the incoming Executive Committee to proffer these congratulations to the MLA's, while expressing the desire that this newly established "parity practice" is extended to the staff of the NICS when the next pay negotiations take place.

#### *Motion No 73 (Branch 8)*

This Conference instructs the incoming Executive Committee to ensure that as part of the Pay negotiations for 2009 there is an acceptance by Management for parity of pay with those in the Home Civil Service.

#### *Motion No 74 (Branch 303)*

Conference notes the poor treatment of the Assistant Scientific Officer grade in the recent pay awards for the last few years. The 3 year deal only made things worse for this grade. An also now has the longest pay spine of any grade in the NICS of 12 points with those on the top point only having a pensionable increase of £329 over the 3 year period of the deal. Worth a disgraceful 1.5%. Conference instructs the incoming Executive Committee to ensure that the Assistant Scientific Officer grade in not forgotten in future negotiations on pay matters.

### ***Comprehensive Motion No 12***

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

Conference is appalled with the process adopted by the Northern Ireland Civil Service when dealing with staff in relation to sick leave.

Staff who are genuinely ill are remaining at work in order to avoid warning letters etc. Staff are turning up for work with flu and such illness are putting colleagues at risk of infection.

Staff who have a genuine reason to be absent from work are put under immense pressure on their return to work by line managers who conduct "return to work" interviews or issue "notes of concern" or "written warnings."

Conference calls on the incoming Executive Committee to have this unreasonable method of dealing with sick leave abolished.

### ***Motion No 76 (Branch 150)***

Conference should note that all Departments incorporating members with bad sick records are being invited to attend meetings wherein they are given a warning letter due to their sick record. If they are sick anytime within the next 2 years they may possibly be given a final warning and then any further occasions within the 2 years may warrant termination from employment.

We find this hypocritical as once these people are made unemployed they are then forced to seek employment or else they may lose their benefits. You have a job, your sacked as such, then you are forced to look for a new job.

Conference calls on the Executive Committee to continue to fight to have CSC 07/04 withdrawn/amended.

### ***Motion No 77 (Branch 27)***

Conference is dismayed at the number of Written Warnings and Final Written Warnings issued by the NICS Management in the year 2007/08. Conference is further dismayed at the number of members dismissed as a result of ill health.

Conference believes that the NICS is now taking a continually increasing harder line on this issue as a result of political pressure and instructs the incoming Executive Committee to redouble its' efforts in opposing these unjust and totally uncaring actions.

### ***Composite Motion No 13***

#### ***Motion No 78 (Branch 15)***

Conference condemns the continuing ill-informed criticism by politicians of sick absences in the civil service. Rather than criticising civil servants, politicians should be giving staff the support that they need.

### ***Composite Motion No 25***

#### ***Motion No 79 (Branch 15)***

Conference condemns the NI Direct programme as being an ill-conceived attempt to privatise the functions carried out ably by our colleagues in the Department of Finance & Personnel Switchboard – the NI Citizen Interaction Centre. The programme has no credible cost benefit analysis and is naïve in IT security terms, in its notion of connecting the wide variety of databases operated throughout the NICS, to enable a single operator to answer and resolve calls on a wide range of issues. Conference instructs the Executive Committee to resist this programme and to defend our members by organising non-cooperation with the various existing pilots designed to deliver the privatisation of this function.

## **Composite Motion No 26**

### *Motion No 80 (Branch 27)*

Conference notes, without surprise, that the unleashing of HR Connect on the Civil Service has been and continues to be replete with problems. Whilst it does give us pleasure to say we told you so, that does not help our members – either those who have been displaced from Personnel units or those who depend on the provision of a proper Personnel service.

Conference calls on the incoming Executive Committee to collate and expose the current failings of HR Connect and to continue to protect the interests of members whose posts are being lost on the sacrificial pyre of privatisation.

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

Conference instructs the incoming Executive Committee to address issues of staff detriment as have occurred due to the introduction of HR Connect.

## **Composite Motion No 32**

### *Motion No 82 (Branch 27)*

Conference is concerned that since the Northern Ireland Civil Service imposed a limit of 40p per mile for the first 10,000 miles, fuel costs have risen by almost 45 per cent. Civil Servants who use their private vehicles for official mileage are not being properly recompensed.

Conference condemns NICS Management for its' failure to properly address this urgent issue. It accepts that the blame lies completely with Management's intransigence.

Conference therefore calls on the incoming Executive Committee to re-engage Management with added vigour to obtain a satisfactory conclusion to this problem.

### *Motion No 83 (Branch 31)*

This branch condemns the Civil Service's continuing contention that mileage rates should remain unchanged. The justification for this management position is that the cost of purchase and running of a car has virtually remained the same over this past 10 years.

As members will know the cost of fuel has soared by 70% over the past ten years.

We instruct the Executive Committee to undertake a campaign to address the continued exploitation of members who travel to carry out official business.

### *Motion No 84 (Branch 301)*

Conference is appalled that after so many years of campaigning by members at this conference to have travel and subsistence rates increased we are still no further forward. With vast increases in fuel and maintenance costs members feel they are being used by government to facilitate management with subsidising travel. Members feel that the day has now come when this must cease.

Conference calls on the Executive Committee to press the relevant body with great urgency to have this injustice rectified.

## **Comprehensive Motion No 39**

### ***Motion No 85 (Branch 27)***

Conference is extremely concerned about the NI Executive's "Programme for Government" and especially how it will affect the NICS. Conference believes that the cuts in budgets for all NICS departments will have a savage and detrimental effect on all NICS employees and the service to the public.

If this wasn't bad enough Conference is horrified at the continuing increase in the use of public funds in the appointment of Private Consultants.

Conference instructs the incoming Executive Committee to closely monitor all proposed expenditure on Private Consultants and to challenge Management at every opportunity of the waste of this public money being channelled towards the private sector.

### ***Motion No 86 (Branch 38)***

Conference calls on the incoming Group Executive Committee to devise a strategy of opposition to the drastic consequences of the comprehensive spending review on civil service jobs and the service to the public, this strategy to include an effective media campaign to destroy the myth of civil service inefficiency and high sick absences.

### ***Motion No 87 (Branch 150)***

Conference is appalled at the cuts being forced upon departments by government under the comprehensive spending review.

These cuts in funding can mean only one thing, the loss of front line staff posts.

Conference calls on the Executive Committee to ensure that as few as possible of those, or any other posts, are lost.

## **Composite Motion No 44**

### ***Motion No 88 (Branch 42)***

Conference calls on Civil Service Group Executive Committee to continue to campaign against the erosion of alternative working patterns within the civil service and condemn the continued attempts of management to undermine and discriminate against those members who avail of these patterns.

## **Composite Motion No 60**

### ***Motion No 89 (Branch 27)***

Conference is disturbed at the apparent abandonment of internal promotion from AO to EO2 within the NICS in favour of external recruitment and instructs the incoming Executive Committee to address this issue as a matter of urgency.

### ***Motion No 90 (Branch 150)***

Conference condemns managements decision to not hold an internal EOII competition during this current round of promotion boards.

Conference calls on the Executive Committee to press central management side to have this competition reinstated.

## **CATEGORY B**

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

#### ***Motion No 91 (Branch 5)***

Conference condemns the increasing centralisation of civil service functions in Northern Ireland. Conference believes that de-centralisation would help improve both the "Work-Life" balance of civil servants and the service we provide to the public.

## **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 92 (Branch 8)***

Conference calls on the Minister for Social Development to clarify the position of Northern Ireland Civil Servants in the Eastern Business Unit of the Child Support Agency in relation to the retention of their continued employment by the Northern Ireland Civil Service. Conference further calls on the Minister to address endemic problems in the Agency which have been highlighted in Management's own Exit Management Strategy. Principally these include the following:

- 1) poor morale
- 2) heavy workload
- 3) lack of career progression and transfer opportunities,
- 4) difficulties with the computer system.
- 5) poor management attitudes towards staff
- 6) too much emphasis placed on meeting unrealistic targets.

#### ***Motion No 93 (Branch 303)***

Conference is appalled that the pension transfer for former Agricultural Research Institute Northern Ireland staff who moved to Agri Food & BioScience Institute (AFBI) remains unresolved over 24 months after the creation of AFBI. Conference instructs the incoming Executive Committee to urgently resolve the pension transfer with Department of Agriculture and Rural Development.

#### ***Motion No 94 (Branch 303)***

Conference is alarmed about the impact of the Comprehensive Spending Review on Agri Food & BioScience Institute (AFBI). A huge cut in Department of Agriculture and Rural Development grant in aid will arise in possible redundancies in staff if the cuts cannot be funded by other means. Demoralised AFBI members face an uncertain future of many unfilled posts & no options of transfer to the NICS. Conference urges the incoming Executive Committee to investigate and report on the financial crisis facing AFBI.

### *Motion No 95 (Branch 8)*

Conference congratulates the outgoing Civil Service Group Executive, the General Secretary, The Disputes Committee, and the full time officials and Section Office officials who fully supported the staff of the Child Support Agency in their battle to retain NICS terms and conditions.

This centred on an abortive attempt by a hostile local management to alter the statutory holidays, an attempt which was vigorously opposed by the union members based in the agency. Victory was assured as the union presented a well organised united campaign to thwart local and Great Britain management.

## **CATEGORY X**

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

**Motion No 96 is ruled out of order as it is not sufficiently clear as a means of determining policy.**

### *Motion No 96 (Branch 8)*

Conference instructs the Executive Committee to demand the inclusion of expenses in the 2009 pay negotiations.

**Motion No 97 is ruled out of order as it is not in proper motion form.**

### *Motion No 97 (Branch 21)*

Conference, Branch 21 wishes to remind you all here today of the way the Minister of Education is wilfully neglecting the needs and basic rights of her civil servants in the Department of Education, in her headlong rush to split the Department by creating the Educational Skills Authority.

This whole programme is meant to make better use of resources by reducing interfaces and duplication, and allow those savings to be directed to the frontline, i.e. the classroom. Branch 21 has no quarrel with that aim; rather it is the procedure for carrying out that aim. Policy functions are to remain within the Department and operational functions are to be carried out in ESA. We remain highly sceptical of the claim that savings will result and to that end we have pressed for a business case proving the savings. We have asked the Minister and senior management for this business case but they have consistently refused, what have they got to hide.

Conference, whilst this policy affects only those in Education, I would warn you that if we allow it to proceed then this will become the benchmark for the rest of the Northern Ireland Civil Service, under RPA

Those staff in the Department of Education who will move to ESA will no longer be civil servants, and will have no right of return to the NICS.

Conference I would ask you to fully support the motion and give the incoming General Council the mandate to oppose this unjust treatment of staff by the Minister and the Department of Education.

# Northern Ireland Public Service Alliance

## CIVIL SERVICE GROUP

### ANNUAL DELEGATE CONFERENCE

### 2008

The following candidates have been nominated for election at Annual Delegate Conference 2008:-

<i>Candidates's Name</i>	<i>Grade</i>	<i>Candidates's Name</i>	<i>Grade</i>
<b>CHAIRPERSON (1 VOTE)</b>			
Allaway, A	EOI	Dale, P	Mapping & Charting Officer
<b>VICE-CHAIRPERSONS (2 VOTES)</b>			
Dale, P	Mapping & Charting Officer	Smyth, T	EOII
Mulholland, B	FOIII	Toal, J	EOII
Robinson, P	DP		
<b>EXECUTIVE COMMITTEE (19 VOTES)</b>			
Allaway, A	EOI	McKeown, M	DP
Bannon, D	SO	McKinney, R	SO
Captain, E	EO	McNulty, J	EOI
Cardwell, S	EOII	Malone, G	Programme Analyst
<sup>2</sup> Caves, P	Scientific Officer	Moore, B	DP
Collins, L	EOII	Morgan, M	EOII
Crawford, B	EOII	Mossman, S	SPTO
Crawford, J	Insp Gp II	Mulholland, B	FOIII
<sup>1</sup> Crothers, M	SGBI	O'Flaherty, A	AO
Dale, P	Mapping & Charting Officer	Robinson, M	SO
Dummigan, M	SSOII	Robinson, P	DP
Flanagan, C	AO	Robinson, S	AO
Garland, P	AO	Rooney, J	SO
Gates, C	DP	Rooney, M	AO
Higgins, G	Insp Gp I	Smyth, T	EOII
Lilley, J	SO	Stewart, W	AO
Lynn, B	EOII	Toal, J	EOII
McAnallen, M	EOI	<sup>3</sup> Thornbury, J	Sen Instructional Officer
McCloskey, J	EOII	Ward, W	AO
McGinley, P	AO	Wilson, R	AO
McGrath, G	EOII	Wright, T	DP
McKeating, K	AO		

- 1 Elected by virtue of Rule 29(b) of the Civil Service Group Constitution
- 2 Elected by virtue of Rule 29(e) of the Civil Service Group Constitution
- 3 Elected by virtue of Rule 29(f) of the Civil Service Group Constitution

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