

30th CSP ANNUAL REPRESENTATIVE CONFERENCE 2019

MONDAY 3 & TUESDAY 4 JUNE
MIDLAND HOTEL: 16 PETER STREET, MANCHESTER M60 2DS

BRIEFING FOR MEMBERS NEW TO ARC

PROVISIONAL PROGRAMME

Monday 3 June 2018

11.30pm Training session
12.30pm Lunch
1.30pm ARC commences
5.45pm Conference closes
6.00pm Fringe meetings
8.00pm Dinner and social event

Tuesday 4 June 2018

9.00am ARC recommences
12.30pm Lunch & Fringe meetings
3.30pm Close of Conference and depart

1. ARC OBJECTIVES

1.1 ARC offers members the opportunity to learn about key issues relating to:

Current and future health policies
Education and research
Ethical issues
Industrial relations
Professional practice
Social policy

1.2 By attending ARC you will have the opportunity to enhance your understanding of:

- a. what issues are important and relevant to CSP members, the services they offer and to the health and wellbeing of the community;
- b. important changes in health and social policies within the wider political context of the four countries of the UK;
- c. issues which concern members as moral and ethical agents outside of their professional responsibilities;
- d. the structure of the profession and the ways in which the CSP and CSP members influence the wider world; and
- e. the inter-relationship between ARC, Council and its committees.

1.3 By participating in ARC you will be able to:

- a. network with your peers, including stewards, clinical interest and occupational group members;
- b. actively engage with the democratic / governance processes of the CSP and experience how ARC can influence the work of the CSP;
- c. express views on, and influence, the direction the CSP takes in relation to professional and employment issues (including the wider trade union agenda); and

- d. help shape the decisions made by your professional body about how the profession might meet the future needs of service users through the design and service delivery of health and wellbeing services across the UK;
- e. develop evidence of your CPD for inclusion in your portfolio.

2. MOTIONS

2.1 *What is a Motion?*

A Motion is a statement, viewpoint or idea, either suggesting a change to current policy or proposing a new policy or action for the CSP Council to consider. Motions are proposed by CSP groups and networks (see 2.2 below) to be debated and voted on at ARC.

2.2 *Who can submit Motions?*

- a. The ARC Constitution allows the following CSP groups and networks to submit motions:

Associates	Professional Networks
Country Boards	Regional Networks
Equality & Diversity networks	Retirement Group network
National Group of Regional Safety Reps	Stewards' regional groups
National Group of Regional Stewards	Students

- b. These recognised groups may submit up to **THREE** motions each.

2.3 *How are Motions proposed and submitted?*

- a. Motions should be discussed with your group or network and agreed by the Chair of the group before being submitted online.
- b. Priority will be given to motions on topics relating to the CSP's core objectives as set out in the CSP Corporate Strategy and particularly those which propose the development of the profession as a whole.
- c. Please read the following documents on the ARC webpage before submitting your motion: www.csp.org.uk/ARC2019:
 - *Criteria for the Acceptance of Motions;*
 - *Guidelines on Writing Motions;*
 - *Advice on matching your motions to the CSP strategic objectives; and*
 - *Motions debated at ARC in 2017 and 2018.*
- b. Complete the Motion submission online: <https://www.csp.org.uk/content/arc-motion-submission>

2.4 *What happens after Motions are submitted?*

The Agenda Committee will consider each motion submitted before the deadline and will decide to: reject it; ask for it to be reworded or composited (see 2.5 below); or approve it to be placed on the Conference Agenda.

2.5 *What does it mean to composite a Motion?*

It means to combine two or more similar motions. The Agenda Committee will ask originators of motions on overlapping subjects to negotiate between themselves to resubmit a composite motion. Contact names and numbers for the other originators will be provided. **Proposing groups should be ready to respond quickly if asked to composite their motion with another group.**

2.6 *What happens if our group disagrees with the Agenda Committee's decision?*

Groups can **appeal** against the decision of Agenda Committee to reword a motion or composite it with another motion – this is called a “Reference Back” in the ARC Constitution. This must be done in writing to the Agenda Committee - information on how to do this will be sent when you are notified of the status of your motion.

2.7 *What happens to Motions accepted by the Agenda Committee?*

Motions accepted by the Agenda Committee are included on the Conference Agenda for debate and published on the CSP website on Friday 10 May for all members to review and discuss. It is the responsibility of the submitting group to find one of their members to propose their motions at ARC itself and also to find a CSP member from a different group or network to second their motions.

2.8 *What if our group wants to amend the wording of another group's Motion?*

Any group can propose an amendment to another group's motion. The amendment should be sent to: arcmotion@csp.org.uk by 12 noon on Monday 20 May.

3. WHO CAN ATTEND ARC?

3.1 The groups shown below select representatives to attend ARC. The maximum number of voting representatives at Conference is 300 plus two from each of the Network Groups, elected as follows:

- a. 39 representatives will be nominated by Country Boards, Regional Networks and Branches: each Country Board or Regional Network will be responsible for the allocation and nomination of branch representatives. **Each nomination must be agreed by the Chair of the relevant Country Board/English Regional Network.**
- b. 73 representatives from Professional Networks will be nominated by the Professional Networks. Nominations and reserves will be held by a nominated Administrator in the CSP Practice & Development Directorate. **Each nomination must be agreed by the Chair of the relevant Professional Network.**
- c. 135 stewards and safety representatives will be nominated by Stewards & Safety Representatives. Nominations and reserves will be held by the Chair of the NGRS. **Each nomination must be agreed by a Regional Steward.**
- d. 30 student representatives will be nominated by the Student Executive Committee or its equivalent (SEC). Nominations and reserves will be held by the CSP Students Officer and **must be agreed by the Chair of the SEC.**

- e. Associate representatives may nominate themselves. Nominations and reserves will be held by the CSP Physiotherapy Associates Officer and **must be agreed by the Chair.**
 - f. Two representatives will be nominated from each of the Equality & Diversity network groups and the retirement network group.
- 3.2 All groups are encouraged to use their full allocation of nominations, and to make reserve nominations to form a reserve list in case too few applications be received. If more reserve nominations are received than there are unused seats available, representatives will be selected from the list on a random basis on 5 May 2019. In past years, all names on the reserve list have been allocated places, so it is in the interest of all groups to use this facility.
- 3.3 Registration will be online via the CSP website. Any 2019 subscribing member of the Society who is a *bona fide* member of the nominating group is eligible to be a representative of that group.
- 3.4 Those chosen as representatives should preferably be available to attend for the whole of the Conference.
- 3.5 If a seat is being shared between two representatives, this must be made clear on the application form – only one pack of information and one voting card will be issued. All changes to registered representatives must be notified to the Chief Executive's Office in writing when they occur.

4. **WHAT DOES IT MEAN TO BE A REPRESENTATIVE OR DELEGATE?**

- 4.1 If you are nominated by your group or network to come to ARC, you are a **representative** of that group but you attend ARC as a delegate.
- 4.2 This means you should canvass the opinions of your colleagues but you have the right to listen to the debate at ARC and make up your own mind on how to vote.
- 4.3 You are *not* mandated as trade union delegates can be at the TUC Congress where they are tied to voting as instructed prior to the conference.
- 4.4 You should therefore listen carefully to all debates before deciding how to vote but bear in mind that the ARC is an advisory body to Council.
- 4.5 ARC gives all members an opportunity to express their opinions through nominated representatives. ARC makes recommendations to Council, who can take its advice or not, as it thinks appropriate. Council's views and actions taken on ARC's resolutions are published in Frontline and on the website.

5. **WHAT'S INCLUDED FOR ARC REPS/DELEGATES?**

- 5.1 Overnight accommodation on Day 1 will be booked on your behalf following requirements specified on the online registration form.
- 5.2 The package for nominated representatives includes: lunch, afternoon tea, dinner* on Day 1 and breakfast, lunch and afternoon tea on Day 2.
- 5.3 *There will be a formal dinner on Day 1 including a social event and Rep of the Year Awards. All delegates are expected to attend the formal dinner: no other expenses will be reimbursed if delegates choose not to attend.

5.4 Please note that the costs of late cancellation of accommodation will be passed on to representatives, unless there are exceptional circumstances, at the discretion of the Chief Executive. Please let the Events Team know as soon as possible if you are willing to share a room to help keep costs down.

6. TRAVEL

6.1 The CSP will cover reasonable expenses for travel of nominated representatives, so you should read the policy on expenses so that you do not find yourself out of pocket.

6.2 Any exceptional arrangements for accommodation and/or travel must be agreed with the Chief Executive's Office prior to Conference and in advance of booking.

6.3 Rail travel **must** be booked through www.csp.org.uk/thetrainline using the trainline code published on the ARC webpage. You may book up to three months in advance, ie from 3 March, and you are encouraged to book your travel in good time to get the best possible deals, ideally between 8 and 12 weeks.

6.4 Unless you are travelling from Northern Ireland or the Channel Islands, flights may only must be booked through the CSP's travel agent, Chelsea Travel Management (CTM), or direct through low cost airlines. Any other representative who needs to travel by air must contact the Chief Executive's office before making a booking, or travel claim expenses will not be paid.

7. EXPENSES

7.1 You are responsible for paying any additional expenses incurred in your hotel before departure. **Please read the notes on the Members' Claim Form very carefully** – expenses will only be reimbursed strictly in accordance with the policy.

7.2 If you have accommodation booked in Manchester, it is your responsibility to advise the hotel directly of any changes. **The CSP will pass on any charges incurred if a reservation is not taken up.**

8. TRAINING FOR ARC REPS

8.1 If you are new to ARC or just want a refresher about conference procedures, terminology, debating of motions and ARC Standing Orders, you should attend the "Everything you wanted to know about ARC" training session before the official start of the conference.

8.2 This will take place from 11:30 to 12:30 on Monday 3 June at ARC. If you want to attend, please email: arcmotion@csp.org.uk

9. WHO ORGANISES ARC, AND HOW CAN I GET INVOLVED?

9.1 The Agenda Committee oversees the organisation and procedures of ARC. It comprises the following representatives, who are elected in alternate years by their group's representatives at ARC (apart from the Chair and Vice-Chair):

- Chair and Vice-Chair of Council (who will chair the Conference)
- one representative each from:

Associates:

Louise Wright

Country Boards and Regional Networks: Patricia McNally
Professional Networks: Caroline Griffiths
Stewards & Safety Representatives: Michelle Slack
Students: Matthew Hughes

- CSP staff who are also involved in the Agenda Committee:
Natalie Beswetherick, Director of Practice & Development
Jo Hampton, Head of Governance
Karen Middleton, Chief Executive
Elaine Sparkes, Assistant Director, ERUS
Louise Walker, Head of Training, ERUS
Rob Yeldham, Director of Strategy, Policy & Engagement

9.2 You can help by publicising ARC to members. We would like as many members as possible to take part in ARC 2019 by proposing a motion, being a representative or making sure that their views on the subjects to be debated are known by their representative. Please remind members that they are eligible to attend and take part in the debate even though voting rights are restricted to nominated representatives.

9.3 This is every member's opportunity to share their views with other members, representatives and Council Members on what the CSP should be doing, so please make sure that as many members as possible are aware of the contents of this pack. Please also make sure that your nominated representatives have a copy. A summary timetable of important dates is included in Paragraph 10 below to make you aware of the deadlines.

9.4. Your group might wish to invite someone who has previously attended Conference to speak to a meeting. This could be a member from your own or a neighbouring Regional Network/Country Board, a representative of a Professional Network or your regional steward group, or a member of CSP staff. If you would like a CSP staff member to speak, please contact Fiona Downes in the Governance Team and appropriate arrangements will be made. The more members who take part in Conference, the more successful it will be.

10. SUMMARY TIMETABLE

Friday 1 March	Online registration for ARC delegates opens
12 noon on Monday 4 March	Deadline to submit ARC Motions and Fringe Meeting proposals
Wednesday 20 March	Agenda Committee to consider 2019 Motions for the first time
12 noon on Monday 16 April	Deadline for receipt of appeals, reworded and composite motions.
Wednesday 1 May	Deadline to agree any exceptional travel arrangements with the CEO's office.
Thursday 2 May	Agenda Committee to agree final Motions & ARC Agenda
Friday 10 May	Motions approved for debate published on CSP website
12 noon on Monday 20 May	Deadline for Amendments and Emergency Motions arising since 4 March
Sunday 2 June	Deadline for Emergency Motions arising since 20 May.

11. CONTACTS

11.1 Accommodation and Conference queries:

Accommodation and housekeeping arrangements at ARC (including special requirements such as dietary preferences, meeting rooms for fringe meetings, etc), attendance lists, badges.

Mary Warway, Events Team: 020 7306 6662; warwaym@csp.org.uk

11.2 Conference procedures, travel expenses, agenda, motions & general queries

Fiona Downes, Governance Team: 020 7306 6158; downesf@csp.org.uk

February 2019