

# **REVIEW OF CSP ANNUAL REPRESENTATIVE CONFERENCE (ARC)**

## **BRIEFING AND FREQUENTLY ASKED QUESTIONS**

### **1. Introduction**

2019 marks the 30th CSP Annual Representative Conference, with it having taken place every year but one since it started in 1988. ARC brings together representatives from all the main CSP member networks and groups to debate current issues of importance. ARC is advisory to CSP Council.

Over the last year, a group of CSP members, led by Vice-Chair of Council, Claire Ardito, has been conducting a review of ARC. This group has undertaken the review on behalf of the ARC Agenda Committee and CSP Council. Its recommendations have been agreed and welcomed by both Council and Agenda Committee and are now being put to ARC itself for a final decision.

### **2. Why undertake a review of ARC?**

CSP Council and ARC Agenda committee decided to review ARC for a few reasons, including:

- Falling attendance at ARC, particularly amongst some representative groups, including associate members and professional networks
- Frustration that the criteria for ARC motions being accepted were too restrictive and were limiting topics of debate and meaning debates on 'big issues of the day' were missing from the ARC agenda
- Views that ARC could be a more effective means of member engagement with CSP Council than is currently the case
- The fact that it would be good practice to review any event to ensure it was effective and fit for purpose after such a long period of very little review and change

### **3. What were the aims of the review?**

The continuation of a CSP representative conference was a given and the aim of the review was to ensure that ARC was fit for the future and working as well as possible.

### **4. What is the purpose of ARC?**

The Review group reviewed the purpose of ARC and reiterated that it is:

- to advise and inform CSP Council on relevant policy and other matters
- engagement between the CSP and its members
- to promote the profession and its development and to play a part in driving that forward

In addition, the following benefits for representatives attending were identified:

- networking amongst attendees
- peer support amongst attendees

- personal development for attendees.

## **5. Who undertook the Review?**

The ARC Agenda Committee asked Vice-Chair of Council, Claire Arditto, to chair the ARC Review group on their behalf. The core group also included member representatives from the National Group of Regional Stewards; regional networks; associate members; student members; and professional networks.

This group also held a larger workshop to discuss the proposals for change, that included wider representatives from the Country Boards, regional networks; diversity networks; and the Chair of CSP Council, Alex Mackenzie. The member review group was supported by a number of CSP staff led by Director of Employment Relations and Union Services, Claire Sullivan.

## **6. What is the ARC Agenda Committee?**

The ARC Agenda Committee (AAC) is the elected committee of members that is responsible for arrangements for ARC. The committee performs a number of functions, including:

- Consideration of motions submitted for debate - whether they are in order and should be accepted for debate at ARC, whether they need some modifications, whether they are out of order and should not be accepted for debate
- Consideration of requests for fringe meetings to take place at ARC
- Whether external speakers should be invited to address ARC and, if so, whom
- Consideration of any changes needed to the constitution (rules) of ARC
- Consideration of the evaluation feedback from ARC.

The committee members are elected at ARC and by ARC and reflect the main groups that can nominate representatives to attend ARC - including stewards and safety reps; students; associate members; professional networks; regional networks and Country Boards.

## **7. How did the group conduct the Review?**

The ARC Review group held a number of meetings plus a wider workshop and members of the group were also encouraged to discuss the review as widely as possible with members of their representative group. As well as considering various elements of feedback both from members who had attended ARC and from members who hadn't ever engaged with ARC, the group considered a range of other information. This included:

- Attendance numbers by representative group over the last 5 years
- Numbers of motions submitted to ARC by category - for example, professional, clinical, employment-related, other
- Numbers of motions submitted and numbers accepted or rejected by the ARC Agenda Committee

- Information from a variety of other trade unions and professional bodies about their conferences, their format, status, frequency etc.

## 8. Are some things to do with ARC staying the same?

Yes. The Review group concluded that a lot of things about ARC were working well and didn't need to be change. These elements include:

- **Frequency:** ARC should remain annual in frequency
- **Timing:** the timing of ARC within the year should remain a matter for the ARC Agenda Committee. The group noted that ARC would be moving to the early summer (June) for the first time in 2019 and that it would be logical to assess the impact of this change before considering any further changes
- **Duration:** the duration of ARC should remain broadly unchanged, taking place during the week, starting late morning on Day 1 and finishing mid-late afternoon on Day 2
- **Location:** the location of ARC should continue to be a matter for Agenda Committee and take account of venue suitability and the cost-effectiveness of having longer-term contracts with particular venue providers.
- **Status:** the group considered a range of issues relating to the status of decisions taken at ARC, including information gathered from other unions about their conferences. The group concluded that the current status of ARC as advisory to CSP Council was the correct one and should not be changed. It was noted, however, that there were also significant opportunities for ARC to be more effective in terms of member engagement with the CSP and this is integral to a number of the recommendations for change
- **Rep of the Year Awards:** it was agreed that the Rep of the Year Awards are a good fit with ARC and should be held there each year
- **Electronic voting:** it was agreed that the introduction of this had been popular, efficient and effective and should be continued
- **Fringe meetings:** an active and varied range of fringe meetings are an excellent opportunity to supplement the formal business of ARC and should continue to be encouraged in the future

## 9. What changes are being proposed?

The overall conclusion of the review is that there should be greater flexibility available to the ARC Agenda Committee as to exactly what ARC 'looks like' in terms of format from year to year, depending on CSP member/CSP priorities at any given time. As a result there was a desire from the Review group to give Agenda Committee a bigger and more flexible 'toolkit' to use when planning ARC each year.

The overall objective is to achieve greater engagement between ARC and CSP Council on policy and other matters of interest and relevance and to ensure that 'big issues of the day' can be discussed and debated at ARC, notwithstanding the fact that these will often be areas in which the CSP is already undertaking work.

## 10. What might this 'look like' in terms of the specifics?

The above overall aim has led to a number of specific recommendations for change:

- i. **There should be a larger Agenda Committee, including the current members elected at ARC plus a small number of additional members who apply for the role and would be appointed by Council.** This somewhat larger member committee is proposed in recognition of a greater role for the committee in future under the new proposals. The membership would comprise those members elected at ARC in the same way as is currently the case. This group would be supplemented by four additional members appointed by Council through the same nomination process as for the other CSP committees.
- ii. **The number of motions each representative group can put to ARC should be reduced to a maximum of two.** All nominating groups can currently submit three motions to ARC. However, a considerable number of those submitted are currently rejected as not being in order. Although this brings the total number accepted for debate down to a manageable number within the available time, it understandably leads to frustration and has a negative impact on future engagement with ARC. In addition, feedback from many representative groups indicates that they struggle to identify three relevant motions but feel they should use all of the three they have been allotted. There are also some representative groups who do not submit any motions and the Review group is keen to achieve greater engagement with ARC in the future across all member groups.
- iii. **The total number of representatives attending ARC should be reduced from 300 to 250.** The current ARC Constitution provides for 300 representatives to attend. However, throughout the 30 year history of ARC this hasn't been reflected in actual attendance numbers. Over the past 5 years, the highest attendance was 219 and the lowest 168. It is therefore proposed that the number of representatives within the Constitution should be changed to a total of 250. This would more closely reflect reality while still providing for a significant expansion in attendance in comparison with current figures, which would hopefully result from broader engagement with ARC in the future. The proportions allotted to each member group within the total would remain the same.
- iv. **The format of ARC should be more flexible, allowing Agenda Committee more freedom to ensure ARC's effectiveness. Critically, the formats used should facilitate greater engagement between ARC, ARC representatives and CSP Council and Council members.**

A variety of approaches could be chosen by Agenda Committee to achieve this, including:

- a. **Use of strategic 'themes'/focus when relevant.** Agenda Committee, which is chaired by the Chair of Council, could invite motions to be submitted on themes that relate to critical issues that CSP Council will need to consider and make decisions on in the coming period, and to the overall CSP corporate strategy. The number of themes would be likely to vary from year to year and on occasions Agenda Committee might decide that themes are not required.

- b. **Fewer and less restrictive criteria for motions.** It is likely that no additional 'criteria' would be required for assessment of motions others than their relevance to the over-arching CSP strategy, as set by CSP Council every 3-5 years.
- c. **Other critical issues for consideration.** In years where key themes were agreed, there would also be provision for debate of other critical issues that would otherwise be at risk of exclusion
- d. **'Composited' broader motions.** There should be greater 'compositing' (grouping) of motions and/or use of group debates, allowing for broader decision-making and enabling a greater number of motions to be considered and ensuring greater impact
- e. **Use of a range of formats.** A wider range of formats should be available in addition to the current motion-based debates. Formats would vary from year to year with the subject matter of the themes. This is already in use to some extent - for example, inviting external speakers and holding panel sessions - but should be used to a greater extent and greater effect and should also have the specific aim of closer engagement between ARC and CSP Council and Council members
- f. **Examples of formats.** Such formats would include panel debates; Oxford-style debates; external speakers; small workshops chaired by Council members; Q+A sessions; and 'rapid voting' sessions for issues on which it is anticipated there is widespread consensus
- g. **Opinion polling.** Electronic voting should be retained at ARC. In addition, the system should be used throughout ARC for 'opinion polling' amongst those attending, as well as for voting on motions

## 11. What might this mean in practice? It's hard to envisage

The attached flowcharts have been drafted as a sample/illustration of how the above might work in practice. The flowchart covers how things might take place before ARC, at and during ARC, and after ARC. Please note that this is a sample for illustrative purposes only, rather than a prescriptive 'recipe'.

## 12. Are there any issues not covered by the recommendations?

There is one further issue which has been raised in the review but on which no conclusion has yet been reached. As you may know, the CSP's Annual General Meeting currently takes place each year during PhysiotherapyUK. It has been suggested that, if the ARC Review proposals are adopted, the AGM might be a better fit with ARC and that attendance at it might also be higher as they are both elements of the CSP's overall governance by members. The Review group, Agenda Committee and CSP Council all felt this was an interesting and positive idea and should be explored further. It was decided, however, to defer further consideration and a decision on this until after ARC 2021. This is because, if the Review proposals are agreed, the changes should be given 2-3 years to 'bed in' and to ensure that timings would allow for the AGM to be incorporated

## 13. What happens next?

The ARC Review proposals have now been agreed and welcomed by both the ARC Agenda Committee and CSP Council. This means that the proposals now need

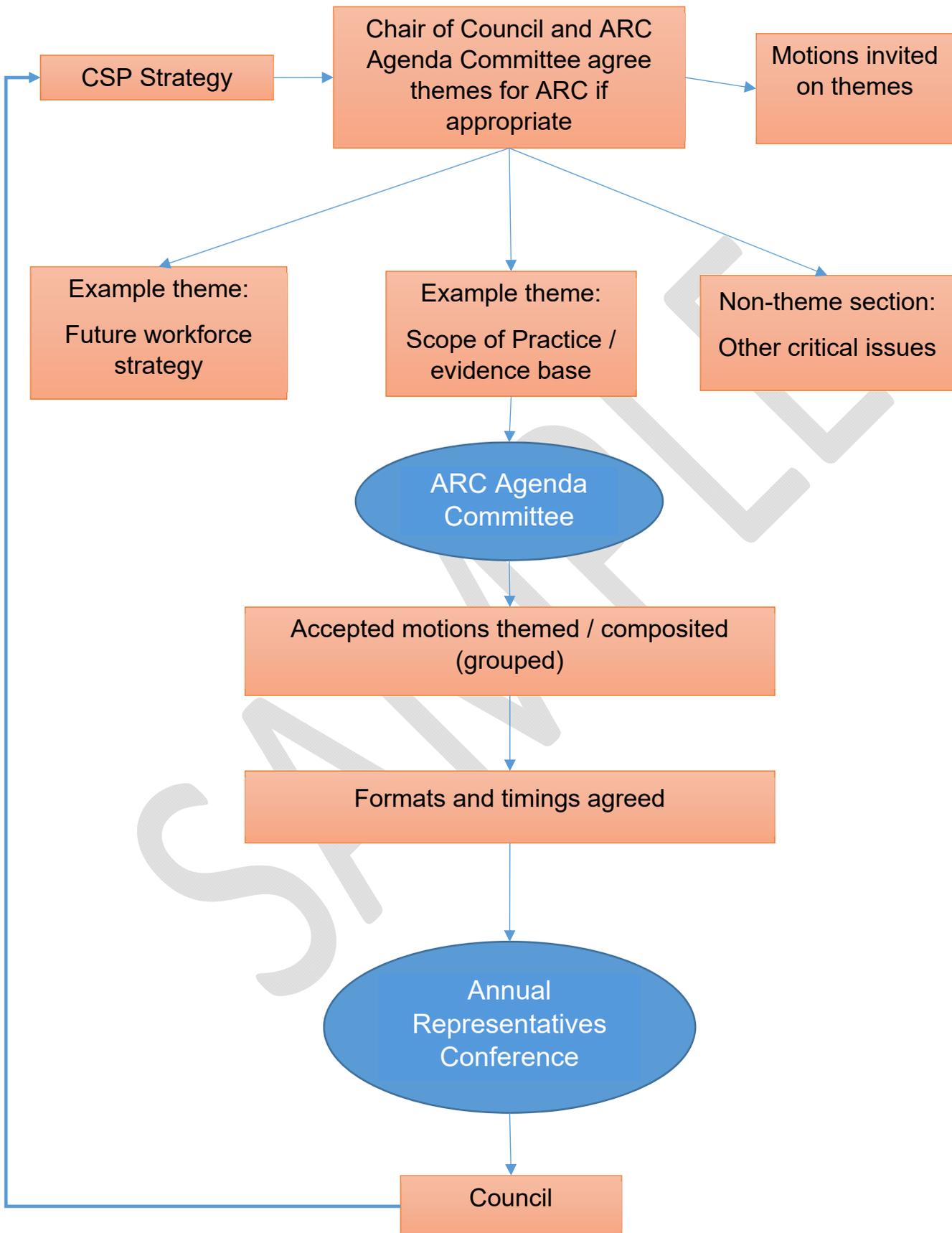
to be discussed and voted on by ARC 2019, with a view to them being adopted from ARC 2020 if agreed.

At ARC 2019, the proposals will be outlined by members of the ARC Review group on the first day of ARC, following which there will be a question and answer session where all ARC attendees will have the opportunity to ask further questions, make comments, or raise any concerns. Attendees will also be able to have informal discussions with members of the ARC Review Group, Agenda Committee and CSP Council later that day and during the evening.

On the second day of ARC, representatives will be asked to vote on whether or not to accept the proposals.

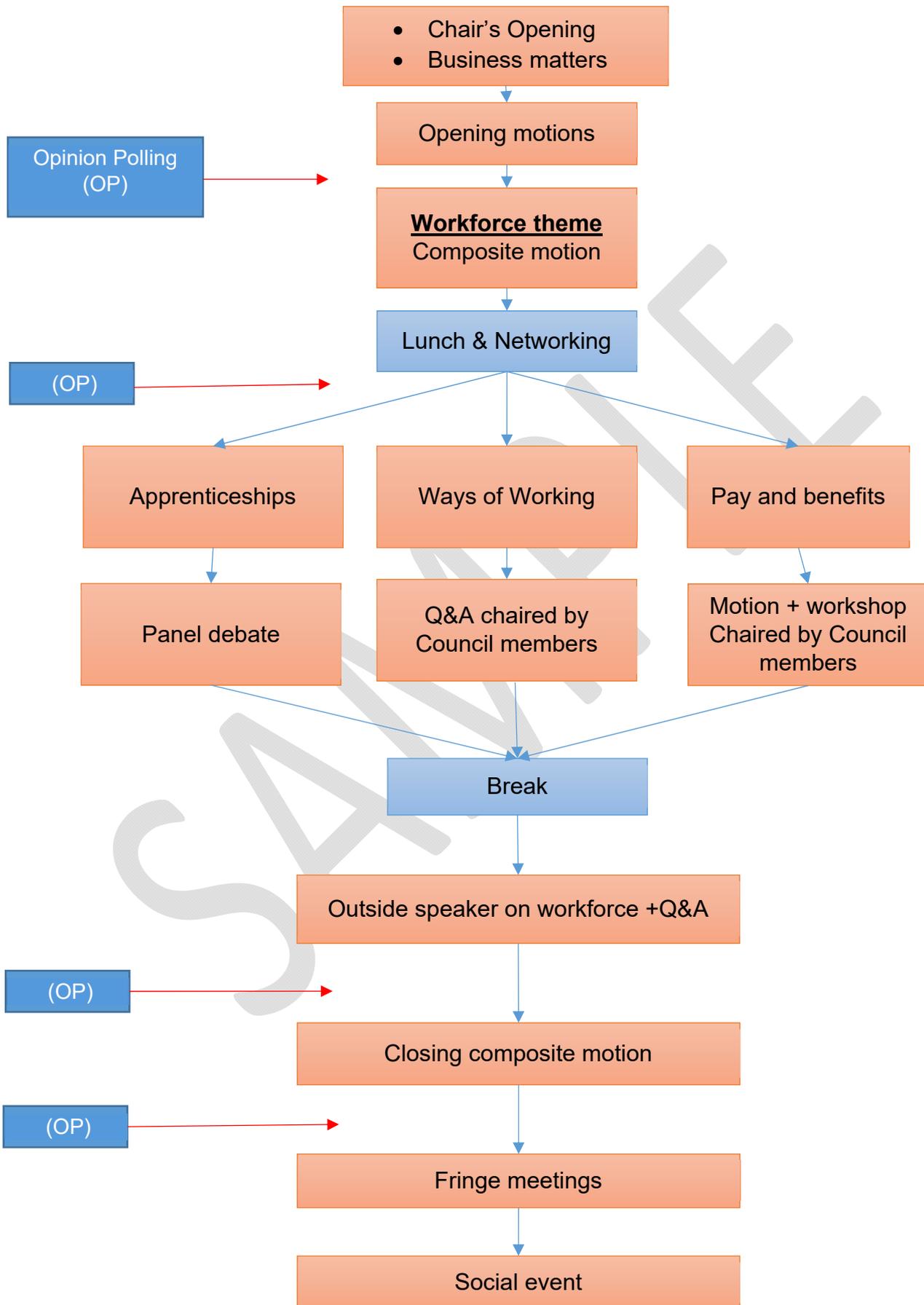
*ARC Review Group*  
*28 May 2019*

# Before ARC



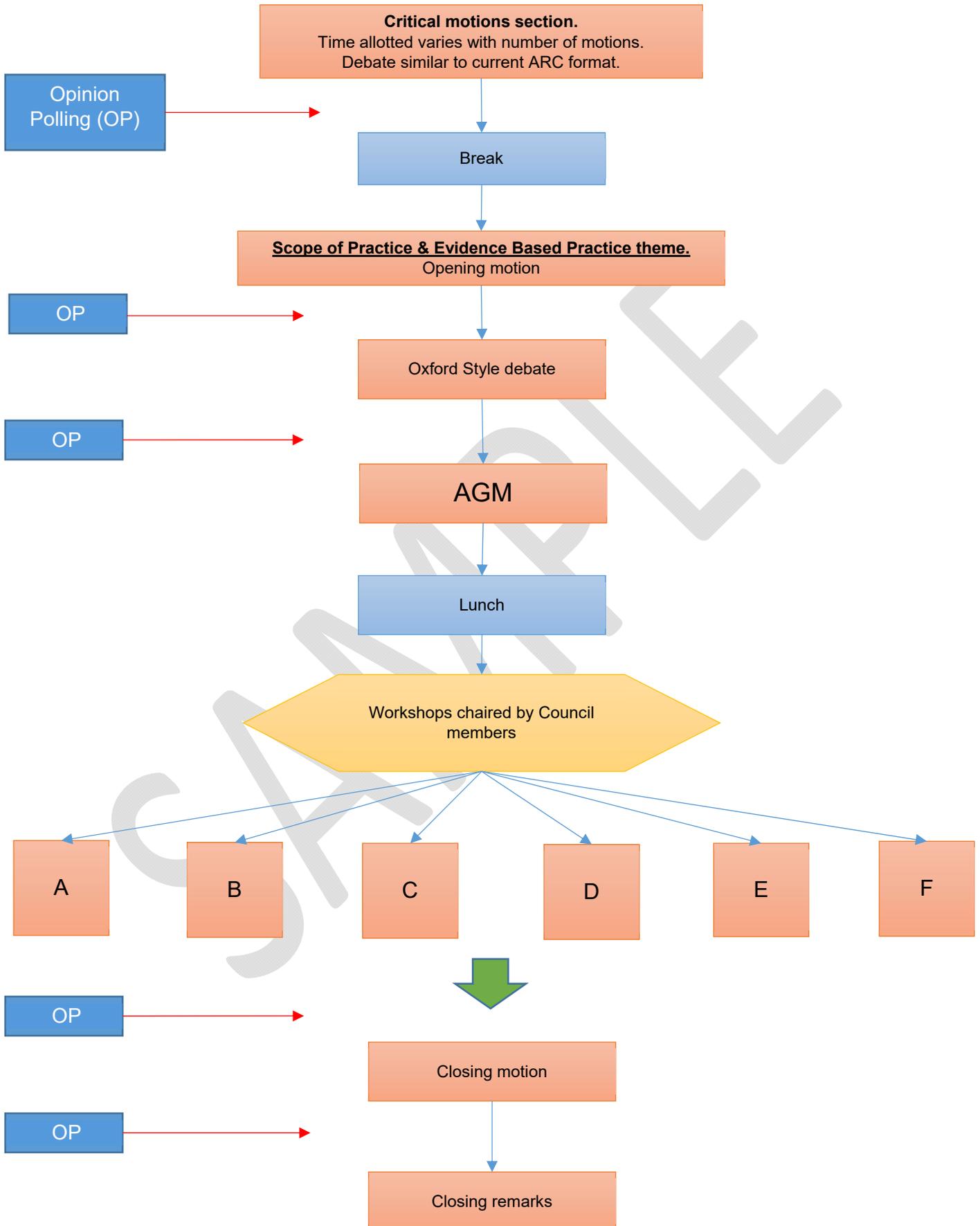
DAY 1  
SAMPLE AGENDA

At ARC



DAY 2  
SAMPLE AGENDA

At ARC



# After ARC

