

# CSP VIRTUAL ANNUAL REPRESENTATIVE CONFERENCE (vARC) 2021 GUIDELINES ON WRITING MOTIONS

## 1. What are Motions?

Motions are formal proposals that are debated and voted on at ARC. Motions passed and accepted by ARC become resolutions and the policy of the Conference. Motions therefore need to be worded clearly. As ARC is an advisory body to the CSP's elected Council, ARC resolutions are not automatically mandatory on Council, which can decide to accept or reject them.

## 2. Who can submit Motions?

Any CSP group listed in the ARC Constitution can submit up to 2 motions. These are:

- a. Associates;
- b. Country Boards;
- c. Diversity network groups;
- d. National Group of Regional Safety Representatives;
- e. National Group of Regional Stewards;
- f. Professional Networks;
- g. Regional Networks;
- h. Retirement network group;
- i. Stewards Regional Groups;
- j. Student Reference Group.

Safety Representatives Regional Groups will liaise with their Steward Regional Group equivalent if they want to submit a motion, in line with 4i above. These groups will then agree a maximum of 2 motions to be submitted as appropriate.

## 3. Writing Motions

'**Workforce**' is the theme for the **2021** virtual Annual Representative Conference (vARC) which addresses many key issues members face including work conditions, staffing levels, funding, student placements, mental health and diversity.

When writing your motion, make sure it is:

- a. *topical, accurate and concise*

Motions may be rejected by the Agenda Committee if they repeat existing policy of previous work so choose issues that are current and new. Check the motions debated at the 2019 conference before submitting your motion (These are available on the webpage [www.csp.org.uk/arc](http://www.csp.org.uk/arc))

Also check the CSP website to see what the CSP achieved in 2020, what is planned for 2021 and where more information is available – so motions can be submitted with

this background. Look out for the following documents:

The CSP strategy: [www.csp.org.uk/csp-strategy](http://www.csp.org.uk/csp-strategy).

ERUS activity in 2020 <https://www.csp.org.uk/news/2020-12-17-ten-things-csp-did-workplace-2020>.

Each edition of Frontline also contains a section entitled, 'In the workplace'. You can go through the Frontline archive on the website and click on that section in that issue.

Motions are rejected if the Agenda Committee considers that they relate to issues that are better pursued via other forums.

*b. likely to prompt good debate*

Be original - conferences need exciting debates - even if your motion fails, it can still offer the conference a valuable perspective.

*c. comprehensible and logical*

Include a proposal of action and indicate who is to take this action. Your motion is more likely to be chosen if it comes with a call for a clear action that the CSP/Council can take forward. It also helps to include a timescale.

Be concise and clear - write in plain English, explain any abbreviations and do not exceed 200 words.

## **4. Do's and Don'ts**

### *4.1 Do*

Ask for help if you're struggling - the Agenda Committee is there to assist you, so send through your ideas and questions - it's what they are there for.

Chair – Alex MacKenzie

Vice-Chair – Claire Arditto

Associates – Louise Wright

Country Boards & Regional Networks - Patricia McNally

Professional Networks – Caroline Griffiths

Stewards & Safety Reps - Michelle Slack

Students – Matthew Hughes

BAME Co-opted Member – Marina Laurie

Appointed by CSP Council – Lorraine Allchurch, Rebecca Knowles, Julia Prince

For more help writing motions you can also contact the following officers:

Louise Walker, Head of Training, ERUS: 020 7306 1117 / [walkerl@csp.org.uk](mailto:walkerl@csp.org.uk)

Amanda Thompson, Governance Officer: 020 7306 6642 / [thompsona@csp.org.uk](mailto:thompsona@csp.org.uk)

### *4.2 Don't*

Write long, verbose motions or be repetitive or vague.

## **5. Examples of writing a motion**

### 5.1 Motion Example 1:

*“The CSP should ensure all hospitals provide a crèche facility.”*

This is poorly worded for the following reasons:

- It is a statement and therefore not actually asking for anything
- The CSP cannot ‘ensure’ this as it is outside its powers.
- There are no timescales given.
- There are no reasons provided.

The following shows how this statement can be turned into a motion:

Motion start:	This Conference believes/demands/request that
Action by whom:	the CSP
What action:	should work with other trade unions and professional organisations to campaign strongly for the provision of crèche facilities in hospitals
When:	immediately
What reason:	particularly in view of the staffing crisis and the need to retain staff following maternity leave.

### 5.2 Motion Example 2:

*“Physiotherapists are being affected by the current financial cuts and difficult economic climate. This means patient services are often worse and we have to work with fewer physiotherapists but with the same caseload. We still also have to take students and attend the same number of meetings. We should highlight any cuts to our services and promote the value of physiotherapy.”*

This is poorly worded because:

- It is not clear *who* should take the action.
- It is not clear *what action* it is asking for. Highlighting the cuts locally or nationally?
- What does highlight mean? *How?*
- The focus of the motion is also unclear. Is the motion concerned with cuts or promoting physiotherapy – what is the key focus – or is it both?

The following example shows how this can be turned into a motion, using a different order to the first example.

Motion start:	This Conference is extremely concerned by
What reason:	the detrimental impact the current financial cuts are having on services across the NHS. Within physiotherapy there is increasing evidence of patient care being affected through increased waiting lists and fewer treatment sessions
Action by whom:	This Conference therefore calls on the CSP to
What action and When:	a. Campaign immediately with other organisations to lobby the government to protect NHS funding; and b. Continue to promote the value of physiotherapy at all levels to help ensure it is not considered an easy target for cuts.

## 6. Amendments to Motions

Motions approved by the Agenda Committee will be published on **Monday 17 May 2021**. At this stage, all groups have the opportunity to review the motions and decide if they want to submit an amendment to another group's motion. This should be an alternative or addition to the original motion and should not distort or contradict it. The amendment should be submitted to [arcmotion@csp.org.uk](mailto:arcmotion@csp.org.uk) by **12 noon on Monday 24 May** and copied to the proposing group.

If the mover of the original motion accepts the amendment, it becomes part of the main motion, and goes forward to ARC as amended. If the amendment is not accepted, both the amendment and the original motion will be debated and voted on separately at ARC.

***It is the amending group's responsibility*** to find out whether the movers of the original motion have accepted their amendment and confirm this to the Agenda Committee when submitting it. The group proposing the amendment becomes the seconder of the substantive motion as amended.

## 7. Emergency Motions

An emergency motion deals with business that has arisen since the final date for submission of motions, so between **8 March and 17 May 2021**. Emergency Motions must be submitted in writing by e-mail to [arcmotion@csp.org.uk](mailto:arcmotion@csp.org.uk) by noon on **Monday 24 May 2020**.

After that date, emergency motions should deal only with business that has arisen between **24 May – 7 June 2021**. They will only be accepted by the Agenda Committee if:

- it considers them to be of significant importance;
- there has been no delay in notifying them; and
- there is time for them to be circulated to representatives with due time for their consideration.

Emergency Motions must be submitted in writing by e-mail to [arcmotion@csp.org.uk](mailto:arcmotion@csp.org.uk) before Monday 7 June 2021.

*January 2021*