

CSP ANNUAL REPRESENTATIVE CONFERENCE 2023 GUIDELINES ON WRITING MOTIONS

1. What are Motions?

Motions are formal proposals that are debated and voted on at Annual Representative Conference (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. Council 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 group;
- 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 Stewards Regional Group equivalent if they want to submit a motion, in line with 2i above. These groups will then agree a maximum of 2 motions to be submitted as appropriate.

3. Writing Motions

'Future of the workforce – sustainability of the profession' is the theme for the **2023** Annual Representative Conference (ARC) which addresses many key issues members face including work conditions, staffing levels, funding, student placements, mental health and diversity.

There are Criteria for Accepting Motions which must be followed:

<https://www.csp.org.uk/documents/criteria-accepting-motions-0>

This document provides additional guidance. 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 or

previous work so choose issues that are current and new. Check the motions debated at the previous conference before submitting your motion (These are available on the webpage www.csp.org.uk/arc).

Also check the CSP website to see what the CSP achieved in 2021-22, what is planned for 2023 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.

Workplace roundup in 2022: <https://www.csp.org.uk/news/2022-12-22-union-action-what-csp-did-members-2022>

Impact Report for 2021:

https://www.csp.org.uk/system/files/frontline/2022/Frontline_Members%20benefit_impact%20report_SEP_2022%20%281%29.pdf

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.

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. clear and logical

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

d. Include a proposal of action and indicate who is to take this action.

Your motion needs to include a call for a clear action that the CSP/Council can take forward. It also helps to include a timescale.

4. Discussion Items

This year the Agenda Committee has also provided the option of submitting discussion items. Use this option, instead of a motion, if your group wishes to speak on a particular matter, and to hear the contributions of other delegates, but your group is not requesting that CSP take any new actions, or to change policy. Whilst consideration of these discussion items will be at the discretion of the Agenda Committee, this may be a better option if you cannot identify a clear action that is required.

5. Do's and Don'ts

5.1 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 its members are there for.

Chair – Ishmael Beckford

Vice-Chair – Alexandra Spearritt

Associates – Robert Minter

Country Boards & Regional Networks - Patricia McNally

Professional Networks – Paul Battersby
Stewards & Safety Reps – Joseph Baker
Students – Iona Bateman
Diversity Networks– Saadiyah Hussein
Appointed by CSP Council – Lorraine Allchurch, Rebecca Knowles, Julia Prince, Fiona White

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

Kirsty Semple, Governance Manager, semplek@csp.org.uk; 020 7506 6157

5.2 Don't

Write long, verbose motions or be repetitive or vague.

6. Examples of writing a motion

6.1 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.

6.2 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.

7. Amendments to Motions

Motions approved by the Agenda Committee will be published on **Friday 19th May 2023**. 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 by **12 noon on Thursday 25 May 2023** 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.

8. Emergency Motions

An emergency motion deals with business that has arisen since the final date for submission of motions, so between **6 March 2023 and 6th June 2023**. Emergency Motions must be submitted in writing by e-mail to arcmotion@csp.org.uk by noon on **Tuesday 6th June 2023**.

After that date, emergency motions should deal only with business that has arisen between **6th – 19 June 2023**. 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 dealing with matters that have arisen less than 14 days before the first day of ARC should be notified in writing to the CSP without delay.

December 2022