

**National Industrial Sector Committee
Community, Youth Workers and Not for Profit Sector
20 January 2010**

ACTION

1-01/10 Attendance

NISC Members

Des Loughney (Scotland and Vice Chair)	<i>Chairing NISC 20:01:10</i>
Ruth Hayes (London & Eastern)	Joan Brown (Scotland)
Tabi Mpala (London & Eastern)	Debbie Crerar (Scotland)
Leonie Cooper (London & Eastern)	Vicky Grandon (Scotland)
Russell Cartwright (London & Eastern)	Martyn Rueby (East Midlands)
Margaret Manning (North West)	Keith Patterson (South East)
Dawn Williams (North West)	Katie Whittam (West Midlands)
Claire Holcombe (CYW)	Joan Allen (West Midlands)
Marie Taylor (CYW)	Patricia O'Neill (Ireland)
Karen Walsh (North East, Yorkshire & the Humber)	

In Attendance

Pat Stuart (EC)

Officers and Staff

Rachael Maskell (NO)	Doug Nicholls (NO)
Maureen German	Kerry Jenkins
Shaun Noble	Andrew Dodgshon

Apologies

Sharon Singleton (East Midlands and Chair)
Tony Eaton-Baudains (North East, Yorkshire & the Humber)
Jennie Twydell (London & Eastern)
Paul Boskett (CYW)
Jackie McLeod (South East and EC)
Kellie O'Dowd (Ireland)
Roy Whitney (Wales)
Anton Johnson (London & Eastern)

NISC sent best wishes to Sharon Singleton

2-01/10 Draft Protocol for NISC Administration

There was recognition that the reach, timing and content of communications between the various committees of Unite needed improvement, and all had a responsibility to achieve this. A paper was circulated (attached) and **agreed**.

ACTION: All NISC members, officers and staff had a responsibility to adhere to this

1. All NISC members, officers and staff

3-01/10 Minutes of NISC 03 November 2009

Minutes **agreed** as a correct record of November 2009 NISC.

Matters Arising

1. Page 2 – 07/09

CYWU Conference

Within the Instrument of Transfer, there is provision for the CYWU to hold a conference. A delegation went to meet with JGS Tony Woodley who said the conference could not go ahead on the grounds of cost. With proposed changes to privatise all children and young people services it is important for activists to meet and open attendance to all members in children's and young people's services.

ACTION: It was agreed that the NISC would lobby for the reinstatement of the conference and write to Tony Woodley and the EC.

2. Page 2 – 07/09

A question asked about videoconferencing highlighted that these facilities are available in most district offices.

3. Page 5 – 11/09

Dates of NISCs 2010/2011

20 January 2010

19 January 2011

21 April 2010

13 April 2011

10 June 2010

9 June 2011

20 October 2010

19 October 2011

4. Page 5 – 13/09

It was proposed that RISCs and Branches should be encouraged to meet with servicing officers to develop their organising strategies. It was pointed out that the organising strategy is a standard item on the RISCs and was **agreed** that it was for each RISC to determine how best to develop this.

ACTION: National Officers to write to Regional Officers serving as Secretaries to the RISCs to encourage them to hold action planning meetings around the organising agenda

2. DN to write on behalf of the NISC

3. NOs to write to Secretaries of RISCs

4-01/10 EC Report

Jackie McLeod had circulated report electronically. Pat Stuart gave oral report.

- There are now 6 EC meetings/year
- January 2010 EC
 - Discussing Policy/Rules Conference 2010 and how motions go to conference. The NISC **endorsed** recommendation that they should be proposed by

Branches, RISCs and NISCs.

- It will be decided how delegates will be elected
- Conference begins 31 May 2010. It was highlighted that this is half-term
- Concern was given over the timescale for motions and delegates being elected to ensure all could participate

ACTION: It was agreed that EC members should report back to National Officers regarding processes to be adopted, so we could communicate this to the NISC and beyond.

4. EC members to feedback to NOs

5. NOs to forward info to NISC

5-01/10 Conference Report and Action

1. Feedback from the National Industrial Sector Conference

- Attendees were not recorded, and included Paul Boskett, Marie Taylor and Anna McKeown
- Positives – international speakers, finished business, good debate from delegates, well run by top table, JGS plenary, organisation for the whole event, fringe meetings and exhibition
- Negatives – not all delegates attended, short notice, not all reps/activists were invited to the RISC, slow at moving into lively debate, would want to know what to expect in advance, JGS plenary – too big and dark reducing ability to question JGS
- Recommendations – workshops, space to get to know one another, social, need to report back in 2 years time on progress of motions, as there is an overnight, have more time (i.e. half day for workshops)

ACTION: NISC to formally thank the Conference Dept for their incredible organising of the Conference

6. NOs to action

2. The NISC needs to develop a work plan

- The two motions that were remitted need to come back to the NISC with further clarity from the respective RISCs

ACTION: All NISC members should go back to RISC and identify priorities for motions and feedback in advance of the next NISC where a work plan will be agreed.

7. NISC members to take to RISC and feedback 4 weeks before next NISC to NOs

3. Motion 4 – National Lobby of the Third Sector Office

An outline of what was achievable within the timescale was outlined, and this was followed by a discussion highlighting points to consider. The main issues raised were:

- We have had provisional agreement from the Minister of State to hold a small round table event involving lead activists to discuss, in depth, the key issues with funding. Representatives attending this should be drawn from the breadth of the Sector.
- A second 'lobby' event will be held, where we would use a committee room, engage as many members as possible from across the union to highlight the impact of funding on jobs and services in their organisation.
- We would work with sympathetic infrastructure bodies to ensure that this is the voice of the sector, and try and involve service users if this is possible.
- We envisage there being a top table of speakers including the Minister, but the aim is for the voices of the members to be heard. It was made clear that this would not be a platform for GS candidates.
- Should people be able to lobby their MP during this time, then they will have to arrange this, but we will supply the tools as to how to achieve this.
- It is probably going to be a 2-hour event.
- We will release our report on funding
- We will plan a high media attention for the event.
- We could use an e-petition or postcards to build around this.
- This would be seen as a start of our lobbying activity as a sector.
- The object will be to raise our profile, and we can learn from the Scottish members' campaign of "Death by a 1000 cuts" and will be a springboard to assist with organising.
- We will have to communicate what we are doing by the end of next week and will involve members in the planning.
- Similar events to be organized in Scotland, Wales, Northern Ireland and Ireland later in 2010.

ACTION: NOs to feedback by 29 January 2010 to NISC of the 'lobby' plan and start promoting this to the sector members and activists

6-01/10 Unite4 Labour

Andrew Dodgshon from the Unite Political Department gave a presentation on Unite4Labour highlighting:

- The opinion polls are moving in favour of Labour, therefore there is all to play for
- Details of policies is becoming the issue, and the Tories are weak on this – Labour has to be clear too
- Unemployment has fallen, as a result of the action of Labour over the recession
- Tony Woodley as Chair of TULO is working with Ed Miliband on policy

8. NOs to circulate info regarding 'lobby'

- The Labour Party is supporting 150/160 key seats, Unite are focused on where we can make a difference – majorities of less than 1500 where we have over 200 members residing.
- 80% of our members will vote Labour
- Our members key issues are immigration, crime, education, health and job security
- The focus is on the economy
- The Unite message is that it is about a choice between Labour and the Tories, not a referendum on Labour.
- We need to encourage as many members as possible to get involved in the campaign, and would encourage all to visit the website www.unite4labour.org
- We want our members to engage in the debate
- We want our members to use the virtual phone bank – Unite members talking to Unite members about issues that matter to them – it is very positive and is easy to use. We would like all members to make at least 10 calls per week.
- In some regions, small teams are going out, like in London to fight the BNP.
- Unite needs the re-election of a Labour Government as the Tories will cut jobs – and we know that will mean over 1m jobs in the public sector and 10,000 of jobs in the private sector.

A discussion then followed raising personal political opinion and wider issues relating to this campaign. These included:

- Labour needs to be stronger at getting its message across
- A member who had used the virtual phone bank gave a very positive endorsement. A script is given to help with calls.
- It was recognised that it will be difficult persuading people to vote Labour
- One member highlighted how the Tory cuts in council tax would devastate work in the sector

ACTION: It was recommended that the NISC would promote the Virtual Phone Bank and encourage members to engage with the campaign.

9. NOs to write to RISCs, members and activists to promote the Virtual Phone Bank

7-01/10 Communications

Shaun Noble, the Press and Campaigns Officer for the Sector, gave a presentation on the resources of the union and then took questions.

- No matter how small members think their story is, it could be of real interest. It is important to share what is going on and cases.
- Shaun knows what journalists are looking for so can help get your story out in the public space

- Communications are 2-way, so it is important that activists communicate with him
- The department can assist with design and content of communications, printed material, electronic communications, DVDs, etc.
- He asked if members would prefer a 2-sided sheet on campaigns or a booklet – a 2-sided sheet was preferred.
- Members highlighted the power of good soundbites
- Members requested Unite e-mail addresses and were told that Mik Sabiers can set this up
- Social Networking was discussed.
- Surveys were also highlighted as powerful campaign tools

ACTION – A 2-sided sheet would be produced for the Sector on campaigning

10. A 2-sided brief on campaigning will be produced

8-01/10 National Officer Reports

1. Doug Nicholls

- Consideration had to be given as to how the various positions and structures related with regards to accountability

ACTION: NISC to give this consideration for next meeting

11. NISC members to bring recommendations to next meeting

- Highlighted the current economic situation and circulated the GFTU speech by Larry Elliott
- Stated that the Local Authority pay offer was 0%
- Drew attention to the 'Defence of Youth Work' campaign and how there is a struggle for youth and community workers at the moment, but also some wins
- Harriet Eisner is supporting play workers to become organized
- Made a presentation at Children First to be their union
- Raised the issues of lack of representation on the NISC by the SW. A debate followed and a recommendation made.
- DN argued that RISC members wanted to be involved in the NISC but were prevented due to the constitution of the NISC membership.
- RM argued that some non-members wanted to be involved on the NISC but were not even invited to their RISC, so should first have that opportunity, and this would follow the guidance set out by the EC on filling places on the RISCs. The NISC membership was proportionate to the number of CYW members in the Sector.
- A debate followed whether there should be a re-call RIS Conference in the SW and who should be eligible to attend the NISC

A recommendation from the NISC was made

"After two meetings of the NISC without representation from the South West the Committee expressed its disappointment at this and believes that

the regional conference should be reconvened and that the CYWU should not be excluded from the NISC." This was **agreed**.

2. Rachael Maskell

- Highlighted action taken in response to last NISC

ACTION: To invite someone from the International Dept to the next NISC.

- Highlighted the plight of Ministers of Religion in the absence of employment and health and safety rights and how one member has spoken up as he does not want to see what has happened to him happen to anyone else. Also the recent work around bullying which received a high profile in the press

ACTION: Write a letter of solidarity to Revd. Mark Sharpe

- Highlighted the dispute at Remploy, and the resolution to this, and positive training seminar
- Drew attention to the test case on TUPE with The Law Society going to the High Court
- Highlighted ongoing issues in a number of organisations
- Talked about the campaigns that had been run since the last NISC including, 'Just Pay', the "choice" agenda, the Civil Service Compensation Scheme (CSCS), Social Enterprises and Supporting People.
- Highlighted how the recession is continuing to impact on the Sector, and in particular funding and jobs
- Drew attention to Conference for Housing Reps and members on 10 March 2010. The focus will be on learning.

ACTION: Each RISC is to send at least 6 delegates to the conference from Housing Associations, these need not be reps.

- Highlighted how she has responded to issues raised about education and communications at the last meeting

ACTION: Will raise issues highlighted with The Office of the Third Sector

Response to Reports by NISC members

- Useful to know about issues as many Sector members engage with Faith Forums
- The Hardship Fund as part of the Recession Action Plan has been very good at saving organizations and has gone direct to where it is needed – this needs extending
- The Funding Survey has now closed
- The work on the CSCS has been fundamental
- On accountability, RISC minutes should go to Branches

9-01/10 Reports from RISCs

It was noted that only the minutes of the Scottish RISC had been received. It is the responsibility of the RISCs to forward their minutes

12. NO to invite to next NISC

13. Letter to be sent from NISC

14. This is to be raised at RISCs by NISC members

15. RM to raise next month

to the NOs in advance of NISCs. No reports were taken.

ACTION: NOs to write to RISC Secretaries and Chairs and ask them to forward their minutes

16. NOs to write to RISC Secretaries and Chairs

10-01/10 Motions to NISC

It was **agreed** that RISCs should be advised that they should send no more than 3 motions to the NISC.

ACTION: NOs to write to RISCs encouraging to limit the number of motions they forward to the NISC to three

17. NOs to write to RISC Secretaries and Chairs

Motion 1 – London & Eastern Region

In light of the wave of redundancies, pay freezes, and other attacks on workers' conditions in the Community & Not-for-Profit sector, this branch asks the Office of the Third Sector in the autumn of 2009 to demand more government funding for the sector.

Agreed

ACTION: This forms part of our on going work and is covered by Motion 4 that was passed at Conference

Motion 2 – National Pay Bargaining – London & Eastern Region

This conference notes that pay in the Community, Youth Workers and Not for Profit Sector is normally lower than comparable jobs in the private and public sectors. Conference believes that the most effective way of achieving fair and decent pay is by national pay bargaining in the sector.

To this end, we call upon the National Community, Youth Workers and Not for Profit Sector Committee to take the lead in developing a strategy for the implementation of national pay bargaining. This strategy could include:-

1. the development of a model pay and conditions claim for all organisations, which includes the following
 - a) inflation plus pay rise
 - b) improvements in holiday leave
 - c) improvements to maternity, paternity and adoption pay and leave
 - d) an equal pay audit
 - e) pensions
 - f) London weighting, if applicable
2. National and regional campaigns in support of the claim. This could include:
 - a) lobbying national and local government for full cost funding
 - b) petitions, marches and lobbies
 - c) publicity campaigns and utilisation of the Unite parliamentary

group

3. Co-ordination pay claims across sub-sectors, regions and companies
4. Co-ordination with other unions in development of the campaign, when applicable
5. National and regional pay conferences to finalise the claim and campaign
6. Liaison with other Unite National Industrial Committees, where organisations base pay and conditions upon national agreements, e.g. Education and Local Government.

Agreed

ACTION: DN to write a paper on this and will submit to the next NISC

18. DN to write a paper for the next NISC

Motion 3 – Remploy – London & Eastern Region

A Remploy Consortium member has reported back to the LE/1971 Branch that a proposal has been mooted by a National Officer to create a National Remploy Branch.

The Unite the Union ethos is to support Workplace or Local Branches where viable. The LE/1971 Remploy Branch works as a Local Branch for the London area. This is an active Branch which currently meets every six weeks; and will continue to hold meetings in accordance with the new Rule Book.

A National Remploy Branch would serve to diminish the opportunity for democratic input by local reps, activists and lay members – for instance sending delegates to trade councils, CLPs, conferences, etc.

By this nature, a National Branch would impose greater barriers to membership participation. Members, all of whom are disabled, would find it difficult to travel around the country to attend meetings. The costs and practicalities of travelling would throw up many problems. These costs would be compounded by the necessity for members to obtain accommodation where and when needed.

This Branch calls for the retention of viable local Remploy Branches and Regional autonomy over an undemocratic centralised structure.

Noted

ACTION: It was clarified that the issue of the National Branch came from the members, and it should be the members who determine the way forward.

Motion 4 – London & Eastern

This Regional Sector is proud of the work that Unite has done to date to highlight the risks to jobs and services resulting from the Legal Services Commission's imposition of a fixed fee structure. The Union

has campaigned to protect the interests of members, both as workers in the sector, and as service users.

Nonetheless, we are concerned that jobs are still being lost, and that some agencies have either closed down or had to reduce their services dramatically, just at a time when more and more people need access to legal advice and help due to the recession.

This union believes that everyone should be able to access advice on their legal rights, and should be able to obtain help in securing these rights, and that legal aid is a vital service.

We are appalled that the new tender round for legal aid will mean cuts in services in many of the most economically deprived parts of London – with less access to advice and assistance in housing, debt and welfare rights than last year.

It is completely unacceptable that someone at risk of losing their home, who is on means tested benefits, can have to try up to 10 agencies and find that not one of them has capacity to take their case on.

We are also concerned at the impact on members of a reduction in access to immigration assistance, and a move to break the link between immigration and other forms of legal advice such as employment. We believe that it is crucial that our members and their families can receive good quality legal assistance in all areas of the law – many immigration clients have lived, studied and worked in the UK for years, and have settled families here, and they may need assistance decades after they have arrived in the UK as a child.

Changes in legal aid funding have a major knock on impact on other free advice services, and the potential for a massive reduction in access to not for profit agencies' services are huge.

We call on the Union to commit to a continued campaign on this issue, in order to:

- ensure that services are not cut in the least well off boroughs
- ensure that members' jobs are saved
- ensure that clients who need services are able to get the levels of help that they need

We do not believe that local authorities or MPs have been consulted or advised on the impact of the tender round for their area and call on the union to lobby Councillors and MPs with a view to building the campaign, and to treat this as a major priority in the run up to the general election.

Additionally, in the light of the wave of redundancies, pay freezes and other attacks on workers' conditions in the Community & Not-for-Profit sector as a result of the credit crisis, this branch asks that the Community and Not-for-Profit sector of Unite organises a lobby of the Office of the Third Sector in the autumn of 2009 to demand more government funding for the sector.

Agreed

ACTION: It was noted that this presented a good organising opportunity

Motion 5 – London & Eastern Region

This conference calls upon Unite to; Deplore the constant hokey cokey of restructuring of children's services up and down the country and the impact this has not only on young peoples services but the emotional well being of its staff.

Agreed

ACTION: DN to work on this

19. DN to work on this issue

Motion 6 – APTG Emergency Motion on Regulation – London & Eastern

This Unite Industrial Sector notes the concern of the Association of Professional Tourist Guides (APTG) that there is a continuing lack of regulation among certain trades and professions working towards the 2012 Games and their Legacy. Unscrupulous rogue service providers are an increasing phenomenon, taking advantage of commercial opportunities offered by the Games. They mislead the consumer, exploit young people desperate to work, pose a threat to health and safety, and undermine national standards, pay and jobs. The Legacy of the Games in respect of standards cannot be realised if unqualified providers are able to obtain a foothold now. Britain visibly lags behind those countries and cities in Europe where the tourist guide profession is protected by legislation and where lasting success in stamping out such practices has been achieved. With time running out, Unite now determines to call on the Government to draw up urgent statutory regulation in all sectors where this is an issue, as in the case of tourist guides, translators and interpreters. The Olympics must become the catalyst for raising and protecting standards in London and across the UK.

Agreed

ACTION: Send to EC if it hasn't already gone to the EC

20. RM to check if motion had gone to EC, otherwise send this

Motion 7 – Organising – Scottish Region

This Committee welcomes the motion on 'Organising Resources' that was adopted unanimously by the recent National Industrial Sector

Conference in Brighton. We agree with the section of the motion which calls on activists and organisers to debate the organising strategy for the sector. The debate should include the value of establishing workplace organisations and the best ways to do this including building workplace branches. The debate should include the nature of organising themed educational events for branch and workplace activists.

The Committee agrees to call upon the Regional Committee to authorise a Regional Conference on a 'Scottish Organising Strategy' for our sector and calls on the NISC to organise a national conference on the same theme."

Noted

ACTION: NISC members agreed to reflect upon this motion and then feedback at the next NISC

21. NISC members to consider for next meeting

11-01/10 Issue Focus – Stress at Work

A paper was circulated appertaining to work related stress. Key issues were highlighted

- Stress is a Health and Safety issue, so employers have a Duty of Care to their staff, and must carry out risk assessments
- Stress affects people in different ways, but there are key triggers. It can present in having physical and psychological impact.
- Employers should have an agreement on stress avoidance
- NISC members said that people are still afraid to raise this at work
- The HSE survey is a good tool to use to highlight stress, and the HSE website has a lot of resources on it
- Stress and bullying are linked
- Training is also needed
- Members raised that there are additional stresses as union reps in dealing with members – it was suggested that the technical and emotional support is dealt with by different reps.
- The recent survey on funding in the sector, highlighted stress as the main impact that funding processes are having on the workforce
- The Sector needed a tool/pack on this

ACTION: Consideration will be given how to develop a toolkit on stress

22. NISC Chair, Vice-Chair and NOs to discuss and feedback

Issue for next meeting: Zero hours contracts

12-01/10 Work Programme and Monitoring

The NOs, Chair and Vice Chair have been discussing tools to assist with creating a deliverable work programme for the sector. Further

consideration will be given to this.

ACTION: A proposal to manage the work programme will be presented to the next meeting

23. NOs, Chair and Vice-Chair to develop work programme

13-01/10 Issues for Next Meeting – 21 April 2010

- Feedback on the lobby and future events
- The work plan
- Zero Hours Contracts
- Workplace Branches/Geographical Branches
- Reports
- Strategy for Growth

14-01/10 Centrepoint

A steward and one other have been suspended at Centrepoint for covering over a CCTV camera which was put up without consultation of due process

ACTION: Ruth Hayes will forward website to NOs which contains a petition to sign

24. Ruth to forward website

**National Industrial Sector Committee
Community, Youth Workers and Not for Profit Sector
20 January 2010**

ACTION SHEET

	ACTION
<p>2-01/10 Draft Protocol for NISC Administration</p> <p>ACTION 1: All NISC members, officers and staff had a responsibility to adhere to this</p>	<p>1. All NISC members, officers and staff</p>
<p>3-01/10 Minutes of NISC 03 November 2009 Minutes agreed as a correct record of November 2009 NISC.</p> <p>Matters Arising</p> <p>ACTION 2: It was agreed that the NISC would lobby for the reinstatement of the conference and write to Tony Woodley and the EC.</p> <p>ACTION 3: National Officers to write to Regional Officers serving as Secretaries to the RISCs to encourage them to hold action planning meetings around the organising agenda</p>	<p>2. DN to write on behalf of the NISC</p> <p>3. NOs to write to Secretaries of RISCs</p>
<p>4-01/10 EC Report</p> <p>ACTION 4: It was agreed that EC members should report back to National Officers regarding processes to be adopted, so we could communicate this to the NISC and beyond.</p>	<p>4. EC members to feedback to NOs</p> <p>5. NOs to forward info to NISC</p>
<p>5-01/10 Conference Report and Action</p> <p>ACTION 6: NISC to formally thank the Conference Dept for their incredible organising of the Conference</p> <p>ACTION 7: All NISC members should go back to RISC and identify priorities for motions and feedback in advance of the next NISC where a work plan will be agreed.</p>	<p>6. NOs to action</p> <p>7. NISC members to take to RISC and feedback 4 weeks before next NISC to NOs</p>
<p>ACTION 8: NOs to feedback by 29 January 2010 to</p>	<p>8. NOs to circulate</p>

<p>NISC of the 'lobby' plan and start promoting this to the sector members and activists</p>	<p>info regarding 'lobby'</p>
<p>6-01/10 Unite4 Labour</p> <p>ACTION 9: It was recommended that the NISC would promote the Virtual Phone Bank and encourage members to engage with the campaign.</p>	<p>9. NOs to write to RISCs, members and activists to promote the Virtual Phone Bank</p>
<p>7-01/10 Communications</p> <p>ACTION 10 – A 2-sided sheet would be produced for the Sector on campaigning</p>	<p>10. A 2-sided brief on campaigning will be produced</p>
<p>8-01/10 National Officer Reports</p> <p>ACTION 11: NISC to give this consideration for next meeting</p> <p>ACTION 12: To invite someone from the International Dept to the next NISC.</p> <p>ACTION 13: Write a letter of solidarity to Revd. Mark Sharpe</p> <p>ACTION 14: Each RISC is to send at least 6 delegates to the conference from Housing Associations, these need not be reps.</p> <p>ACTION 15: Will raise issues highlighted with The Office of the Third Sector</p>	<p>11. NISC members to bring recommendations to next meeting</p> <p>12. NO to invite to next NISC</p> <p>13. Letter to be sent from NISC</p> <p>14. This is to be raised at RISCs by NISC members</p> <p>15. RM to raise next month</p>
<p>9-01/10 Reports from RISCs</p> <p>ACTION 16: NOs to write to RISC Secretaries and Chairs and ask them to forward their minutes</p>	<p>16. NOs to write to RISC Secretaries and Chairs</p>
<p>10-01/10 Motions to NISC</p> <p>ACTION 17: NOs to write to RISCs encouraging to limit the number of motions they forward to the NISC to three</p>	<p>17. NOs to write to RISC Secretaries and Chairs</p>

<p>Motion 2 – National Pay Bargaining – London & Eastern Region</p> <p>ACTION 18: DN to write a paper on this and will submit to the next NISC</p>	<p>18. DN to write a paper for the next NISC</p>
<p>Motion 5 – London & Eastern Region</p> <p>ACTION 19: DN to work on this</p>	<p>19. DN to work on this issue</p>
<p>Motion 6 – APTG Emergency Motion on Regulation – London & Eastern</p> <p>ACTION 20: Send to EC if it hasn't already gone to the EC</p>	<p>20. RM to check if motion had gone to EC, otherwise send this</p>
<p>Motion 7 – Organising – Scottish Region</p> <p>ACTION 21: NISC members agreed to reflect upon this motion and then feedback at the next NISC</p>	<p>21. NISC members to consider for next meeting</p>
<p>11-01/10 Issue Focus – Stress at Work</p> <p>ACTION 22: Consideration will be given how to develop a toolkit on stress</p>	<p>22. NISC Chair, Vice-Chair and NOs to discuss and feedback</p>
<p>12-01/10 Work Programme and Monitoring</p> <p>ACTION 23: A proposal to manage the work programme will be presented to the next meeting</p>	<p>23. NOs, Chair and Vice-Chair to develop work programme</p>
<p>14-01/10 Centrepont</p> <p>ACTION 24: Ruth Hayes will forward website to NOs which contains a petition to sign</p>	<p>24. Ruth to forward website</p>

***National Industrial Sector Committee
Community, Youth Workers and not for Profit.
Arrangements.***

Draft.

Introduction

This paper is produced to bring clarity to administrative and other arrangements for the NISC. Arrangements should be transparent and known to members so that they can participate efficiently in the Committee.

Agendas

Dates should be published for the final suggestion of items for the agenda. These should be collected and sent to the National Officers and Chairs 16 days prior to the meeting.

15 days prior to the meeting the Chairs and National Officers should via email, telephone Conference or meeting agree the final agenda.

14 days prior to the meeting all paperwork including the reports and agenda should be circulated to the Committee members.

Minutes

These should be made available to the Chairs and National Officers seven days after the meeting takes place.

These should be agreed by the Chairs and National Officers within ten days of the meeting having taken place.

Circulation of minutes, the still draft minutes should be circulated to all members of the Committee no later than 11 days following the meeting.

The minutes should record attendance, apologies, substantive points made and by whom together with a clear list of action recorded in a separate column.

Each set of minutes should include the list of the forthcoming NISC meetings.

NISC Minutes once approved at a subsequent Committee should be posted on the web section and circulated to all RISC members.

RISC Reports.

Upon receipt these should be forwarded to the Chairs and National Officers. They should be circulated in the Committee papers to all NISCs.

Motions.

Upon receipt these should be forwarded to the Chairs and National Officers. They should be circulated in the Committee papers to all NISCs.

Executive Council.

The reports of EC members from the sector should be circulated to all members of the Committee as soon as possible after they are produced and should be emailed again if necessary in the Committee papers for meetings. They should form a standard item on the agenda.

National Officers should exchange reports between each other prior to submission to the EC.

Consideration should be given to a formal mechanism for discussing potential items with EC members prior to EC meetings.

EC members should furnish National Officers with EC papers prior to meetings.

Venues

The meetings should be held alternately between King Street and Holborn unless there is any special request once in a while from the Committee itself to meet for some general purpose in furtherance of a particular committee objective in another venue.

The exception should be the final meeting of the year which should be in Esher or Eastbourne, so that a social opportunity for all members can be held the night before.

Decisions at meetings.

Throughout NISC meetings we should encourage all members to make contributions whose action can be clearly minuted and the person responsible for the action identified.

Standing Orders and Rules.

We should ask our representative on the Standing Orders Committee to bring to each NISC copies of any relevant standing orders and national rules for ease of reference.

Social aspect.

An attempt should be made at the end of each NISC year to hold some form of social event prior to the final meeting, perhaps the night before.

Paperwork.

Papers and emergency items should be sent to the National Officers as and when who will consider whether it should be circulated to Committee members.

Administrative support.

The volume of work is so great to carry forward our decisions it is vital that both secretaries are present at the NISCs.

Arrangements for the above administration will need to be shared. Responsibilities for the above apply to all.

Once the principles of this paper have been agreed I will draw up a list of deadlines for each element.

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