

Notice of Proposed Motions and Constitutional Amendments

Motions and Constitutional Amendments

Notice of the following motions and constitutional amendments for the AGM has been received in accordance with the provisions of the constitution. They are followed by the names of the branches, national committees or The Forum proposing them or the names of individual proposers and seconders. Motions have been broadly grouped under the committees to which their subject matter relates and the order in which the committees are taken is rotated on an alphabetical basis each year.

Ballot – New process – via Link to Online Ballot

Included in the circulation of motions to all members will be a link to the Online Ballot for the purpose of deciding the order in which motions will be discussed. All members, **including those unable to attend the AGM**, are urged to complete the ballot via the link that accompanies the motions' mail-out.

The order of business will be based on ensuring that the highest voted motion under each committee heading will be debated following the committee order as set out in this motions' mail out.

There are **3** committee headings under which **no** motions have been received:

- Negotiating Committee – Cafcass
- Trade Union Organisation Committee
- Training Committee

Consequently, these headings are not included in the ballot form.

There is **1** committee heading under which there is only **one** motion:

- Family Court Committee

This motion will therefore automatically be debated.

Motions being automatically debated and constitutional amendments are **not** included in the ballot.

Members can vote for up to **9** of the remaining motions.

Please note that the closing date for the ballot is: **12 noon FRIDAY 29 SEPTEMBER 2017**. If you have any problems accessing the online ballot link in the mail-out, you will also be able to find all the documents including the ballot form in Word version on the website in the AGM section. You can return that to motions@napo.org.uk.

Amendments to Motions and Constitutional Amendments

Amendments to motions can be proposed by the NEC, any of its committees, a branch or two full or professional associate members. Amendments to constitutional amendments can only be proposed by the NEC or by a branch. Notice of any proposed amendments must be given in writing and must reach the General Secretary by **12 noon FRIDAY 29 SEPTEMBER 2017**.

Further advice on amendments and on the process of compositing has been issued to branches in ST4/2017.

Emergency Motions

Members are reminded that if they wish to submit an emergency motion they need to ensure that it meets all the necessary criteria.

The criteria for emergency motions is set out in Napo's General Meeting Standing Order 7, which states:

"7. Emergency Motions

- (a) Emergency motions shall be debated only in exceptional circumstances and must be submitted in writing to the General Secretary or Chair of the Steering Committee acting on behalf of the General Secretary. They must relate to urgent issues:
 - i. which have arisen since the closing date for motions
 - ii. which cannot be dealt with in any other way, and
 - iii. which are of such gravity as to justify rearrangement of business.
- (b)
 - i. If the emergency nature of the motion is accepted by the Steering Committee and approved by the meeting the motion shall be placed on the agenda
 - ii. If the emergency nature of the motion is not accepted by the Steering Committee, the proposer of the motion shall have the right to challenge the Steering Committee's ruling by explaining in not more than two minutes the emergency nature of the motion. The ruling shall then be put to the meeting for decision without debate.
 - iii. It shall not be possible to amend emergency motions."

Ian Lawrence
 General Secretary

1. A vote of no confidence in those responsible for NPS and E3

A vote of no confidence is required to prevent further destruction of probation services. Poor management decisions, staff being stressed to breaking point, woefully inadequate IT and AT, high caseloads with unfair Workload Measurement Tool scoring, ineffective local and senior management support and senior managers and decision/policy makers seemingly ignoring the rights, welfare and view point of staff. These factors prevent the effective execution of probation duties, leaving staff demoralised, with little time to spend with service users, leading to ineffective rehabilitation and failings in the need to protect the public and prevent reoffending.

Proposer: Lawrence Baker
Seconder: Mark Schreder

2. Napo – the future

Napo has existed for over a hundred years and is now the only Trade Union and Professional Association representing the industrial and professional interests of Probation and Family Court staff. In the last few years Napo has faced significant threats, from Transforming Rehabilitation devastating the Probation profession in England and Wales, to the cynical cancellation of check off in the NPS. In addition, the nature of the workforces we represent is changing and the proportion of retired members is increasing. We need to be as relevant, engaging and supportive to new entrants to Probation and Family Courts as we are to existing members.

This AGM notes:

- the reports from the Officers, Officials and the NEC of efforts being made to change the way that Napo operates to better respond to the new world of work that exists across all employers;
- endorses the commitment made by the Officers and NEC to work to maintain Napo as an independent Trade Union and Professional Association for Probation and Family Courts;
- instructs Officers, Officials and NEC to prioritise work which contributes to this commitment and to take account of this in their decision making throughout the year.

Proposer: Katie Lomas
Seconder: Yvonne Pattison

Negotiating Committee – Cafcass/ Probation

3. Workloads

This AGM is concerned at dangerously high workloads for its membership. This impacts on sickness absence, “presenteeism”, recruitment and retention of staff and the likelihood of staff being the subject of capability proceedings. Napo’s negotiating committees for Probation and Cafcass practitioners will raise this with the employers’ representatives and continue to campaign for safe workloads for all grades of staff.

Proposer: Family Court Section

4. Use of Occupational Health services

This AGM notes with concern the use of occupational health provision as a controlling mechanism on staff who are signed unfit for work and those in work who are disabled. Employers sanction medical assessments and often delve into offering views in amateurish fashion, putting pressure on staff to return to work before they are fit and often against medical advice.

The recommendations of reports are often ignored by the employer without good reason. There have been conflicting ideas about the length of phased returns to work with no consideration of the individual and their personal circumstances, just a business need to have the staff back in work. This is short sighted and costs more in the long run. Managers are heavily ruled by policy and have little autonomy to make decisions about the staff they supervise.

AGM instructs Napo’s negotiators to discuss with the employers the rigid use of occupational health providers to examine and change:

- the application of management of attendance/sickness absence policies which discriminate against disabled staff;
- the disproportionate cost of reports where a simple negotiated outcome between staff member and manager is achievable and proportionate and to the benefit of all concerned.

Proposer: Family Court Section

5. Ill Health Retirement

This AGM understands members going through various ill health retirement processes have experienced unacceptable delays and barriers. Many have to agree to leave their organisation without knowing what their pension payments will be. In some cases this process has taken a year which negatively impacts on final payments which are based on pay at time of leaving.

This AGM believes members who are already struggling with ill health should not have to be subject to further stress in this way. We believe the process needs to be reviewed urgently.

This AGM calls for ill health retirement policies to be reviewed and for Napo to bring them to the agenda as part of national and local negotiations as a priority.

Proposer: London Branch

6. Outside Contractors

Since privatisation, Probation and Family Court Services are seeing more ‘outsourcing’ of HR services. The Shared Services in NPS are not fit for purpose. Occupational Health is also not delivering services in accordance with organisational policies and timescales.

This AGM understands many members bringing grievances are being stymied by organisational senior managers not having any control over ‘so called’ external agencies.

This AGM believes this is unacceptable and more needs to be done to ensure accountability.

This AGM calls on Napo to bring a test case to show the HMPPS and MoJ we have teeth and they are accountable to our members for the failings of their sub-contractors.

Proposer: London Branch

Negotiating Committee - Probation

7. Woefully Unsatisfactory Attendance Management

In January 2017 the NPS imposed a new Absence Management policy. Immediate concerns included reduced trigger points, less protection for those with disabilities and removal of exemptions for underlying medical conditions and long term sickness. The policy includes little useful guidance and pressure is being put on managers to issue warnings against their professional judgement.

The process is vulnerable to potential bias and discrimination. Decisions appear to be made in consultation with HR Business Partners prior to the ‘Unacceptable Attendance’ meeting and therefore before a member has had a chance to answer the charge and be represented. These decisions are not open to scrutiny and issues of accountability are blurred. We are concerned that the most vulnerable in our membership are being given proportionately more warnings.

This AGM calls on Napo Officials to:

- request data from the MoJ about the protected characteristics of staff hitting the trigger and warnings issued to highlight any potential bias and discrimination issues;
- continue to voice the concerns of members about the process to bring about a properly negotiated, fair and consistent policy;
- if necessary to go into dispute with the employers over issues of bias and discrimination against members.

Proposer: South Yorkshire Branch

8. There's nothing 'Flex'ible about public protection

This AGM notes the reports from members working for Interserve Justice of the significant impact on workload stress, capacity to undertake meaningful rehabilitative work with service users and the potential risk of serious harm posed to the public of an operational model that is not fit for purpose. The Flex Team Model places disproportionate pressures on PSO grade staff who have been directed to fulfil a dual role managing high caseloads and delivering Accredited Programmes. Role changes for PO grade staff have resulted in those affected exiting the organisation and PSOs managing cases that they are neither trained nor appropriately remunerated for. This AGM also notes that an ever decreasing staff group combined with increasing workloads can only increase the likelihood of Serious Further Offences.

This AGM instructs Napo Officials to work with the employer to address the issues inherent in the Flex Team Model. If this is not forthcoming a dispute should be raised to ensure that the health, safety and well-being of members and the public is protected.

Proposer: West Yorkshire Branch

9. Stop the discrimination against disabled staff by Interserve Justice

March 2017 saw Interserve Justice impose a new Absence Management policy having ignored legitimate concerns raised by the trade unions. The Policy removes protections against discrimination for disabled people and those with other protected characteristics whilst also removing exemptions for long term sickness. The disability provision of the Equality Act 2010 defines disability as an impairment which has a long term and substantial adverse effect on ability to carry out normal day to day activities. Even if the adverse effect ceases, the impairment should be treated as continuing if it is likely to recur. By definition, Interserve Justice's decision to review long term sickness on a rolling four year basis, targets and discriminates against disabled staff. In addition, the lack of guidance, particularly around discretion, means that in some cases managers are struggling to adopt a consistent and anti-discriminatory approach. This AGM also notes anecdotal evidence of an increase in advisory notices for disabled staff.

This AGM instructs Napo Officials to work with relevant branches to register a dispute around the implementation of this policy with a view to securing key changes to re-instate the protections for disabled people and those with other protected characteristics within the policy and procedure.

Proposer: West Yorkshire Branch

10. Computer Says ???????

This AGM expresses its concern over the failure of Shared Services Connected Limited (SSCL) to consistently provide accurate HR and payroll support for staff employed by the NPS. SSCL has never been fit for purpose. Since the transfer of staff to the NPS, there have been numerous issues arising from call handlers' inability to apply the correct legacy policy to queries. The Single Operating Platform introduced in

February has exacerbated these issues, to the point where staff aren't being paid correctly and in some cases aren't being paid at all. Queries and complaints go unresolved and it has recently emerged that employer pension contributions aren't being collected correctly. The long term implications for our hard working members could be severe.

Conference therefore resolves to support the Probation Negotiating Committee – and the Officials through TU Engagement – to hold HMPPS to account for these failures, to ensure that mistakes are rectified at the earliest possible juncture, and for staff to suffer no detriment – financial or otherwise. SSCL is not fit for purpose and this conference therefore, supports a call for the creation of a separate HR system for NPS staff which reflects our needs, if the current system cannot be appropriately adapted.

Proposer: Staffordshire West Midlands Branch

11. HR privatisation

This AGM believes that the privatisation of HR posts in the NPS and absorption into "Shared Services" have led the NPS into a quagmire of chaos. Napo will campaign to bring HR back into the NPS at the earliest opportunity.

**Proposer: Mick Hooson
Seconder: Urfan Amar**

12. Probation Pay

This AGM expresses its disdain at the detrimental impact of the HMPPS policy of prioritising prison pay at the expense of probation staff.

In light of the unacceptable announcement that probation pay modernisation will not take place until such time as the Prison Pay Review Body has reported, this Conference supports the recommendations of the Probation Negotiating Committee to reopen 2017 pay negotiations across the NPS and CRC providers and to work with other probation unions to secure a decent pay rise for all members.

This strategy should include the possibility of co-ordinated indicative ballots as part of a strategy that, if necessary, will include collective industrial action in furtherance of this objective.

Proposer: Probation Negotiating Committee

Professional Committee

13. PSRs

This AGM is extremely concerned about the rapid way in which PSRs have been affected by the speedy justice agenda and E3 operating model.

PSRs are crucial in ensuring that judges are appraised of all the information that is relevant to sentencing, but not contained within the depositions. This includes information from other agencies such as the police and social care, but also a comprehensive assessment by the probation service about the risk they may pose and how this should be reflected in their sentence. Limited information in a PSR increases the likelihood of unduly lenient or

harsh sentences or lack of a relevant accredited programme, particularly with domestic abuse perpetrators.

This motion calls for Napo to:

- gather information from sentencers about the value of the reports currently provided;
- gather information from members in the CRC and NPS about cases where there are concerns that short reports have contributed to inappropriate sentences/risk assessments;
- challenge guidance contained within the E3 operating model and PI 4/2016 that is not detailed enough in stipulating when full reports should be written and increases the number of oral reports/SFRs;
- argue to re-introduce compulsory but meaningful gatekeeping to mitigate against bias in respect of protected characteristics.

Proposer: South Yorkshire Branch

14. Short Format Reports

This AGM has seen the lowering of standards regarding the quality and accuracy of Pre Sentence Reports since the push to on the day delivery.

This AGM believes report writers are being de-skilled and placed in untenable situations when they have to produce reports without access to salient information. The character restriction also compromises the author's ability to fully report on relevant issues. We believe this devalues our professional reputation and places our staff and the public at risk.

The template is unfit for purpose due to it being poorly designed and unwieldy, which contributes to heightened stress levels and is not compatible with assistive technology.

This AGM calls for our National Officers and Officials to campaign vigorously for on the day reports to be reviewed and a return to quality and accuracy.

Proposer: London Branch

15. Rushed Reports

This AGM expresses its serious concern that arrangements under a "Simple Speedy Justice" initiative have resulted in requirements being agreed with "stakeholders" to produce sentencing reports in one hour.

Such a timescale is unrealistic and unsafe. It shows little understanding of the assessment processes for informed judgement and compromises professionalism. To complete an interview, undertake necessary checks, use "diagnostic tools" appropriately and compose an assessment in a rushed environment in the space of an hour, generates considerable and unnecessary pressure which is unconducive to safe diligent practice necessary for justice.

We instruct the Officers and Officials to raise these concerns urgently with the Ministry of Justice with a view to more sensible and realistic proposals being agreed centrally.

Proposer: Napo Cymru

16. Abolish TTG and PSS

Through The Gate provision and the Post Supervision Sentence on licences are the biggest failures in sentencing policy history. This is demonstrated by re-offending rates for short sentences now having increased above the 50% mark. For these schemes to continue would require properly funded programmes to be set up in every discharging prison throughout the country. Realistically, this is unlikely to happen. Therefore, we instruct Napo to campaign for these sentences to be scrapped and for a Napo taskforce to be set up to advocate for a provision fit for purpose that can be presented to the MoJ as a fully funded alternative. This AGM instructs National Officials to lobby for the sentences to be removed and replaced with a scheme endorsed by Napo.

Proposer: Campaigning Committee

17. Building a Professional Based Union

This AGM recognises the role of Napo as both a trade union and a professional association. It recognises that our members and potential members will join for a variety of reasons including professional development. Merseyside Napo Branch has recently developed a new way of working within the branch that builds on this professional development. The Branch has made direct links with the university and now holds professional meetings for members and students to discuss good practice and latest research. This AGM recognises the need for Napo to build its member base on both trade union and professional aspects of the organisation.

Therefore, this AGM calls on Officers and Officials to work with Merseyside Branch to develop guidance on how other branches and the section can develop this approach. This would include assisting branches and the section to make contacts with local universities and academics, support them in gaining professional development time from their employers to enable attendance and to share outcomes with the wider membership. AGM also asks that Officers and Officials campaign with Cafcass, CRCs, HMPs and PBNI to recognise this as an important staff development and encourage all employers to work with branches to enable this to happen on a regular basis.

Proposer: Campaigning Committee

18. Lack of OASys risk assessments at Criminal Courts

This AGM notes that:

- case managers rarely receive an Offender Assessment System (OASys) on a client at case allocation;
- Case Allocation System (CAS) forms received by case managers are often incomplete and inaccurate.

This AGM believes that:

- often reports have been completed without the relevant children's services and police checks occurring;

- OASys assessments are often missed on cases relating to domestic violence, risks to children, self harm and suicide risk;
- this leads to a service that is less accomplished in assessing risk and thereby less of a service for victims, the public and clients.

This AGM asks that:

- Napo's NEC and the relevant Napo committee ensure that we work with the Ministry of Justice (MoJ) to ensure that:
 - i accurate assessment takes place on all assessments;
 - ii full OASys assessments are undertaken on serious assault cases and not reduced to basic layer OASys.
- Napo branches engage with local Magistrates' and Crown Courts to inform sentencers of our concerns and the consequences of rushed reports;
- a strategy on the above mentioned is set out by the Officers, approved by the NEC and implemented by branches and members within the next 12 months.

Proposer: Gordon Jackson
Secunder: Tina Hall

Campaigning Committee

19. Provision of Mental Health Services

This AGM notes with sadness and concern the recent judgement by the President of the Family Division, Mr Justice Munby, who was highly critical of the plan to move a dangerously ill young person out of a secure unit into accommodation in the community; a move which staff in the secure unit indicated was likely to lead to the young woman taking her own life. There is a national crisis looming if we are not already upon it. Mental health is the 'Cinderella' of the health service in terms of resource allocation. This AGM instructs Napo Campaigning Committee to:

- raise the need for improved mental health services in the UK using anonymised case examples across Probation and Cafcass work, where appropriate;
- campaign for improved services for young people and adults, joining with other interested unions and groups.

Proposer: Family Court Section

20. Outside work

The PI 38/2014 concerning Outside Activities includes political campaigning and trade union activities. We have recently seen members subjected to disciplinary action under this PI which demonstrates enforcement is draconian. Many members are not aware of the existence of this PI or the existence of the Service's declaration form.

We call on Napo to run an awareness raising campaign on how members can stay safe whilst undertaking union and other work.

Proposer: London Branch

21. IT failures increasing workload pressures

This AGM notes the reports from members working for probation employers, including Interserve Justice and the NPS, of significant workload pressures exacerbated by persistent IT failures. These pressures are disproportionately felt by members who need assistive technology solutions to be able to work. At a time when there are staff shortages, workloads are high and pressures on members are unabating, the continuing failure of employers to provide the basic tools to do the job is unacceptable.

While the introduction of a new IT system was welcomed by members in Interserve Justice, as is news of a proposed new system for NPS staff, unless they work consistently, no relief from significant pressures are felt. This AGM also notes that previous large scale IT projects have delivered chaos and misery in the short and medium term before any benefits were realised.

This AGM instructs Napo Officials to survey members to determine the extent of the problem with each employer.

Where significant workload issues are highlighted by the survey the Officials should work with branches to seek workload relief for members. If this is not forthcoming, a dispute should be raised to ensure that the health, safety and well-being of members is protected.

Proposer: West Yorkshire Branch

22. Women in the Justice System

We welcome the news that Carolyn Harris MP is part of the Labour Justice team and wants to focus on women in the justice system. Speaking at the WiN conference, Carolyn outlined her aims and objectives as being to raise awareness of the increasing number of women in prison, the disproportionate number of women who receive short sentences and the high number of women in prison for non-violent and low-level offending. Carolyn intends to do this via Parliamentary Questions and debates. She also wants more research into women in the justice system, highlighting the lack of alternative effective provisions in the community.

This AGM asks Napo to support Carolyn's campaign by providing information about how women are or are not served in the justice system from point of arrest to end of sentence and develop an effective evidence-based strategy for working with women both in and out of custody. This AGM asks the Officers and Officials to build a campaign with Carolyn and other stakeholders (via Parliamentary Questions, briefings, debates etc) to raise public awareness of this issue, discuss real alternatives and to present HMPs with a credible new way of working that will better serve communities, families and clients.

Proposer: Campaigning Committee

23. Breaking the public sector pay cap

This AGM deplores the refusal of this minority government to lift the public sector pay cap which, since it was imposed in 2010, has directly contributed to a significant loss in the value of the pay of Probation staff across the service.

This vindictive policy has also had a regressive impact on the pay of Cafcass staff in comparison to other professionals in the social care sector. It has also encouraged private probation providers to offer inferior terms and remuneration to new entrants in an artificially depressed pay market.

Conference therefore resolves that Napo will fully support the TUC Public Sector Pay Campaign which is to be formally launched on 17th October. In the event that this campaign includes a call for collective industrial action across TUC affiliate unions, this AGM instructs the General Secretary and Officers to ballot all Napo members with a clear recommendation to support such a development.

Proposer: Probation Negotiating Committee

24. Sodexo CRCs – Multiple Failings

This AGM welcomes the HMIP reports that continue to confirm the fact that Sodexo's booths are not fit for probation work. We also welcome confirmation that large scale telephone reporting is also roundly condemned.

AGM congratulates those branches that remain in dispute over Sodexo booths and over unacceptably high workloads. We also note with grave concern the high levels of work based stress and related sickness absence, which far exceed the national average for most employers.

AGM demands that Sodexo CRCs fulfil their legal duty of care and the legal duty to protect data.

AGM supports the actions being taken by Napo branches and Napo HQ to protect members and publicise the abject failings of the Sodexo CRCs.

Proposer: Peter Nowell
Seconder: Jeremy Sharples

25. Fair Transition to pension arrangements for 3.5 million women in their 50s

Three and a half million women were not given sufficient warning of increase in their pensionable age (14 months written notice).

We support equal rights to all genders, but it is the untimely, unjust and unfair changes to women's pensions that is at issue. Women's employment journeys can differ – employment gaps, maternity leave, working part-time and have a different health journey (reproductive health).

The Women Against State Pension Inequality (WASPI) campaign supports fairness and justice for those women affected. Whilst there is some cross party support, WASPI women are seeking a commitment to implement a 'bridging' pension to provide an income for those women from age 60 until State Pension Age.

The debate on 05/07/17 brought an inadequate response from the Minister: women in their 60s to go on Apprenticeship Schemes.

The recent Institute for Fiscal Studies' (02.08.2017) principal finding evidenced that the Government's finances were boosted by £5.1bn per year by this reform, pushing income poverty among 60 to 62 year old women up sharply, a national travesty! Many of our retired and present women members have been affected with severance then loss of pension, this is a 'double whammy' to say the least!

This AGM calls for Napo to support the campaign for a 'bridging' pension for those women affected.

Proposer: Frances L Mason
Seconder: Rebecca Hatton

26. Venezuela

Napo supports progressive forces in Venezuela defending the gains of the revolution against attempts to destabilise the elected Government. We renew our commitment to Venezuela Solidarity Campaign (to which Napo is affiliated) and condemn those within the labour and trade union movement that undermine international solidarity.

Proposer: Chas Berry
Seconder: Peter Nowell

Equal Rights Committee

27. Age Prejudice

This Union reaffirms its constitutional commitment to oppose discrimination and prejudice. We are therefore concerned at a recent growing trend among politicians and the media to generate tensions between generations and age groups for politically opportunistic motives. This includes, but is not confined to, the scapegoating of older generations for failures of successive governments in securing appropriate retirement expectations for those still of working age.

We resolve to address this matter by:

- formal affiliation to the Civil Service Pensioners' Alliance to provide a service for retired members and those approaching retirement;
- to commission a study by the Equal Rights Committee to identify issues of actual and potential discrimination on the grounds of age.

Proposer: Napo Cymru

28. Opposing hate crime and 'extremism' while defending diversity

Napo unequivocally opposes and condemns acts of individual terrorism. We recognise that many recent atrocities are motivated by hate and underpinned by distorted beliefs that seek to divide our communities. Our members are experts in challenging such beliefs and many are helping to lead the Government's Prevent strategy, which aims to reduce the risk of

terrorism to the public by targeting individuals who hold so-called 'extremist' views.

We acknowledge, however, that Prevent has created unease in some communities and amongst some other professions, such as teaching, about scapegoating. We resolve to produce guidance and possible training for our members involved in this complex work that is underpinned by our own values of equality and diversity.

Proposer: Chas Berry
Seconder: Eriks Puce

Family Court Committee

29. Auditing in Cafcass

There is a great deal of auditing of practitioner's work in Cafcass. This is often done in a formulaic, box ticking style. At a time of high demand and increasing workload pressures, this style of auditing can be experienced as demoralising and can undermine the professional judgement and confidence of practitioners.

This is at a time of unfilled jobs and recruitment difficulties and the focus on auditing is at a great cost to Cafcass. It is not clear what the ratio of auditors to practitioners is but it seems that there are a lot of the former.

High perceived risk leads to greater accountability which takes longer and causes insecurity as people feel pressured. This raises the risk of something going wrong. This becomes cyclical. This cycle needs breaking without compromising safety and credibility.

AGM instructs NEC and the Officers to raise awareness of this with the MoJ and to lobby Ministers and MPs for adequate resourcing. Cafcass Negotiating Committee and Family Court Committee should press Cafcass Senior Management to consider this issue and bring Napo more closely into the development of the staff well-being programme. Also, to press Cafcass to achieve academic research into how other organisations manage the problem.

Proposer: Family Court Section

Health and Safety Committee

30. Action on bullying and harassment

This AGM believes the current policy and practice surrounding action on bullying and harassment within all probation employers and Cafcass to be inadequate, ineffective and inconsistent.

We instruct the Officers and relevant committees, particularly the Health and Safety Committee to:

- review all policies and practices currently prevalent;
- to submit a comprehensive draft policy to HMPPS on Dignity at Work;
- with Cafcass to express concern at the apparent lack of will to enforce existing policy on bullying and harassment in the workplace;

- with all employers to evaluate the effectiveness and consistency of policies and to express concern that bullying and harassment (and any discrimination arising from) should be dealt with very seriously.

All policies and procedures should incorporate robust measures to deal with harassment, violence and threats to staff from service users.

Proposer: Kent Surrey and Sussex Branch

31. Bullying and Dignity at Work

We would propose that Napo consult with the employers of NPS staff to consider the implementation of a separate Dignity at Work Policy instead of complaints of bullying being incorporated into the conduct and discipline policy and/or the grievance policy. In the current arrangements there is no process to consider how to manage the situation and in particular what should happen to the person(s) being bullied.

Proposer: Carole Doherty

Secunder: Esther Barton

32. Campaign for Clinical Supervision

TR has changed the way probation practitioners work. No longer is a practitioner likely to hold a generic caseload of low, medium and high risk individuals but now one specific type of offence is likely eg, domestic violence or sex offending. Traditionally, staff who held specific offence clients e.g. Sex Offender Group Programme facilitators, were expected to undertake clinical supervision to support them in dealing with traumatic matters. Personal and professional support for individuals working with high-risk or trauma causing matters, including those within prisons is essential. Practitioners who face disturbing material or situations on a daily basis are considered to be in 'high-risk' jobs where psychological health needs to be monitored and supported. This work can often result in stress, anxiety and other health consequences. Our employers must provide appropriate services that extend beyond the usual employee assistance programmes.

Clinical supervision enables practitioners to explore the impact of the emotional content of their role and ways to deal with it. An appropriate clinician can help practitioners to reflect on all dimensions of their practice so that emotional health can be protected.

This AGM instructs Napo to provide evidence to our employers of the need and to campaign for the provision of regular clinical supervision for all probation practitioners.

Proposer: Campaigning Committee

33. Promoting practical steps to manage stress in the work place

Members report that due to the massive changes that have taken place in the Probation Service over the past few years, due in part to TR, the levels of work related stress have risen significantly. In 2017, Napo undertook a survey of its membership across all environments to document instances of excessive, unsafe, workloads and to collect staff views on how this impacts on professional practice and personal health and well being. Napo received

information highlighting significant concerns around levels of stress and anxiety in the workplace. This situation cannot continue unchallenged.

Conference urges Napo to;

- highlight the issues of stress in the workplace;
- promote stress management procedures amongst members;
- encourage openness and discussion amongst members and staff of all grades;
- urge our employers to roll out training/ awareness about stress management within probation and Cafcass.

Proposer: Health & Safety Committee

34. An apple a day is not enough

This conference notes that well-being is very much the current vogue for many of our employers when attempting to reduce sickness absence levels. We are concerned that this is at the expense of addressing the substantive problems that cause very high levels of occupational stress for many of our members.

At a recent NPS event organised to launch their well-being strategy, Rob Vondy, HSE head of work-related stress policy said that well-being is 'wrap around support', but employers can have as many wellbeing initiatives as they like, this will not fix the problem of work-related stress. Instead employers need to look at how work is organised, as this is an organisational, not an individual issue.

Napo recognise that well-being initiatives can be popular with members and have a positive impact in the workplace and we will work with employers to develop these policies, but we will only do this as long as these measures are in *addition* to prevention.

We agree to work with safety representatives to ensure that HSE stress management standards and employers' stress policies are fully implemented and that proactive systems of stress risk assessment are implemented in all our workplaces.

Proposer: Health and Safety Committee

Constitutional Amendments

CA1. Amending the Quorum of the NEC

The purpose of this Constitutional Amendment is to amend the Quorum of the NEC.

In Clause 16 (g) National Executive Committee:

Delete “2/3 rds of” and replace with “15”

So the new clause reads as follows:

16 (g) A quorum of the NEC shall consist of 15 voting members.

Proposer: National Executive Committee

CA2. Diversity and NEC

The purpose of this Constitutional Amendment is to better reflect diversity within Napo on the NEC.

In Clause 16(b) delete ‘two black members’ and replace with ‘three Napo diversity representatives, self-declaring as Black, disabled or LGBT+’.

In Clause 16(c) delete and replace with ‘The Association will elect bi-annually by secret ballot three Napo diversity representatives. The diversity representatives’ seats will be reserved in the following categories. One seat for a Black representative, one seat for a disabled representative and one seat for LGBT+ representative. Each seat shall be filled by a member self-declaring from that relevant category. None may hold the post for more than four years in succession. Candidates for election as a diversity representative to the NEC shall be nominated in writing by branches with the consent of the nominee. Nominations shall be delivered to the General Secretary in accordance with the timetable for NEC elections set out in the Napo Calendar.’

In section 16(e) delete ‘black representatives’ and replace with ‘diversity representatives’.

Proposer: National Executive Committee

Abbreviations used in motions

AGM – Annual General Meeting
AT – Assistive Technology
CA – Constitutional Amendment
Cafcass – Children & Family Court Advisory and Support Service
CAS – Case Allocation System
CJS – Criminal Justice System
CNC – Cafcass Negotiating Committee
CRC – Community Rehabilitation Company
e.g. (exempli gratia) – for example
E3 – Effectiveness, Efficiency, Excellence
Programme (in the NPS)
FCC – Family Court Committee
FCS – Family Court Section
HMIP – Her Majesty’s Inspectorate of Probation
HMPPS – Her Majesty’s Prison and Probation Service
HQ – Head Quarter
HR – Human Resources
HSE – Health & Safety Executive
i.e. (id est) – that is
IFS – Institute for Fiscal Studies
IT – Information Technology
LGBT+ – Lesbian, Gay, Bisexual, Transgender, +
MoJ – Ministry of Justice
MP – Member of Parliament
NEC – National Executive Committee
NPS – National Probation Service
OASys – Offender Assessment System
OFF – An Officers’ Document by Napo
PBNI – Probation Board for Northern Ireland
PI – Probation Instruction
PO – Probation Officer
PQ – Parliamentary Question
PSO – Probation Service Officer
PSR – Pre-Sentence Report
PSS – Post Supervision Sentence
SFO – Serious Further Offence
SOGP – Sex Offender Group Programme
SSCL – Shared Services Connected Limited
TR – Transforming Rehabilitation
TTG – Through the Gate
TU – Trade Union
TUC – Trade Union Congress
WASPI – Women Against State Pension Inequality
WiN – Women in Napo
WMT – Workload Measurement Tool