

# 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/networks or The Forum proposing them or the names of individual proposers and seconders. Motions have been broadly grouped under the committees/networks to which their subject matter relates and the order in which the committees/networks are taken is rotated on an alphabetical basis each year.

## Ballot – 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/network heading will be debated following the order as set out in this motions' mail out.

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

- Family Court Committee
- Retired Members' Network
- Trade Union Organisation Network

Consequently, these headings are not included in the Notice of Motions or Ballot.

There are 2 committee/network headings under which there is only **one** motion:

- Equal Rights Committee (Motion 6)
- Negotiating Committee – Cafcass (Motion 19)

These motions will therefore automatically be debated.

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

Members can vote for up to **8** of the remaining motions.

Please note that the closing date for the Ballot is: **12 noon 29th SEPTEMBER 2022**. 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](mailto: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 THURSDAY 29th SEPTEMBER 2022**. Email to **[motions@napo.org.uk](mailto:motions@napo.org.uk)**.

Further advice on amendments and on the process of compositing can also be found on the website in the AGM section, called ST04/2022.

## 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.”

## Campaigning Network

### 1. Human Rights: Inhuman Treatment

This AGM believes everyone should be equitable and have autonomy to make their own decisions over their own bodies. It also believes people should not suffer any form of discrimination in the workplace or outside it.

This AGM understands this is not the case and those with protected characteristics are still having to fight to maintain hard earned rights. For example, the repeal of Wade v Roe in the US Supreme Court highlighted that women's rights can be removed if they are not enshrined in law. In this country many rights, have been dependent on 'conscience' votes (non-party lines) in parliament until being enshrined in the Equality Act 2010.

This AGM also understands the government intends to overrule the Human Rights Act which is likely to undermine current Equalities legislation and dilute the rights of those with protected characteristics.

This AGM calls on Napo Campaigning Network alongside Officers and Officials, to strenuously oppose any changes in Human Rights/Equality legislation and campaign for stronger rights under the Equality Act.

**Proposer: London Branch**

### 2. Replace the Rehabilitation Activity Requirement (RAR)

This conference supports the need to revoke the Rehabilitation Activities Requirement (RAR) currently part of a Community/Suspended Sentence Order and reinstate the two requirements which it replaced in 2015: the *Supervision Requirement* and the *Activity Requirement*. Such a step would necessitate legislative change. In light of the unification of the probation service, we believe such an important legislative change would be opportune and once again enhance the supervisory role of the case manager which is central to effective probation practice. Currently many Sentencers view the RAR as bewilderingly vague, particularly on levels of contact and content of activities, and retain concerns that this requirement is being unevenly implemented and enforced, resulting in a loss of judicial confidence.

We therefore call upon Campaigning and Professional Networks to:

- campaign for this legislative change, by liaising with the Magistrates Association, the judiciary and the MoJ,
- draft an action plan of how this might be supported by practitioners and enacted in a timely manner.

Supervision had been the foundation of probation practice for more than a century. Now is the time to act to restore its evidence based centrality in a reunified service whilst ensuring it is properly resourced and enabled.

**Proposer: Mike Guilfoyle (London Branch)**  
**Seconder: Chris Hignett (London Branch)**

### 3. Napo supports the 'Enough is Enough' Campaign

'Enough is Enough' is a campaign, to fight the cost of living crisis, founded by Trade Unions and Community Organisations determined to push back against the misery forced on millions by rising bills, low wages, food poverty, shoddy housing and a society run only for the wealthy elite.

The five demands to tackle the crisis are:

- A Real Pay Rise
- Slash Energy Bills
- End Food Poverty
- Decent Homes For All
- Tax the Rich

'Enough is Enough' is building a campaign to win these demands by holding rallies, community organising, organising picket line solidarity and taking action against the companies and individuals profiting from this crisis. The demands of this campaign align with our members concerns and fears for themselves, their families and the communities they serve. Napo supports this vital campaign against the injustice and devastation the cost of living crisis is inflicting.

**Proposer: Family Court Section**

### 4. Cuts in Foreign Aid

The reduction of UK funds from foreign aid will cause misery, deprivation and death among some of the world's poorest people. This Government's decision to implement these cuts was wilful, callous and racist. Napo will campaign with the TUC to overturn the cuts.

**Proposer: Jeremy Cameron**  
**Seconder: Marilyn Gregory**  
**On behalf of the Retired Members' Network**

### 5. Cost of Living – People on Probation

This AGM understands clients detained in England and Wales may disproportionately struggle upon release with the rapid increase in the cost of living.

Despite the increase to the discharge grant in 2021, this remains inadequate to meet any real expenses for prison leavers.

Clients may leave so called 'local' prisons with no travel cards/warrants or bus tickets but they may need to travel miles to reach their local Probation Office.

Prison Governors still retain the power to approve or reject the discharge grant and/

or any application for travel warrants, in contradiction to PSI.72/2011 (Revised 16.08.2021).

Due to COVID, applications for State Benefits cannot be initiated and completed from the Prison, Clients are given appointments with their local JCP Office on release and it may take up to 6 weeks to receive payments.

Access to support/food/discharge packages varies across areas and there are inconsistent arrangements among PDUs.

This branch calls on Napo to undertake the following:

- a joint campaign with Partnership Agencies to provide emergency release pack support to prison leavers,
- a joint campaign with HMPPS Resettlement Teams to secure adequate funding to support community reintegration upon release,
- campaign for sponsorship and funding for Clients who need adequate clothing for release.

**Proposer: London Branch**

## Equal Rights Committee

### 6. Time for a reality check on staffing and work loads

This AGM is concerned at the Probation Service's failure to retain and recruit staff who reflect the community we work in. It is time to assess how increasing workloads with other factors have led to a depletion of staff, including those seeking to leave through early retirement and those struggling to work within the around supporting a shrinking frontline work force or attract staff able and willing to see through PQiP and stay.

This AGM instructs the Officers and Officials to investigate the reality behind this situation and seek to work with HMPPS on formulating a realistic solution.

That it commissions a joint survey to establish the age profile of the workforce and seek other answers about the morale and other factors that influence the resilience of staff. One that seeks answers about how valued they view their role and what would encourage them to remain.

It is time to explode some myths including how individuals consider their contribution accords with their grade, gender, sexuality, and racial identity. That this leads to a service where staff regardless of age or length of service feel welcome and valued.

**Proposer: Keith Stokeld, Staffordshire West Midlands Branch**  
**Seconder: Ralph Coldrick, Staffordshire West Midlands Branch**

## Health & Safety Network

### 7. Health and Safety: Extreme Weather Measures

This AGM understands it is an employer's legal duty to protect the health, safety and welfare of their employees and other people who might be affected by their work activities. Employers must do whatever is reasonably practicable to achieve this.

This AGM believes extreme weather conditions are likely to become commonplace and the employer needs to have a policy in place to cover all eventualities.

This AGM instructs Napo to undertake the following actions:

- work with other Unions to campaign for a National maximum working temperature,
- work with other Unions to campaign for greener policies to improve/reverse the impact of climate change,
- negotiate with the employer for a comprehensive contingency plan to safeguard all of its diverse staff in all of its workplaces in all conceivable extreme weather conditions.

**Proposer: London Branch**

### 8. Health and Safety: Individual Risk Assessments

This AGM understands all employers are required by law to protect the health and safety of their workers. If the work could involve a risk to pregnant women, new mothers, workers with disabilities and other staff with long term health conditions a workplace risk assessment must be undertaken. The workplace risk assessment must also include an assessment of risks to new and expectant mothers arising from any 'processes, working conditions, physical, biological and chemical agents. 'Biological agents' includes infectious diseases such as coronavirus Covid-19.

The risk assessment should include a referral to Occupational Health where reasonable adjustments are indicated. Reasonable Adjustments should include flexible working, ie working from home if identified as necessary to manage risk or medical conditions.

This AGM instructs Napo to negotiate for a policy document outlining where an individual risk assessment is required and providing a clear process to follow.

**Proposer: London Branch**

### 9. Is your wellbeing initiative making me ill?

This AGM is concerned that the Probation Service's over-reliance on the use of counselling services for staff, who report stress and anxiety, ignores evidence such as that presented by Jo Clark. This suggests that

rather than helping to enhance resilience, this "blanket approach" may in fact be re-traumatising those it intends to support. Whilst counselling may be useful for some, referrals should only be made by a qualified practitioner, accounting for the individual's personal circumstances, health issues and the cause of stress.

A reliance on counselling does not address external factors causing an individual to become ill. Factors such as workload, limited resources or badly managed change are not the fault of the person affected.

This AGM therefore instructs Napo to:

- explore the work presented by Jo Clark and others, and to use evidence to identify any risks associated with this approach,
- argue for a nuanced, holistic approach to improving the wellbeing of staff,
- put an end to the wholesale referring of staff for counselling whilst making it clear that the Service must take responsibility for the negative impact Probation work is having on its greatest asset – its staff.

**Proposer: South Yorkshire Branch**

## National Executive Committee

### 10. Stop the Rot: Professionalism: (Probation)

This AGM notes yet another professional skill/practice has been removed from probation officer roles with the recent changes to the Parole and Review of Re-release processes.

This AGM believes that changes to probation officer roles and responsibilities such as those brought by OMIC, and the move to more 'on the day' reports by PSOs are being done by the 'back door' to de-skill and downgrade our roles and provide 'justification' for poor pay.

This AGM further believes we need to fight for our professional integrity and our professional status before we lose it completely and calls on national Napo to:

- work with other Criminal Justice partners and unions to maintain our professional standards in Courts,
- fight the changes to the Parole process and fight to reinstate our ability to make recommendations,
- support staff involved in open parole hearings,
- continue to fight OMIC especially the line management of probation staff by prisons,
- campaign to take us out of the Civil Service in order to regain our independent professional status.

**Proposer: London Branch**

### 11. Resisting Attacks on Trade Union Rights

This AGM notes with alarm new legislation allowing business to hire agency workers during strike action; government threats to legislate a mandatory minimum service during rail strikes, that will undoubtedly be extended to other groups of workers as they take industrial action; and anti-union statements from the Conservative Party leadership candidates.

These proposals are in response to industrial action caused by the growing cost of living crisis, affecting the majority of people across the country, including our members and colleagues.

Therefore, to stand up for our members' interests both in defending their democratic rights and fighting to restore decent pay and working conditions, this AGM believes that the TUC should bring together the trade unions with the aim of co-ordinating action and events, including industrial action, in order to push back against the government's agenda of making the working class pay for the economic downturn.

The TUC must be pressured to take a lead. In the event that the TUC do not coordinate effective action, this AGM requests Napo Officers and Officials to contact sister trade unions with the aim of co-ordinating protest and industrial action as a 'coalition of the willing'. Progress should be reported at each NEC meeting.

**Proposer: Family Court Section**

### 12. Support for the General Secretary

This conference recognises the great contribution that our General Secretary makes to promoting our union and defending our members. His strengths in negotiation and effective communication are recognised. This conference is of the view that the General Secretary should focus on his strengths and not spend time completing administrative tasks. We therefore call on the Officers' group to ensure that the General Secretary has access to sufficient administrative support to allow him to concentrate on his strengths.

**Proposer: Family Court Section**

### 13. HMPPS Probation Model Irredeemably Flawed

The consistently poor HMIP inspection reports tell a sorry tale, but the Inspector falls short in failing to say what everybody knows: that the HMPPS governed Probation Service is a model that is "Irredeemably flawed". It is, after all, one half of the post-TR model that was assessed by the then chief inspector as irredeemably flawed.

Napo will redouble our demands for Probation to be taken out of the civil service, and unshackled from the Prison Service. Napo members will write to their MPs making this

position clear. The NEC will draft a suggested briefing note and letter, and Napo will engage in a press and communications exercise, responding to each of the inevitable future “poor” and “needs improvement” inspection report making this position clear.

**Proposer: Napo Cymru**

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## 14. Napo Subscriptions review cost of living crisis

This Napo AGM agrees to review Napo subscription rates, particularly for lower paid staff given the cost of living crisis. This review would include targets to increase membership that would cover the shortfall in reduced membership rates.

**Proposer: Thames Valley Branch**

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## 15. Campaign to protect the independence of the Judiciary

This AGM is appalled at this Tory Government political interference in the independence of the Parole Board and the judiciary, particularly in the ending of the professional judgement in making recommendations for release or not of people in prison by probation practitioners in Parole Reports and other prison based reports.

This AGM agrees to work with other political parties and organisations opposed to this Tory Government’s interference of the judiciary for its political ends and we agree to campaign with other criminal justice trade unions, including a lobby of parliament to highlight the undemocratic nature of Tory Government political interference curtailing the independence of the judiciary.

**Proposer: Thames Valley Branch**

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## Negotiating Committee – Cafcass / Probation

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### 16. Stop the rot: Pay

This AGM believes: that Probation Service and Family Court Services are over worked and underpaid.

This AGM understands that caseloads are climbing and staff numbers are dwindling throughout while pay rises appear to have been almost non-existent over the last 10 years.

This AGM believes we need to be paid properly as a first step to retaining and attracting staff in order to lower workloads

This AGM calls on national Napo to work with other associated Trades Unions to negotiate for a decent pay rise and if this is not forthcoming to ballot our members regarding industrial action.

**Proposer: London Branch**

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### 17. Hands off our Pay

This AGM is concerned at the rhetoric coming from the hustings of the two candidates for the Tory leadership seeking to appeal to a narrow section of the population in respect of the way in which public sector workers are rewarded.

This union considers that it is insulting to suggest that productivity is limited to a certain locality or section of the workforce whereby other workers are being set up one against another for the purposes of propagating right-wing rhetoric about value to society of the public sector. Including the contribution of workers in the private sector as a spurious benchmark on which to divide society.

This union therefore seeks to instruct its Officers and Officials through the relevant committees to press the case for the retention of national codes and conditions when it comes to pay and oppose at every level any concept of seeking a regional pay structure. This should include ensuring staff are rewarded with a realistic pay deal that recognises their contribution and hard work. Not based on where they work and live which is counterintuitive to the flawed concept propagated by the Tories of levelling up.

**Proposer: Keith Stokeld, Staffordshire West Midlands Branch**  
**Seconder: Ralph Coldrick, Staffordshire West Midlands Branch**

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### 18. Flexible Working Retention tool

This AGM notes that probation staff have appreciated the ability to have flexible working, including the ability to work from home which has assisted staff in their wellbeing during the pandemic. Therefore, this AGM agrees to campaign to get flexible working, including working from home as part of Probation/Cafcass terms and conditions which can be seen as a positive retention tool.

**Proposer: Thames Valley Branch**

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## Negotiating Committee – Cafcass

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### 19. Set Cafcass Free

Cafcass was formed by an amalgamation of workers from the civil service, the probation service and local government. Today Cafcass recruits its social work practitioners and managers almost exclusively from local government. In order to recruit and retain staff able to undertake the complex work undertaken by Cafcass practitioners and provide effective management oversight, Cafcass needs to be able to offer competitive rates of pay. The current cost of living crisis has exacerbated the difficulties that Cafcass have in maintaining competitive rates of pay while tied by government to civil service pay restrictions. Cafcass management need to be free to negotiate with the trade unions on the annual cost of living rise and the pay structure in Cafcass without these restrictions, so that Cafcass staff can receive a cost of living

increase comparable to that awarded to their colleagues in Local Government.

This AGM calls upon Napo Officers and Officials to coordinate action to persuade the relevant government ministers to release the shackles on Cafcass management and allow them to provide their work force with a pay award that will allow Cafcass to retain existing staff and continue to recruit staff with the necessary skills and experience

**Proposer: Cafcass Negotiating Committee**

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## Negotiating Committee – Probation

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### 20. Sickness Policies – Unfit for Work – Unfit for Purpose

This AGM believes the current Probation Service Attendance Management Policy is unfit for purpose. It is far too punitive and does not reflect the realities of working in a pandemic or in an organisation where workloads are unsustainable and stress inducing.

This AGM understands people are receiving warnings for being off work with work related stress, COVID and Long COVID and even for absences relating to close family bereavements. People off work with disability related issues are also receiving warning letters instead of support. This is not helping burnout or staff retention.

This AGM is appalled that manager members are no longer confident using their management discretion and instead rely on Human Resources Business Partner advice that is often incorrect.

This AGM calls on national Napo to negotiate a better policy that places management discretion at the forefront through training and processes and revisits the punitive nature of our current sickness management policies.

**Proposer: London Branch**

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### 21. Joint Secretaries

The Probation Service has a long history of good industrial relations and joint working.

It has taken years of hard work to maintain commitment to the NNC joint agreement on pay and conditions which was introduced in 2006.

The custodians to this agreement were the joint Secretaries, one from the employer and one from the Trade Unions.

Their signatures were required for all national agreements, policies and any guidance on the interpretation and application of said policies and Staff terms and conditions.

The strain of Transforming Rehabilitation has had a massive impact on Industrial Relations and the Joint Secretariat role has been lost.

This has unfortunately impacted on how we work together with the Employer, resulting in disputes caused by the unilateral interpretation, and implementation, of jointly owned terms and conditions.

**Proposer: South Yorkshire Branch**

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## 22. Britain Needs a Pay Rise Now

This AGM agrees to go for a ballot for immediate industrial action given at the time of this motion submission in August that no progress has been made with a decent pay rise for Probation staff and that inflation has now hit over 10% and is expected to significantly rise further. Hard working Probation staff have not had a reasonable pay rise for over three years and many staff are feeling intense financial pressures that only can be alleviated with a fair pay rise. This AGM agrees to support other workers in the quest for a pay rise and agrees that Britain needs a pay rise.

**Proposer: Thames Valley Branch**

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## Professional and Training Network

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### 23. Initial Induction Appointment Targets

In July 2022 we were informed that the target for initial induction appointments has moved back from 10 days to 5 days. This is at a time when offices are not always fully staffed, and it applies to full and part-time staff alike.

The inflexibility of the target takes no account of the fact there is very little time to get a letter to the person on probation once sentenced, if they have not been given an appointment at court. It takes no account of the fact that not all people on probation have phones so cannot be texted, nor does it take account of the fact that many officers work part-time. Crucially, the imposition of such a target without flexibility does little to help the morale of workers who are already overworked and underpaid.

We therefore ask that Napo work with our employer to find a way to engage people on probation as early as possible in their sentence in a flexible way Give us the means to achieve initial induction appointment targets.....better still, scrap the target altogether!

**Proposer: South Yorkshire Branch**

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### 24. Qualified then Quit

The mass recruitment of trainee probation practitioners has been promised to provide a solution for the rapidly increasing workloads and staff shortages. Napo believes that the focus should be on the more important staff retention problem. It is almost too common to hear about newly qualified practitioners searching for other jobs and handing in their notice, only weeks or months after qualifying. The protection and support promised for the first year of their career is grossly overlooked. Many are handed the entire caseloads of

retiring practitioners and/or have to work with complexities they have little experience with. Most are left to do all this in an unfamiliar office and without the guidance of a mentor.

This AGM asks that this be taken up as an issue to protect our newly qualified staff. It asks that policy around protected caseloads and support are reviewed, especially considering what is in place to safeguard new practitioners working in amber and red offices.

**Proposer: The Mercia Branch**

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### 25. Rethinking the PQiP

Napo recognises that a significant proportion of trainee probation practitioners have experienced less than adequate support despite what was advertised when they committed to the programme. PQiPs in some PDUs, especially those in amber or red, outweigh the number of qualified practitioners which often means that they have no allocated mentors to guide and support them. This situation is increasingly worrying in many ways. Trainees are not getting the necessary practical learning that a mentor could provide. They are also much more likely to experience burn-out, feelings of isolation and hopelessness. The academic component of the training is predominantly self-directed studying, despite it being advertised as a taught course. Without mentorships to feel confident in developing their practice, and with very little academic teaching, these trainees are still expected to produce work of the highest practice standard.

This programme may not be fit for purpose anymore and requires re-structuring in order to offer all PQiPs the same opportunities for learning. This AGM asks that we see a review of the PQiP 15- and 21-month pathways, with special attention paid to how the ever increasing workloads impact on our trainees' professional development and wellbeing.

**Proposer: The Mercia Branch**

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### 26. Value your Experienced Staff

Probation has a problem. A dire shortage of experienced practitioners, particularly fully qualified Probation Officers, many of whom are retiring early. Napo demands that the employer takes concrete steps to improve the retention of its most experienced staff, for example:

- survey all staff over 50 years of age to establish their wants and needs in the workplace,
- enable a sessional staff bank where retired practitioners could be hired flexibly and locally.

**Proposer: Napo Cymru**

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### 27. Court Probation Staff are not Lawyers

Napo notes that PSO Court Workers are being instructed to prosecute contested breach cases. This work is rightfully that of qualified prosecution lawyers. Court PSO's have neither the training nor the financial reward for this work. This demand of our employer, if enacted, will put court staff in a difficult and stressful position. It will also undermine the effectiveness of breach prosecutions, leading to a deterioration of the reputation of Probation in the courts and an increase in numbers of those accused of breach, choosing to deny, further overloading an already creaking court system.

Napo will oppose this practice, support our court staff in so doing, both in negotiations with the employer and by alerting stakeholders to this issue.

**Proposer: Thames Valley Branch**

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### 28. Programmes: Target Operating Model; Impact on Staff

This AGM notes that consultation on the target operating model for programmes is drawing to a close. However, we also note that the proposals could potentially have a negative impact on current programme staff, in particular those that work in the Divisional Sex Offender Units as well as the wider business. The proposals may well lead to all programme staff being put on to Band 3 irrelevant of whether or not they have a probation qualification, extensive experience or deliver programmes for those that commit sexual offences. This AGM also notes that this could lead to large numbers of staff either being redeployed in the service or leaving altogether despite having an enormous amount of experience in this very specialist work and having dedicated many years to this area of business. It also de-professionalises the work programme staff do, could potentially undermine public protection and impact on the wider business.

We therefore call on Officers, Officials and Professional & Training Network to do the following:

- raise awareness amongst members of the wider impact and encourage involvement at engagement events and workshops,
- raise our professional concerns with the programmes teams nationally.

**Proposer: Carole Doherty**  
**Seconded: Ben Cockburn**  
**On behalf of the Probation and Training Network**

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### 29. Next Generation of Programmes

AGM notes with dismay the proposal that probation will disband the majority of the suite of programmes delivered and move to a one size fits all approach. This will see one

programme delivered for all clients in mixed cohorts both in prison and the community. We note that this is being done without any evidence being provided to Napo regarding the effectiveness of this approach. We also note that little or no thought is being given to the risks posed to both clients and staff from such a delivery model. We are deeply concerned that alongside the proposed operating model this is a further de-professionalisation of probation and undermines and under values the hard work our members in programmes do to reduce and manage risk. Such a massive change to how we work is being rushed through due to poor planning on the part of the employer.

This motion therefore calls for Napo to:

- hold regular engagement events with members affected,
- remind the employer we are an evidenced led organisation and demand sight of all evidence this model is based on,
- if required, reject this proposal in its entirety.

**Proposer: Carole Doherty**

**Seconder: Ben Cockburn**

***On behalf of the Probation and Training Network***

## Constitutional Amendments

### CA1. Section 14 Annual General Meetings, Section 30 Amendments, Appendix A Standing Order 4

*The following Constitutional Amendments are proposed to 'tidy up' the Constitution following the move to turn non-constitutional Committees into Networks and remove the barrier and allow for greater participation by Networks enhancing Napo's democratic processes.*

**14 (e) insert in line 2 'and networks,' after 'or any of its committees'**

**Delete the final sentence in 14 (e) from:**  
'The General Secretary ...' and replace with:  
'The General Secretary shall circulate to all members the details of all such motions not less than six weeks before the date of the AGM'.

**14 (f) insert in line 2 'and networks,' after 'any of its committees'**

**14 (h) subject to Standing Orders 7 re the Emergency Motions 'and networks,' after 'any of its committees'**

Section 14 of Constitution to then read as follows:

#### 14. Annual General Meetings (AGM)

- (a) There shall be an AGM in each year.
- (b) Notice of the AGM, giving the proposed date and the particulars of the nature of the business to be transacted, shall be circulated to all members entitled to attend not less than six calendar months before the proposed date of the meeting.
- (c) The Annual Report and the audited statement of accounts shall be presented for approval to the AGM.
- (d) An auditor or auditors shall be appointed by the AGM, shall serve until the next AGM and shall be eligible for re-appointment.
- (e) The AGM shall consider any motion of which notice has been given in writing to the General Secretary by the NEC or any of its committees and networks, a branch, The Forum, or two full or professional associate members, not less than eight weeks before the date of the AGM. 'The General Secretary shall circulate to all members the details of all such motions not less than six weeks before the date of the AGM'.
- (f) Notice of proposed amendments to motions shall be given in writing to the General Secretary by the NEC, any of its committees and networks, a branch, The Forum, or two full or professional associate members not less than two weeks before the date of the AGM. Details of the proposed amendments shall be available at the AGM.

- (g) In exceptional circumstances if it is deemed necessary in the interests of the furtherance of the objects of the Association, the NEC, or the Officers acting between meetings of the NEC, may vary the deadlines in clauses (b), (e) and (f) above.
- (h) Subject to Standing Order 7 the AGM shall also consider any emergency motion of which notice has been given in writing to the General Secretary, or at the AGM to the chair of the Steering Committee acting on behalf of the General Secretary, by the NEC, any of its committees and networks, a branch or two full or professional associate members.
- (i) The Steering Committee shall arrange the order of business and the detailed arrangements, including the timetable, for each session of the AGM.
- (j) Visitors invited by the NEC may attend such parts of the AGM as shall be determined by the NEC, subject to the ruling of the chair of the meeting.

**30 (b) delete the final sentence:** 'The General Secretary...' and replace with 'The General Secretary shall circulate details of any such proposed amendments to all members not less than six weeks before the meeting.'

#### Consequential Amendments to Standing Orders:

**Standing Order 4 (a) line 4 delete 'or' after 'branch' and insert a comma, then insert 'or network' after 'committee'.**

**Proposer: National Executive Committee**

### CA2. Appendix A Standing Order 14

*This Constitutional Amendment is just to clarify The Standing Orders Section 14 (a) regarding 'Closing the Debate':*

As it stands:

A call for the 'the closure' or for 'next business' may be proposed and seconded only by members who have not spoken at any time in the debate. No speeches are allowed on such calls.

Insert in Standing Orders 14 (a):

**After 'in the debate' – INSERT:**

**Members who are raising points of order or requests for information are not deemed to have spoken in the debate.**

**Proposer: National Executive Committee**

### CA3. Section 12 (c) General Secretary Election

*The constitution section relating to the General Secretary election is not consistent with the legislation governing such elections. This CA seeks to remedy this to refer to the appropriate legislation.*

**To insert in section 12 (c) in the first sentence after ...every five years... "in line with the Trade Union Labour Relations (consolidation) Act 1992 (noting the exemption from election allowed for in section 58 of that Act)."**

So the section will now read (with the added line in bold):

Section 12 – Appointment of Employees

- (b) The General Secretary shall be elected by secret ballot of full members every five years **in line with the Trade Union Labour Relations (consolidation) Act 1992 (noting the exemption from election allowed for in section 58 of that Act).** The election shall be held at a convenient time prior to the five year period elapsing. She or he shall be eligible for re-election.

**Proposer: National Executive Committee**

## Abbreviations used in motions

AGM – Annual General Meeting  
AT – Assistive Technology  
BAME – Black, Asian and Minority Ethnic  
CA – Constitutional Amendment  
Cafcass – Children & Family Court Advisory  
and Support Service  
CJS – Criminal Justice System  
CNC – Cafcass Negotiating Committee  
CRC – Community Rehabilitation Company  
E3 – Effectiveness, Efficiency, Excellence  
Programme (in the NPS)  
EVR – Enhanced Voluntary Redundancy  
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. – that is (Id Est – *Latin*)  
IOM – Integrated Offender Management  
IT – Information Technology  
ITTG – Integrated Through the Gate model  
MoJ – Ministry of Justice  
NEC – National Executive Committee  
NOMS – National Offender Management  
Service (predecessor HMPPS)  
NPS – National Probation Service  
OASys – Offender Assessment System  
OMiC – Offender Management in Custody  
PBNI – Probation Board for Northern Ireland  
PI – Probation Instruction  
PIT – Practice Improvement Tools  
PO – Probation Officer  
PQ – Parliamentary Question  
PQiP – Professional Qualification in Probation  
PSO – Probation Service Officer  
PSR – Pre-Sentence Report  
PSS – Post Supervision Sentence  
RAR – Rehabilitation Activity Requirement  
SFO – Serious Further Offence  
SOGP – Sex Offender Group Programme  
SOP – Single Operating Platform (in the NPS)  
SPO – Senior Probation Officer  
SSCL – Shared Services Connected Limited  
(NPS payroll, HR services)  
TR – Transforming Rehabilitation  
TU – Trade Union  
TUC – Trade Union Congress  
TUO – Trade Union Organisation Committee  
ViSOR – Violent and Sexual Offender Register  
WMT – Workload Measurement Tool  
YOS – Youth Offending Services