

# 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 to which their subject matter relates and the order in which the committees 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:

- National Executive Committee
- Family Court Committee
- Retired Members' 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:

- Health & Safety Network
- Negotiating Committee – Cafcass

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 MONDAY 7 SEPTEMBER 2020**. 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 WEDNESDAY 23 SEPTEMBER 2020**.

Further advice on amendments and on the process of composing can also be found on the website in the AGM section, called ST04/2020.

## 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

## PROFESSIONAL & TRAINING NETWORK

### 1. Probation staff profile needs to more closely reflect the community it serves

This AGM believes that the probation staffing profile needs to more accurately reflect the communities that it works with and serves. The design of the Probation Officer training is currently under review which makes this a perfect opportunity to take action.

We call upon the Professional and Training Network to make representations to the appropriate management tier to ensure that:

- recruitment campaigns continue to use images and language which recognise diversity and are inclusive,
- promotion of the recruitment campaign is reviewed to ensure it is reaching all under-represented groups,
- the design of the new traineeship allows for a part-time route for those staff with caring responsibilities or physical or mental health conditions which prevent them working full time,
- consideration is given to an access route for those who have not had the benefit of previous degree level study.

**Proposer: East Anglia Branch**

### 2. Increasing diversity in Probation

This AGM notes that whilst the recruitment drive in probation is welcome, there is a growing lack of diversity in those recruited with the majority of PQiP recruits being young white women. In order to have a workforce that fully represents the communities they work with the MoJ must address this issue. This AGM calls on Napo HQ to demand that the MoJ to:

- publish their recruitment diversity statistics,
- work with Napo to increase diversity in probation to carry out research,
- identify barriers experienced by those seeking entry from a diverse background,
- to published the results of the current Pathway to Progression pilot once it has concluded.

**Proposer: Professional and Training Network**

### 3. Professional Role Boundaries

AGM notes motions passed in recent years that seek to address de-professionalisation of probation work through blurring of role boundaries. Historically, it has been acknowledged that work involving high risk of serious harm cases, or those of greater complexity requiring a high degree of professional judgement, should only be managed by Band 4 probation officers or above.

In both NPS and CRCs the distinction between which cases are managed at Band 4 and Band

3 has continued to become blurred. In NPS the introduction of Case Management Support (CMS) allows for extensive co-working of cases, while in CRCs the definition of who is qualified to be a Responsible Officer varies from business to business.

Napo has attempted to address this problem nationally through the creation of a national register of practitioners and pay progression linked to professional development. Progress has been slow, however, and many staff continue to be responsible for work beyond their pay grade. With the re-unification of casework there is an opportunity to reassert professional role boundaries. This AGM demands:

- the establishment of a professional register,
- clear and consistent guidance across all businesses about what constitutes band 3 and band 4 work,
- meaningful Continuous Professional Development linked to pay progression.

**Proposer: Kent, Surrey and Sussex Branch**

### 4. Virtual Supervision?

This AGM believes the relationship between a client and their Probation Officer is one best built on face to face contact.

This AGM understands the MoJ has recently interviewed some staff currently working from home about the effectiveness of 'remote' supervision.

Those interviewed have been left with the distinct impression the MoJ interviewers had limited knowledge about the depth and skills involved in managing probation clients and may be seeking ways in which to justify shutting offices and moving towards more remote working outside of COVID recovery. This contradicts the findings of recent Inspection reports criticising various CRCs for poor risk management via remote supervision.

AGM believes long term remote working, instead of face to face supervision, will seriously limit the ability to assess and manage risk. It will impact on building relationships within which "interventions" and influence can take place, thereby damaging our effectiveness and our personal and professional reputations.

AGM instructs Napo Officers and Officials to ensure any move to dilute face to face supervision is vigorously challenged unless backed up by evidence and appropriate training.

**Proposer: London Branch**

### 5. Black Lives Matter

The Black Lives Matter campaign/movement has highlighted the important issue of race inequality within the Criminal Justice System.

Training should provide the basis of support and knowledge to ensure staff are culturally aware of the diverse needs of the various communities we work with.

This AGM believes that the current NPS E-Learning module on Unconscious Bias is insufficient to effectively challenge or enhance cultural understanding/anti-discriminatory practice within the rich, diverse working environment of Probation.

This AGM believes, in order to achieve a level of cultural competence within Probation, we need to have additional classroom learning to support, embed and enhance the E-Learning which is on offer. Truly effective race equality/anti-discriminatory practice training requires the opportunity to challenge and exchange individual experiences.

This AGM instructs Napo Officers and Officials to work alongside the Professional and Training Network to impress upon the HMPPS Learning and Development team the need to improve and enhance the learning experiences of all staff in Probation settings.

**Proposer: London Branch**

### 6. Prison OM role boundaries

This AGM believes NPS staff working in prisons are not being properly recognised or valued for their roles and their role boundaries appear to be unclear to many probation, prison and parole board staff and colleagues. All staff should be equally valued.

This AGM notes redeployment of NPS staff in prisons as part of the COVID-19 EDM demonstrated the lack of importance placed on their day to day work by the organisation. Requests from Parole Boards indicate they are viewed as administrators. Other colleagues have used them as messenger services.

This AGM views reunification as an opportunity to clarify and reinforce the roles and boundaries for NPS Prison Offender Managers.

The AGM instructs the NEC, Officers and Officials and Probation Negotiating Committee to ensure that role boundaries are better defined and communicated to other agencies to ensure instructions and requests are role appropriate.

**Proposer: London Branch**

### 7. OASys: Outdated, off target and stifled in bureaucracy

OASys is well past its sell-by date. The exhortations to good practice, guided by the science, to coin a phrase, are informed by and refer to strengths based approaches, trauma informed practice and desistance theory. OASys is a hindrance not a help in facilitating good and effective work. There is a veritable industry now in polishing this tarnished old jug, absorbing the time and attention of professional probation staff, and diverting them from work which would be rewarding for both them and their clients.

Demanding the junking of this behemoth by MoJ will be like asking a child to relinquish her favourite toy, but it's for their own good

This AGM instructs Napo to demand and negotiate a full overhaul of the systems used to assess offenders and plan their sentences, in order for these to inform and support effective work to rehabilitate probation clients and protect the public.

**Proposer: Napo Cymru**

## 8. Stop the de-professionalisation of Probation Practice

Napo AGM is concerned that tailored, creative and responsive approaches to probation practice are being eroded and replaced with costly and onerous check-list processes labelled as “evidence based”.

Napo AGM believes that these time-consuming strategies “calling out” alleged poor practice, removing the autonomy of practitioners, and demanding changes to their work within unrealistic time frames, is having a demoralising impact on the workforce. In this climate, we have seen experienced staff become ill or leave, with differently qualified practitioners left to fill the void. This AGM believes that money to fund these processes would be better spent on good quality training, supervision and resources for practitioners. This means that time could be freed up allowing for thoughtful and well-considered practice, coming from a positive starting point where real change for service users might take place.

This AGM therefore instructs Napo Officers and Officials to:

- undertake research into the effectiveness of the current quality assurance strategies, exploring the impact of current processes on practitioners, service users and risk to the public,
- collect data on the amount of money spent on quality assurance strategies and campaign for funds for quality assurance strategies to be re-directed to fund training and front-line services.

**Proposer: South Yorkshire Branch**

## 9. Too Much Micromanagement, Too Little Support

Napo recognises that a style of micromanagement has been allowed to encroach on our practice to create an unhealthy working environment. Professionals are increasingly working in a stifling environment where more of their assessments are consistently scrutinised and checked to ensure uniformity against ever changing standards.

This modus operandi has appeared to increase at the same time that meaningful, supportive supervision has all but disappeared. Our members are hardworking, professional practitioners and should be recognised as such. Instead it becomes the norm that we are continually pushed to create regimented reports within micromanaged structures.

There is a wealth of material that evidences how destructive micromanaging people can

be. It detracts from the core focus of our work, demotivates staff and leads to burnout across all grades. It creates mistrust leading to the loss of experienced staff who choose to leave rather than be managed in such a way.

This AGM asks that this be taken up as an issue to safeguard and promote our professionalism and re-build trust with our employers. It asks that we see a return of a proper supportive framework that promotes professional judgement and seeks to remove this harmful approach in management.

**Proposer: The Mercia Branch**

## 10. PSOs: Plugging the gap and bearing the weight

The significant staff shortages in Probation have been an issue now for the last 6 years of TR. However, it is yet again PSOs that are left carrying the weight of the service and being put at risk as they are repeatedly used to plug the gap in PO numbers. Misallocation of cases to members that don't have the experience, have not had the training and are not remunerated for the level of work being asked of them is a long standing issue.

Lockdown has exacerbated this issue leaving our members isolated and without any peer support or management support. The growing number of cases, that would previously have been allocated to a PO, now being given to PSOs, which has been identified by HMIP, Justice Select Committee and by Napo, is very worrying and putting the public and members at risk.

This AGM calls on Napo to:

- ask HMPPS to reintroduce adequate training for PSOs from day one of their employment,
- ask HMPPS to issue clear guidance to managers about what cases should be allocated to PSOs and develop a clear role boundaries policy,
- encourage PSOs to challenge inappropriate case allocation and to inform branches when issues arise.

**Proposer: Campaigning Network**

## 11. Innovative Probation Technologies: Don't throw the baby out with the bathwater

As part of TR, some providers of probation services invested large sums of public money in developing innovative probation technologies (software tools, automated administration systems, etc.) to show what could be done to streamline/simplify processes, improve efficiency and generally, improve upon clunky, patched-up, decades-old systems and outdated technologies used in the Trusts.

These systems continued to be used relatively unchanged in the NPS. Recent NPS tools appear designed to make work more complex and difficult rather than easier. Bizarrely, the MoJ/HMPPS appear to have committed themselves to persevere with their own flawed systems.

They are, it seems, intent upon training those transitioning to the NPS to use clunky/outdated, less user friendly and unreliable tools, than those used in the CRCs. This cannot be allowed to happen unchallenged.

This AGM calls upon Officers and Officials to develop a no holds barred, punchy, and critical 'Future Probation Technologies' statement that focuses on current concerns, highlights existing technological innovations/solutions, and demands that the MoJ/HMPPS does not abandon the best innovative technological solutions already developed in the CRCs and does everything possible to acquire/assimilate/develop these more advanced technologies, where appropriate, to help improve probation services and propel the NPS into the 21st century.

**Proposer: Professional and Training Network**

## 12. Back to the Future for PSRs

This AGM welcomes the fact that the Secretary of State for Justice has recognised the need for a greater investment in the quality of Pre-Sentence Reports. The Magistrates Association has also stated that it is vital these documents are of sufficient standing to inform the sentencing process.

This AGM calls for an end to unachievable targets for the completion of 'on the day' reports, where vital information on risk, particularly relating to DV and child protection, are more likely to be missed. Adequate time to properly assess vulnerability, e.g. in relation to trauma and/or mental health needs is also essential.

Probation court staff require workload weightings which properly reflect the time needed to complete high quality report and risk assessments i.e. ones that meet the professional standards associated with PSRs before the implementation of 'speedy summary justice'.

These weightings must also take into account the increasing amount of work involved in completing the many other assessments needed, in addition to the PSR, which ensures that the finished article meets the demands of "quality assurance". This AGM directs the Negotiating Committee and Professional and Training Network to press the relevant directorates to implement these realistic and fair workload weightings.

**Proposer: Professional and Training Network**

## TUO NETWORK

### 13. Check Off or Check Out?

This AGM notes Napo lost large numbers of members when Cabinet Office Rules ended check-off for NPS staff.

AGM believes that there is a danger of losing even more members when the service re-unites and check-off ends for those currently employed by CRCs.

It believes that the future of the union depends on maintaining and growing membership.

This AGM calls for the following actions to support and incentivise CRC members to remain Napo members.

NEC and Officers and Officials should support and direct a plan to include the following actions:

- email all CRC members notifying them of the changes with a link to a direct debit form,
- offer periods of free membership to people switching to Direct Debit payments or look at additional incentives to ensure people register and act on the changes,
- start publicising the issue as soon as possible so that members are aware.

**Proposer: London Branch**

## 14. The End of Check Off

With the welcomed announcement of probation being reunified next June, it is urgent that Napo, at all levels, focuses on switching CRC members to direct debit to prevent membership “falling off the cliff” come June 2021 and securing our financial stability going forward. This AGM calls on Napo to;

- provide branches with material to enable them to promote the direct debit campaign in all workplaces,
- both nationally and locally promote the benefits of direct debit, such as cheaper subs, to members’
- promote via branches the Activ8 network to encourage members to become direct debit champions in their workplace,
- ask CRCs to promote Napo communications for direct debit before staff transition.

**Proposer: TUO Network**

## CAMPAIGNING NETWORK

### 15. Black Lives Matter

This AGM notes;

- that the killing of George Floyd by US Police Officers has ignited a world-wide anti-racist movement the likes of which we have never seen,
- that the UK is just as institutionally racist as the US particularly when we consider aspects of the Criminal Justice System,
- that over the last 10 years BAME deaths in police, prison and psychiatric custody are more than two times that of white people,
- that since the introduction in 1994 of section 60 stop and search legislation BAME people (outside of London) are 43 times more likely to be stopped and searched by the Police than white people.

This AGM therefore;

- will support campaigns to scrap section 60 stop and search. This will include circulating

information, encouraging Napo members to attend any meetings/demonstrations/lobbies organised by campaigning groups and inviting campaigners to speak at Napo meetings,

- will make a financial donation to the United Family and Friends Campaign that tries to gain justice for BAME and non BAME people who have died in custody, publicise their events, encourage Napo members to attend and invite speakers to Napo meetings.

**Proposer: South Yorkshire Branch**

### 16. Stop racist policing

Napo is an anti-racist organisation that pledges to ‘combat racism, oppression and discrimination and to actively oppose all forms of harassment, prejudice and unfair discrimination’ in its constitution.

Current police ‘stop and search’ powers have been widely criticised for being used disproportionately against people from black and minority ethnic communities. Research published by the Equality and Human Rights Commission indicates that if you are Black you are six times more likely to be stopped and searched by police in the UK than if you are White. If you are Asian, you are twice as likely.

Under Section 60 of the Criminal Justice and Public Order Act, Police can extend these powers to stop and search anyone in a defined area where they believe there may be serious violence. These police practices that are not intelligence led and are discriminatory.

Under new proposals, authority to use Section 60 is to be reduced from senior officer to inspector. This would mark a dangerous step back towards the infamous ‘sus’ laws scrapped following the 1981 riots.

This AGM affirms its opposition to such proposals. We call for the scrapping of Section 60 and for a trade union and community led review of current police practices.

**Proposer: Kent, Surrey and Sussex Branch**

### 17. Probation Reform

Napo AGM welcomes the government’s second U-turn to end the privatisation of Probation Service delivery – hopefully, once and for all, the profit motive in probation work will be cast to the dustbin of history for ever. Grayling lied and failed, again.

However, this AGM also notes that the current plans to regionalise everything under the auspices of the HMPPS, where Prisons are by far the greater power, are also likely to fail. Under the dead hand of the inflexible, command and control obsessed Civil Service, these reforms are far from the locally delivered, locally accountable, professional and flexible Probation Service that is required.

Without that localism we will be less able to reduce the risks posed by some of the most difficult, disadvantaged and damaged people in society.

This AGM therefore instructs Napo’s officers and officials to mount a concerted campaign with sister trades unions, opposition political parties and others for:

- probation to move out of the Civil Service/ HMPPS structures at the earliest opportunity,
- probation Services to be aligned with Local Authorities as non-departmental government bodies that are centrally funded, again at the earliest opportunity,
- probation’s autonomy and professionalism to be genuinely based on social work values and social work training.

**Proposed: South Yorkshire Branch**

### 18. Reunification achieved, but what next for Napo’s campaigning?

Napo has achieved what many thought was impossible, the reunification of probation and an end to CRCs and a split workforce. Campaigning network has reviewed previous AGM motions and have consolidated them into one to help members focus on the rest of Napo’s demands. AGM calls on Napo HQ and members at grass roots level to campaign for the following objectives;

- release from prisons - probation has been dominated by the prison service for too long and culminated in OMiC, a delivery model that goes against evidence based practice of what works and the need for consistency for prisoners,
- out of the Civil Service - allowing probation to work as an independent body, get staff out of the shackles of the civil service and give it the flexibility it requires for effective delivery,
- a return to evidence led practice - after TR which was based on zero evidence, probation needs to go back to what works, actively promote evaluation of interventions and fight for member’s professional development,
- embedded in local communities - being centrally run by Westminster restricts probation from working with the local communities it serves and meet the needs of clients.

**Proposed: Campaigning Network**

### 19. PQiP training is not fit for purpose

PQiP training is still not fit for purpose. Despite the hard work of the professional and training network there has still been no progress on the much awaited review of PQiP. It is clear from our members that PQiP delivery has varied significantly across the country. Whilst reunification will resolve the issue of inconsistencies, the training has been reduced to a tick box exercise only teaching learners processes. Newly qualified members report feeling totally unprepared for the day to day work of probation and that they lack the confidence to carry out their roles.

This AGM instructs campaigning network to work alongside professional and training network to:

- highlight the issue with stakeholders, parliamentarians and the media,
- urge HMPPS to start the PQiP review as a matter of urgency and meaningfully engage with Napo from day one,
- urge HMPPS to ensure that the training is developed to meet the needs of learners and not the MoJ budget,
- insist on the inclusion of more professional based training rather than just processes,
- insist that HMPPS review their recruitment strategy in light of the lack of diversity of learners entering PQiP which currently sees a majority of young white women.

**Proposer: Campaigning Network**

## 20. Support people seeking a safe haven in the UK

Napo rejects the racist narrative against refugees and migrants that right-wing organisations have propagated for many years and which is now being espoused by government ministers.

We are particularly concerned about the way that children and young adults who seek to make connections with family and friends are being demonised by the government's callous approach.

We want to see a fair humane and transparent system that allows all individuals, young and old alike to re-establish connections with relatives and friends already settled in the UK.

We want legislation to ensure unconditional rights to family reunion.

All hostile environment measures must be scrapped.

Policies preventing refugees from accessing public funds should be ended.

The housing of children and the parents or carers of children in detention centres must be outlawed. Children and their parents/ carers should have access to legal aid for immigration cases.

This AGM encourages Napo branches to be proactive in campaigning for these measures. We request that Officers and Officials publicise Napo's stance and our support for the right to family life for all children and that they signpost members to information to facilitate campaigning and assist them to challenge anti-immigration narratives.

**Proposed: Family Court Section**

## 21. Racially motivated offending behaviour programmes

The rise of racism within society is frightening – the messages from those with the political power to stamp out racism and change society for the better are often vague, often dismissive

and sadly too often racist. Napo will take the lead to stand against racism in all its forms.

Napo will campaign for the inclusion of offending behaviour programmes which specifically address racially motivated offending, and for these programmes to be made available to all regions of England and Wales as a matter of urgency.

Napo will campaign for Black, Asian and Minority Ethnic individuals, groups and community led organisations to lead the design and creation of educational offending behaviour programmes which challenge racist thinking, attitudes and behaviour.

**Napo Cymru**

## EQUAL RIGHTS COMMITTEE

### 22. Dyslexia

This AGM is aware that another motion about dyslexia might seem a bit repetitive. Indeed it is, in the same way that motions about workloads or privatisation are repetitive. This is because the issue does not disappear.

Last year AGM passed a motion committing Napo to promoting dyslexia training throughout the MoJ. We are not aware that anyone has done anything about it. AGM therefore requests all services and branches to promote one day dyslexia awareness training over the next year and then to report back at the next AGM.

**Proposed: Jeremy Cameron**

**Seconded: Anne King**

### 23. Protecting BAME staff

Given the publication of the Public Health England report into the disparity of the risks and outcomes of COVID 19 on the BAME community. This AGM demands urgent risk assessment, guidance and protections for BAME colleagues.

This report suggests that BAME members of the community are more likely to experience severe symptoms of Covid 19 should they contract it and a higher morbidity rate than white ethnic groups. The reasons for this are varied and complex, although there was mention that socio-economic factors, underlying health issues and even the fact that BAME workers are more likely to hold forward facing employment, are all suggested to increase risk.

Considering the findings of this report, this AGM demands interim guidance is issued with immediate effect for BAME colleagues, specifically for those with forward facing roles. Additional protections should be offered if required including The opportunity for extended home working offered to all BAME staff.

**Proposed: Kent, Surrey and Sussex Branch**

## 24. Whilst there is 'No Age Discrimination where is the Age consideration?'

In a world where we are permanently expected to 'upskill' frequently using new and updated technology, carry high caseloads and meet ever demanding targets, we take for granted the struggles that disproportionately affect people by age. As the retirement age increases and standard of living costs rise, more staff are faced with a hard decision of not being able to afford to retire. Others are taking flexible retirement as a means of coping in the role with the aim just to reach pensionable age.

This AGM instructs Napo to explore different ways to look after both the Probation staff and Family Court staff and protect these experienced staff; finding and developing roles which suit their strengths, use their skills and abilities to cascade their knowledge that will improve the service delivery of all practitioners and benefit the organisations resilience. Therefore, preventing us from losing years of experience alongside seeking clarity from the employers on how they will support and enable this 'protected characteristic – Age'.

**Proposed: Napo Cymru**

## 25. Institutional Racism

AGM notes with grave concern that fine words feature in most of the MoJ's literature about diversity and inclusion. Yet, like so many government departments and other institutions in the UK, it remains institutionally racist, and seemingly incapable of promoting and enacting change, despite irrefutable evidence.

Covid-19 has placed the virus of racism under the spotlight. It is time for those fine words to be turned into actions. If not now when?

AGM therefore instructs Napo's Officers and Officials to research and expose racism in the MoJ and to publish their findings no later than AGM in October 2021.

This AGM also commits to join campaigns that:

- insist that all the recommendations in the 2018 Lammy Review are implemented immediately,
- insist that all the recommendations from the Windrush enquiry are implemented immediately,
- insist that there is safety and justice for all BAME clients and colleagues in the HMPPS and all probation providers.

**Proposed: South Yorkshire Branch**

## HEALTH AND SAFETY NETWORK

### 26. The rocky road to recovery: health & safety in the Covid workplace

This AGM notes: As we start the recovery stage, there is an unseemly rush to open offices, courts and other premises. Building risk assessments are being undertaken by sometimes inexperienced managers with little or no health and safety knowledge or experience often without consultation with the union reps.

This AGM believes this places the safety of staff and clients at serious risk as necessary protections are being overlooked in the rush to return to “normal” working.

This AGM views the recovery as an opportunity to clarify and reinforce the roles and boundaries for Napo H&S reps.

AGM instructs the NEC, Officers and Officials to ensure that H&S issues are clearly defined and communicated to all employers to ensure that legal requirements are always adhered to.

This AGM instructs Napo to work to ensure that staff safety is paramount in formulating the future move forward from the emergency measures and to take immediate action where this is not happening.

**Proposed: London Branch**

## NEGOTIATING COMMITTEE PROBATION & NEGOTIATING COMMITTEE CAFCASS

### 27. Homeworking

This AGM believes homeworking across Probation and Family Court Services is becoming the “new normal” as the result of the pandemic.

This AGM understands, whilst homeworking has benefits for many, it needs to be recognised that not all people are able to work effectively from home and need better support and sometimes adjustments to workloads when required to work at home.

This AGM also notes there is a vast difference between voluntary homeworking and lockdown homeworking.

This AGM instructs Napo Officers and Officials to develop better inclusive homeworking policies to support all staff under both voluntary and enforced homeworking situations and campaign and negotiate with our relevant employers for their adoption.

**Proposed: London Branch**

### 28. Life after lockdown, lessons we can learn from home working

Home working has been difficult for many members from a lack of adequate working space, isolation from peers struggling with a life work balance. That is why Napo has used

the term ‘at home trying to work’ to highlight the issues facing members. However, there have also been many benefits as it has offered people a flexibility that has previously been denied to many. The home working policy developed by HMPPS has never been signed off by Napo and has been consistently inconsistent in its application.

Divisions and even offices have interpreted the policy differently leading to confusion. Lockdown now gives Napo the opportunity to address this. This motion calls on Napo to;

- demand a review of the home working policy in light of Covid and look at what can be learnt from the lockdown,
- address the issues that have arisen such as inadequate ICT, lack of working space, issues of confidentiality
- identify the benefits of flexible working and ensure that these are not lost going forward.

**Proposer: Campaigning Network**

## NEGOTIATING COMMITTEE CAFCASS

### 29. Cafcass needs urgent resources

At the time of writing this motion, Cafcass is just weeks away from having to implement an emergency prioritisation process that will see only the most urgent cases being dealt with while the rest are “stacked” and unallocated. The huge workloads and backlogs for Cafcass have been an issue for many years but have been exacerbated by Covid-19 with less Court time being available and an increase in domestic violence and child abuse. Cafcass itself has said they do not want to have to adopt this process as it will have a direct impact on children and families but have been left with no other option.

This AGM calls on Napo to carry out the following:

- call on Ministers to move Cafcass to the Department of Education so that they can work alongside social workers and child safeguarding staff,
- support the employer in seeking urgent resources from the government to help deal with the backlog in the short term and a regular substantial increase in its annual budget,
- work alongside Ministers and Cafcass to develop a long-term work strategy to increase staffing numbers and reduce workloads.

**Proposed: Family Court Section**

## NEGOTIATING COMMITTEE PROBATION

### 30. Disability Support

This AGM believes that it is unacceptable that disabled members continue to be discriminated against by our employers.

This AGM understands Disabled staff continue to suffer from significant delays in obtaining agreed equipment for reasonable adjustments. This is leading to unfair treatment with some staff being placed into capability procedures due to the delays. PQiP students continue to be suspended from the programme after 6-12 months of undertaking the training when the service has failed to provide identified equipment designed to level the playing field between disabled and non-disabled PQiP students. We believe this is discriminatory practice that Napo needs to challenge.

We call on Napo to ensure Reasonable Adjustments and procurement/purchasing procedures are included and given a high priority in the reunification process. We also call for Napo to push for the uncoupling of HR policies from those of prisons and for HR policies to return to being the remit of Probation and Family Court only.

**Proposer: London Branch**

### 31. NPS Disciplinary Policies

Once we had a disciplinary policy that was straightforward and easy to understand. This AGM finds the current NPS Disciplinary (Conduct) policies vague, misleading and unhelpful to all parties - and that's when you can find them at all.

This AGM therefore resolves to produce an overhaul of the procedures in order to make them clear and comprehensible and will then present them to the employers for negotiation.

**Proposer: Mick Hooson**  
**Second: Jeremy Cameron**

## CONSTITUTIONAL AMENDMENTS

### CA1

This set of constitutional amendments is to update the Constitution in line with changes to the branch structures (merger of branches and creation of new branches) following the NEC decision to reflect the new regional structure of the NPS which will become the new unit for Probation in England (as Napo Cymru already follows the Wales structure). The amendments replace Appendix B with the list of current branches and make changes necessary to accommodate the reduced number of branches from 23 to 14.

In line with the NEC decision it also makes amendments to section 21 to enable NEC to agree a model branch constitution and supporting information for branches along with an amendment to correct a previous error in changing the title of Branch Treasurer.

It is also the intention to make any further consequential amendments that become necessary as a result of these amendments.

#### In Section 13 – General Meetings

13 (c) – in the first sentence replace “15” with “9” so this sentence now reads

*“A General Meeting shall be quorate when 150 full and professional associate members and representation from at least 9 branches are registered not later than a date fixed by the NEC.”*

#### In Section 16 – National Executive Committee

16 (g) – replace 15 with 9. So this paragraph 16 (d) now reads

*“A quorum of the NEC shall consist of 9 voting members.”*

#### In Section 21 – Branches

21 (g) in line 2 insert between “constitution” and “can be elected” the wording “and in accordance with the guidance from the NEC”. In line 3 delete the words “show of hands” and replace with “vote”. In line 5 replace the words “Vice-Chair Finance” with “Treasurer”. So this paragraph now reads:

*“Each branch shall elect its own officers and committees. Branch officers (as determined by the branch constitution and in accordance with the guidance from the NEC) can be elected by a secret ballot of full members of the branch, to be held at a convenient time prior to the branch AGM or by vote at the branch AGM. They shall hold office until the branch AGM two years after they took office. They shall be eligible for re-election. Such branch officers may serve a maximum of two terms (four years) successively in the same office. The branch Treasurer may serve a maximum of three terms (six years) successively in that office.”*

## APPENDIX B – LIST OF BRANCHES

Replace with (new list) attached.

### APPENDIX B

Branch/section name	replaces branches
East Midlands	East Midlands East Coasts (part – 5 Lincs only)
East of England	East Anglia Essex The Four Shires
Greater Manchester	Cheshire & Greater Manchester (part – Greater Manchester only)
Kent, Surrey & Sussex	Kent, Surrey and Sussex
London	London
North East	Northumbria Durham Tees Valley
North West	Cumbria and Lancashire Merseyside Cheshire & Greater Manchester (part – Cheshire only)
Northern Ireland	
South Central	Hampshire Isle of Wight Thames Valley
South West	South Southwestern Western
Wales	Napo Cymru
West Midlands	Staffordshire West Midlands The Mercia
Yorkshire and Humberside	West Yorkshire South Yorkshire East Coast (part – N. Yorks, Humberside and N Lincs only).

Family Court Section

### CA2

This set of constitutional amendments amends Section 14 Annual General Meeting and Section 22 Workplace Meetings to allow for the business of the Association and its branches to be conducted with greater flexibility i.e. to include remote/electronic meetings and hybrid meetings as well as physical meetings. The restrictions imposed by the Coronavirus pandemic demonstrated both the need for this flexibility and the advantages in terms of enabling greater inclusivity and accessibility.

The aim of these amendments are both to build in resilience to deal with future such events and also to increase membership participation in decision making process of the Association.

In addition, it addresses inconsistencies in terminology etc. which have arisen over time as various constitutional amendments have been adopted.

It is also the intention to make any further consequential amendments that become necessary as a result of these amendments.

## In Section 13 – General Meetings

13 (c) – in the second sentence delete in third line “in the hall”. So this paragraph 13 (c) reads

*“Sessions of General Meetings shall be quorate when 150 full and professional associate members are present.”*

#### In Section 14 – Annual General Meeting (AGM)

14 (b) – in the first line delete “place of the meeting and”. So this paragraph 14 (b) now reads:

*“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.”*

14(e) – in line two delete ‘PSO’ and replace by ‘The’ so this reads “The Forum”.

14(f) – in line two delete ‘PSO’ and replace by ‘The’ so this reads “The Forum”.

14(o) – in the first line replace “clause 21(k)” with “clause 21(p)”.

#### In Section 17 – Committees of the NEC

17 (a) – in line insert “and form networks” between the wording “appoint committees” and “determine their”. In line three insert after “committee” “network”. So this paragraph now reads:

*“The NEC shall have the power to appoint committees and form networks and determine their terms of reference. Except as provided for in Section 19 on anti-racism or by specific resolution of a General Meeting the NEC shall determine the composition, size and method of election of each committee/network.”*

#### In Section 21 - Branches

21(l) – In lines 2 and 3 delete “The Family Court Section will hold its AGM at the same time as the national AGM/Conference in each calendar year” and replace with “There shall be a Family Court Section AGM in each calendar year”. So this paragraph now reads:

*“Each branch, with the exception of the Family Court Section, will hold an AGM not later than the last day of July in each calendar year. There shall be a Family Court Section AGM in each calendar year.”*

#### In Section 22 – Workplace Meetings

22 (a) – Delete all wording and replace with:

*“A branch may decide to hold member meetings in a variety of formats as appropriate to facilitate and maximise participation in the business of the branch and to promote inclusivity. These shall include workplace meetings, remote meetings and hybrid (a combination of remote and physical) meetings.”*

22 (b) – delete

22 (c) – delete

22 (d) – delete

22 (e) – renumber 22 (b). In line one delete “workplace”

22 (f) – renumber 22 (c)

22 (g) – renumber 22 (d) – in line one delete “workplace”. In line one delete “but may vote only at the meeting of their own workplace” and replace with “Where multiple meetings are held on the same topic and a vote is taken, members may vote only once on the same issue”. The paragraph now reads.

*“Members may attend and speak at any meeting of their branch, but where multiple meetings are held on the same topic and a vote is taken, members may vote only once on the same issue”*

22 (h) – renumber 22 (e)

22 (i) – renumber 22 (f)

22 (j) – delete

## **APPENDIX A – STANDING ORDERS**

Paragraph 13 (b) – In line one, before “voting” insert “Where”, in line one delete “shall be on” and replace with “takes place by”, in line one delete “, but that” and replace with “it”. This paragraph now reads:

*“Where voting takes place by show of hands it shall be followed by a ballot at the Chair’s discretion or on a request supported by at least twenty voting members.”*

## **Abbreviations used in motions**

AGM - Annual General Meeting  
AT – Assistive Technology  
BAME – Black, Asian and Minority Ethnic  
BBC – British Broadcasting Company  
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  
DEFRA – Department for Environment, Food & Rural Affairs  
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  
MP – Member of Parliament  
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  
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  
TTG – Through the Gate  
TU – Trade Union  
TUC – Trade Union Congress  
TUO – Trade Union Organisation Network  
UN – United Nations  
UPW – Unpaid Work  
ViSOR – Violent and Sexual Offender Register  
WiN – Women in Napo  
WMT – Workload Measurement Tool  
YOS – Youth Offending Services