

2017 Annual Delegate Conference

Preliminary Agenda



Hamilton House
Mabledon Place, London WC1
Thursday 11 May 2017

This booklet sets out the motions submitted for debate at the FDA's 2017 Annual Delegate Conference to be held on 11 May. As an FDA member (including members of MiP), you are invited to review these motions and submit amendments to them through your branch or section representative (if you don't know who this is, contact FDA head office on 020 7401 5555).

Amendments to motions may only be submitted through your branch or section and must reach FDA head office at 8 Leake Street, London SE1 7NN or by email at adc@fda.org.uk by noon on Thursday 13 April 2017.

ADC Preliminary Agenda

This paper gives details to members of the motions submitted for debate at the FDA's 98th Annual Delegate Conference, to be held on Thursday 11 May 2017 at Hamilton House, Mabledon Place, London. Amendments to motions may only be submitted through your branch or section and must reach FDA head office by **noon on 13 April 2017** for inclusion in the final conference agenda. Delegates' names must also be submitted by **the same date**.

For further details contact: FDA head office, 8 Leake Street London SE1 7NN.
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Motion 1

Subject: Pay restraint

This ADC notes with concern the continued pay restraint imposed by government and the effect of recent years of low or no pay rises eroding the value of salaries and pensions in real terms for public sector workers. It calls upon the Executive Committee to become active in its various pay consultations and seek to end such restraint and negotiate above average rises aimed at returning salaries to levels comparative to the period before the economic downturn.

Land Registry Branch

Motion 2

Subject: Starting pay on promotion

This ADC deplores the failure to address the two tier approach to starting pay whereby successful internal candidates for externally advertised roles receive a lower starting pay than an external candidate would have received. The FDA, Senior Salaries Review Body and others have consistently called on government to address the issues that creates resentment, anomalies and disincentives for civil servants looking to progress their careers.

The 2016 Civil Service Workforce Plan seeks to build career paths and develop leaders yet the civil service sustains an approach to pay on promotion and reward for experience that actively works against that aim. This policy also encourages staff to move roles rapidly, renegotiating their salary, again contradicting the aims of the workforce strategy. All of this at a time when the civil service is committed to externally advertising all vacancies.

Instead of addressing the 'external hires premium' and abolishing the policy of capping pay on promotion for internal applicants, the Cabinet Office have decided to delay any reforms until the comprehensive review mentioned in the Workforce Plan takes place, which may not be until 2020.

This ADC calls upon the government to immediately end the policy of capping pay on promotion for civil servants and commit to pay the advertised salary for the role, regardless of whether the successful candidate is external or internal to the civil service.

Executive Committee

Motion 3

Subject: Pay

This ADC believes that the approach to civil service pay taken by government is ill-conceived, badly predicated and utterly flawed. At a time when the civil service needs the best leaders and the most adept skills, the pay policy has resulted in real terms loss in pay across the civil service of more than 21% since 2010.

This policy has targeted its worst effects at those senior managers and professionals it now needs most. Whilst the average gross salary for an SCS 1 has risen by £2,100 since 2010, pension contributions have risen by over £4,000 (in effect a reduction in salary since no additional pension accruals resulted from this change). Some departments are proposing capping Grade 6 pay rises to limit the overlap with SCS pay, and limiting Grade 7 increases to maintain a differential with grade 6.

All of this at a time when inflation is rising and average earnings in the private sector are rising 2 or 3 times quicker than the public sector.

The race to the bottom for pay for the vast majority of civil service managerial and technical roles thoroughly undermines the positive language and intention behind the 2016 Civil Service Workforce Plan. Instead of addressing anomalies, inadequacies and counterproductive delegated freedoms, small areas of civil service work such as commercial and digital receive special treatment.

This ADC calls on government to:

- Immediately end the policy of pay restraint across the public sector;
- Engage with the FDA over a new approach to civil service pay which will be able to motivate, recruit and retain a talented workforce, whilst providing value for taxpayers and eliminate inequalities;
- Introduce a truly independent pay review body for the civil service with full trade union input;
- Commit to a timetable for implementing this reform.

Executive Committee

Motion 4

Subject: Performance management

This ADC welcomes the announcement of a new civil service performance management framework which will provide greater flexibility to develop performance management processes that better meet the needs and culture of civil service employers and staff.

The greater flexibility provided by the new framework has enabled some major civil service employers to end, with effect from April 2017, the forced/guided distribution of performance ratings and the associated structure of moderation put in place to deliver the required ratings distribution.

This ADC welcomes this new flexibility and in particular moves to end forced/guided distribution which the FDA has vociferously opposed and campaigned against since its introduction in 2012.

The palpable unfairness of this bureaucratic and time consuming system has demoralised and demotivated staff across the civil service and should now be rapidly consigned, wherever it is still in existence, to the dustbins of history.

This ADC therefore calls on all civil service employers to end without delay this discredited system.

This ADC recognises that the landscape of performance management will continue to evolve and change over the next year or more and that the civil service is effectively in a period of transition as different approaches are trialled and established. It also recognises that Civil Service Employee Policy (CSEP) will have a crucial role in developing guidance for employers that will influence that change.

This ADC also instructs the Executive Committee to ensure that negotiators:

- Work to influence the development by CSEP of guidance for employers on a new performance management framework that is properly evidence-based and an exemplar of good practice;
- Continue to press employers to end forced/guided distribution of performance ratings wherever this discredited system remains a feature of performance management;

- Seek similar reforms to the SCS performance management framework;
- Work to influence the development of new approaches to performance management that are focused on personal development and to end any link between performance management and pay.

Department for Education Branch

Motion 5

Subject: Brexit

This ADC is concerned at the potential effect of upcoming 'Brexit' and the pressure this will put on civil servants involved in reviewing and changing legislation, but also recognise the opportunities this provides. This ADC mandates the Executive Committee to ensure that 'Brexit' posts are offered first to existing civil servants and any additional recruits to be subject to the same terms and conditions and recruitment process as existing staff.

ARC Cambridge

Motion 6

Subject: Terms and conditions

This ADC notes that there are increasing differences in terms and conditions between departments and especially so between legacy and current terms and conditions. This ADC therefore calls on the Executive Committee to negotiate agreement that staff can retain their legacy rights to terms and conditions on moving between departments on level transfer.

DWP Branch

Motion 7

Subject: TW3

This ADC recognises that 'The Way We Work' (TW3) is a civil service initiative aimed at modernising working practices across government. This ADC calls upon the Executive Committee to press all departments to adopt a consistent approach in respect of their use of TW3 to support departmental objectives, particularly in respect of flexible working practices.

ARC Leicester

Motion 8

Subject: Civil Service Competency Framework

This ADC recognises that the Civil Service Competency Framework 2012-2017's term is coming to an end. This ADC calls upon the Executive Committee to support the development of the next Civil Service Competency Framework and press for movement towards a system that permits vacancy holders to take a practical approach to selection rather than assessing candidates on their competency writing skills.

ARC Leicester

Motion 9

Subject: Government Hubs

This ADC notes that the Government Hubs programme aims to reduce the central government office estate from around 800 buildings to around 200 by 2023. It is intended that there will be across the UK:

- Around 18-22 strategic hubs located in "main city centres" that will accommodate on average around 10,000 FTE;
- Around 200 mini hubs in "secondary towns and cities" that will accommodate typically 100-500 FTE;
- Touch down spaces with 5-10 desks and limited facilities that may be located in operational buildings (e.g. job centres) or other public sector spaces (e.g. Libraries).

This ADC also notes that it is intended that Government Hubs will accommodate multiple departments with a view to staff sharing skills and experience and building careers locally.

This ADC recognises that whilst this programme may provide efficiencies and enhance career paths for some, it also has the potential to massively disrupt the lives of civil servants across the UK and, for many, may pose a significant threat of job loss.

This ADC believes that any programme of this scale and nature can only be successfully delivered if:

- The timescales for change are appropriate and reasonable;
- The retention of skilled and experienced staff is given priority;
- Policies and procedures to support these objectives such as relocation packages and flexible working as envisaged in "The way we work" programme, are implemented to minimise the impact on staff.

This ADC therefore instructs the Executive Committee to ensure the co-ordination of all negotiations with employers on estates rationalisation with a view to ensuring that:

- Job protection is prioritised;
- Employers adopt policies and procedures that minimise the impact of this programme on staff and;
- Best practise is shared.

Executive Committee

Motion 10

Subject: Government Commercial Organisation

This ADC regrets the failure of Cabinet Office and the Government Commercial Function to properly consult with the FDA over a new pay, terms and conditions and bargaining arrangement for civil servants in the Government Commercial Organisation. This ADC further notes that Cabinet Office has refused to share any of the benchmarking data that it states informs the new remuneration offer available for GCO staff and that other key information requested has been withheld.

This ADC is concerned that groups of civil servants are being prevented from joining the core civil service pension arrangements, undermining those schemes and fragmenting civil service terms and conditions. Whilst the FDA is willing to engage on issues that address recruitment and retention difficulties, this does not include the implementation of ill-conceived experiments that could have far reaching consequences for existing and future civil servants.

The ADC calls on the Executive Committee to seek:

- Assurances that no civil servants will be forced out of defined benefit civil service pension provision;
- Collective bargaining rights for all GCO staff;
- Answers to the issues raised in the FDA consultation response;
- Removal of rules that discourage permeability and civil service career development;
- Full disclosure on the costs and savings associated with GCO;
- Transparent and accountable governance of any new pension arrangements; and
- Involvement in the proposed remuneration committee.

Executive Committee

Motion 11

Subject: Worker representation on civil service employer boards

This ADC welcomes the government's commitment to ensuring that workers voices are heard in the boardrooms of Britain.

This ADC recognises that workers in any organisation can provide unique insight in to its operation and have a shared interest in its success. Whilst this cannot replace meaningful engagement with trade unions, worker representation on decision making boards will be a welcome development if implemented.

Whilst there have been conflicting messages as to the precise detail, the government has signaled that it intends to progress these reforms.

This ADC welcomes this commitment and calls on the government to demonstrate best practice by immediately agreeing with the FDA (and other trades unions) how worker representation will be

included on the boards of all Departments, Agencies and Non Departmental Public Bodies, including the Civil Service Management Board itself.

Executive Committee

Motion 12

Subject: Senior civil service reform

This ADC welcomes the moves to improve engagement between Cabinet Office and the FDA on issues relating to the SCS. We believe through constructive and informed discussion the working lives of the senior civil service can be improved to the benefit of civil servants and the public alike.

This ADC believes that the current approach to performance management for the SCS is divisive and unfair. Pitching civil servants against each other in an opaque ranking system does not encourage the positive behaviours required of senior leaders in the civil service. While we welcome the moves to reform the performance management approach for other grades, we believe the same response is required to reform the SCS performance management system.

For too many years government and the Cabinet Office have refused to address the fundamental need for reform advocated by the FDA and echoed increasingly by the Senior Salaries Review Board. Reform of SCS pay and reward must be a key objective of the Executive Committee in the year ahead.

This ADC calls on the Executive Committee to prioritise the following areas for positive reform when engaging on SCS issues:

- SCS pay and reward;
- Reforming the performance management system;
- Diversity and inclusion;
- Working hours and environment;
- Workforce strategy and career development.

DSA Section

Motion 13

Subject: Machinery of Government changes

This ADC notes that Cabinet Office Guidance on Machinery of Government changes refers to the need for full staff engagement, the importance of good and early planning, and the need to pay attention to the practical, technical and logistical issues. All Machinery of Government changes are different, but it is important to continue to learn lessons to facilitate smooth and efficient transfers of functions. One critical area where members have reported problems relates to the transfer of payroll from one department to another. This causes unnecessary uncertainty for staff, and can lead to hardship.

This ADC instructs the Executive Committee to engage with the Cabinet Office on lessons to be

learned from Machinery of Government changes, including issues around payroll transfer; and to encourage the Cabinet Office to review its arrangements with its payroll services supplier.

DSA Section

Motion 14

Subject: Civil service impartiality

This ADC is concerned that in both the Scottish and EU referendums, the civil service has been subject to accusations of bias by politicians and commentators unhappy at the role of the civil service in supporting the different government positions relating to those ballots.

This ADC is also concerned by recent events relating to the exit from the EU. Against a backdrop where senior politicians have made unfounded accusations against a senior civil servant and called for civil servants to be replaced by “more enthusiastic” supporters of the government’s position, no government minister was prepared to defend the civil servant or civil service.

This ADC also notes that the rules on appointment by open and fair selection have been relaxed by the Civil Service Commission in relation to roles required for delivering Brexit.

This ADC therefore:

- Re-affirms its belief that an impartial and permanent civil service is fundamental to the provision of effective and efficient public service;
- Calls on the Prime Minister and ministers to publicly defend the civil service including its political impartiality;
- Instructs the Executive Committee to monitor developments following the changes to the Commission rules regarding Brexit, and publicise any concerns that arise.

DSA Section

Motion 15

Subject: Hours worked

This ADC notes that for many years across the range of civil service employers, members have regularly worked significant amounts of unpaid overtime, while employers have consistently failed to match resources to workload in a way which ensures that remuneration is in line with the work delivered.

The civil service remains a cornerstone of efficient professional public service delivery, but it has been consistently undermined by governments’ unwillingness to recognise the level of work put in by staff across employers, especially for out of hours work. It remains unreasonable for governments to expect the staff on whom they depend for delivery of all government programmes to be unpaid for work demanded of them, and to continue to rely on ever diminishing ‘good will’ of staff.

This ADC calls on all governments to ensure that:

- All work undertaken by civil servants is fully paid for;
- Departmental plans reflect the resources available;

- Action is taken to eliminate unpaid overtime;
- Staff are encouraged to work sensible hours and are encouraged to decline work which is not possible within remunerated hours, and
- Those who report and challenge the use of unpaid overtime are protected.

Scottish Government & Associated Agencies and Departments Branch

Motion 16

Subject: Workload

This ADC welcomes the FDA campaign for remuneration for hours worked across the civil service but notes that approaches by employing departments to recognise hours worked is not consistent across government departments. This ADC recognises that HM Inspectors of Education in all three administrations all work considerably over and above their contracted hours. Given the key quality assurance function of HM Inspectors of Education. If this work was not carried out, the education of children and young people would suffer. This ADC instructs the Executive Committee to survey the working hours of HM Inspectors of Education across the UK administrations as a first step to publicise these unsustainable working practices and to lobby for proper resources to enable HM Inspectors of Education to continue to contribute to the quality of education services at no cost to the health or welfare of FDA members.

FDA Education Scotland

Motion 17

Subject: Workload

This ADC welcomes the FDA campaign for remuneration for hours worked across the civil service but notes that approaches by employing departments to recognise hours worked is not consistent across government departments. This ADC recognises that HM Inspectors in Ofsted all work considerably over and above their contracted hours.

Given the overriding function of HM Inspectors to bring about improvements for children, young people and adults, and ensure proper safeguarding arrangements are in place while inspecting, the education and training of children, young people and adults would suffer if this work was not carried out properly and in a timely way.

This ADC instructs the Executive Committee to survey the working hours of HM Inspectors across the UK administrations as a first step to publicise these unsustainable working practices and to lobby for proper resources to enable HM Inspectors of Education to continue to contribute to the quality of education and training services at no cost to the health or physical and mental welfare of FDA members

Ofsted Section

Motion 18

Subject: Action to tackle work-related stress

This ADC notes that work-related stress is frequently cited as a cause of absence across the civil service, particularly in cases of long-term absence. Many employers do not even have a Mental Health Strategy or policy to tackle work-related stress.

This ADC further notes that all civil service employers are obliged to comply with health & safety and equality legislation.

Therefore, This ADC calls on the Executive Committee to campaign for the following obligations on civil service employers to be incorporated into any Mental Health Strategy:

- To identify the sources of stress within the workplace via risk assessments, involving Union Representatives;
- To take action to remove the sources of stress within the workplace, in partnership with the DTUS;
- To ensure that workloads can reasonably be completed within contractual hours.

CPS Thames & Chiltern Branch

Motion 19

Subject: Subscriptions

This ADC instructs the Executive Committee to revisit subscription rates and bands with a view to removing cliff edges.

ARC Cambridge

Motion 20

Subject: Subscriptions

This ADC, whilst recognising and valuing the work FDA does for its members, feels that there should be some recognition of the many years of pay freezes and restrictions suffered by members. Accordingly, this ADC instructs the Executive Committee to freeze member subscriptions immediately and for the next 3 years.

ARC Cambridge

Motion 21

Subject: Subscriptions 2018

Band	Annual basic salary (£)	Monthly subscription (£)
0	Up to 15,500	£6.55
A	15,501 to 33,500	£13.50
B	33,501 to 47,000	£26.30
C	47,001 to 70,500	£28.80
D	70,501 to 88,000	£31.15
E	Over 88,000	£34.10
Fast Stream band*		£12.10
Keystone (who work more than 24 hours per week)		£16.65
Keystone (who work 24 hours or less per week)		£8.10
Associate members		£3.99

*members of the union who are members of a Fast Stream programme and earning more than £15,501 *per annum* shall pay the subscriptions rate of the Fast Stream band regardless of their actual salary. For these purposes the term “Fast Stream programme” shall mean members of a Fast Stream development programme and other such classifications of member as shall from time to time be determined by the Executive Committee.

In order to ensure their membership rights are protected, members must notify FDA's head office (either in writing or by using the FDA's website) if their salary changes in such a way that their subscription band changes.

Where a member's pensionable pay in any month is such that the pro rata annual salary would entitle the member to pay at a lesser rate than that represented by their full annual salary, the member shall, on request, be charged that lesser rate for that month. Where such a request is made, any refund shall be limited to amounts overpaid in the twelve months immediately preceding the request.

Executive Committee

Motion 22

Subject: Representation for SCS members in Education Scotland

This ADC recognises that SCS members in Education Scotland should be represented by the Scottish Government main branch which represents SCS members who work across the Scottish Government and its agencies.

FDA Education Scotland

Motion 23

Subject: Facilitation of Section rule changes

This ADC recognises that FDA sections need to ensure that their rules facilitate the effective representation of members and support the aims and objectives of the union.

As the management structure in employers evolves and changes, so sections may need to change their structure to ensure that this effective representation is maintained

Currently, section rule changes require not only a postal ballot of the members concerned but also endorsement by ADC. These requirements can be cumbersome, time consuming, costly and proportionately bureaucratic in relation the changes being enacted.

This ADC instructs the Executive Committee to bring forward to ADC 2018 a comprehensive set of rule changes that will:

- Allow sections to change their rules through whatever mechanism is agreed by members of that section, and
- Only require Executive Committee approval for section rule changes.

DSA Section

Motion 24

Subject: Union Learning

This ADC congratulates the FDA's staff and officials in Education Scotland and in Ofsted for the development of joint mediation training for the two sections as part of new approaches to Union Learning across the UK. This ADC welcomes the focus on mediation and conflict resolution in the FDA and asks the Executive Committee to continue to develop and extend this work.

FDA Education Scotland

Motion 25

Subject: Union Learning

This Annual Delegate Conference congratulates the FDA's staff and officials in Education Scotland and in Ofsted for the development of joint mediation training for the two sections as part of new

approaches to Union Learning across the UK. This ADC welcomes the focus on mediation and conflict resolution in the FDA and asks the National Executive to continue to develop and extend this work.

Ofsted Section

Motion 26

Subject: Sections rule change

Replace existing rule 46 (c) with:

c)
“In each financial year, a proportion of the subscriptions paid by members of the Diplomatic Service Association Section, the Ofsted Section, the Estyn Section, the Education Scotland Section, the Crown Prosecution Service Section, the Northern Ireland Senior Officers Section, the Procurators Fiscal Society Section and the Association of Revenue and Customs, respectively shall be returned to those respective sections for their administrative expenses (and in the case of the Diplomatic Service Association, for the reimbursement by the Association to the union of the salary and benefits of, and any liabilities incurred in relation to, any Assistant Secretary employed by the union but assigned to undertake duties for the Diplomatic Service Association under rule 23 (e)).

In the financial year from 2018:

- In the case of a section with a reserve (however held) as at 31st December in the preceding financial year of less than twice the standard rebate, the section will have returned 30% of the subscriptions paid by members of that section;
- In the case of a section with a reserve (however held) as at 31st December in the preceding financial year of twice or more the standard rebate, the section will have returned 25% of the subscriptions paid by members of that section; and

In the financial year from 2019

- In the case of a section with a reserve (however held) as at 31st December in the preceding financial year of less than twice the standard rebate, the section will have returned 30% of the subscriptions paid by members of that section;
- In the case of a section with a reserve (however held) as at 31st December in the preceding financial year of twice or more (but less than three times) the standard rebate, the section will have returned 25% of the subscriptions paid by members of that section; and
- In the case of a section with a reserve (however held) as at 31st December in the preceding financial year of three times or more of the standard rebate, the section will have returned 20% of the subscriptions paid by members of that section;

where the "standard rebate" in any financial year for each section shall be calculated as 30% of aggregate subscriptions paid by members of that section in the previous financial year.

Reserves will be valued annually using standard accounting practise and include all funds, investments, property etc. which are available to be used for the purposes of administrative expenses as outlined above.

Any section whose financial position has materially changed can request a review of the applicable rebate rate at the 6 month stage of the financial year.”

Executive Committee

Motion 27

Subject: Keystone Section rule change

Rule 14

a. In Rule 14(a) after “Devolved Wales” add “Keystone”

b. In Rule 14(a) delete:

“In the event that persons become qualified for membership under Rule 4(a) (v), there shall be a constituency known as HEOs/SEOs (or such other name as may be given to that constituency by the Executive Committee).”

c. In Rule 14 (a), delete:

“The number of constituency members to be elected to represent each constituency in accordance with Rule 17 shall be calculated by dividing 23 by the total membership of the union (less the membership of Managers in Partnership and of HEOs/SEOs) as at the 31 December in the year preceding the election and multiplying the result by the total membership of the constituency as at that same date provided always that:”

And insert in place:

“The number of constituency members to be elected to represent each constituency in accordance with Rule 17 shall be calculated by dividing 23 by the total membership of the union (less the membership of Managers in Partnership and of Keystone) as at the 31 December in the year preceding the election and multiplying the result by the total membership of the constituency as at that same date provided always that:”

d. In Rule 14(a) (iv) delete “HEO’s/SEO’s” and replace with “Keystone”

Rule 14

In Rule 14 (xv) delete reference to “Rule 4(a) (iv)” and insert “Rule 4(a) (v)”

Rule 17

a. In Rule 17 (a) (ii) after “Devolved Wales” add “Keystone”

b. In Rule 17 (a) (ii) delete:

“From the date determined by the Executive Committee under Rule 4(a)(iv), the list of constituencies above shall include HEOs/SEOs (or such other name as may be given to that constituency by the Executive Committee).”

Rule 58

In Rule 58(a) after “(xi) Managers in Partnership” add “(xii) Keystone”

Executive Committee

Motion 28

Subject: Keystone Section rule change

This ADC approves the rules of the Keystone Section as set out below and agrees their inclusion at Appendix II (I) of the FDA Rules.

These rules are to be read in amplification of the FDA rules and in any case of conflict or silence on any issue, the FDA rules shall apply.

1. Objects

The objects of the Section shall be;

- To represent and promote the interests of members of Keystone as regards their careers, professional interests and matters of common concern, in accordance with the rules of the FDA. It shall function as a Section of the union in accordance with Rule 58.
- To be responsible with the FDA for all professional matters concerning members in the SEO, HEO and equivalent grades and for representing and articulating the professional and related interests of these grades.
- To provide a forum for discussion and formulation of policy affecting members of the Section.

2. Membership

Membership of the Section shall be open to all staff employed by a Government department or agency as a Senior Executive Officer (SEO), Higher Executive Officer (HEO) and equivalent grades.

The Section will be a single branch section unless or until the Section Committee propose the setting up of new branches within the section. Any change to the branch structure will be subject to the agreement of the Section AGM and FDA ADC

3. Section Committee

The Section Committee shall comprise the following elected officers;

- a. a President,
- b. a Secretary and
- c. eight other elected members.

The Committee will select from its own members a Vice-President and Assistant Secretary.

The President shall preside at meetings of the Section Committee and at General Meetings of the Section. If the President is absent for a meeting then the Vice President will preside. The Secretary shall be responsible for recording the business of meetings of the Section Committee and of General Meetings of the Section and for conducting correspondence.

Should a member of the Section other than a member of the Section Committee be elected to the Executive Committee of the FDA s/he will become an ex-officio member of the Section Committee forthwith.

4. Duties of Section Committee

The Committee shall meet at least 3 times a year including at about the time of the AGM and shall be

responsible for the day to day management of the business of the Section.

The quorum of the Committee shall be 5 and must include one of the President or Secretary

Committee meetings shall be convened by the Secretary who shall invite items for, and draw up and distribute, an agenda for the meeting.

All decisions shall be reached by simple majority vote. In the event of a tie, the Chair of the meeting shall exercise a casting vote.

The Committee may from time to time co-opt members from the Keystone membership for such purposes and for such time not exceeding a year as the Committee may determine. Co-opted members will not be entitled to vote.

The Keystone Committee may, by a resolution, nominate a member of Keystone for any Keystone Section vacancy on the FDA Executive Committee.

The Section Committee may determine its own rules of procedure.

5. Annual General Meeting

The Annual General Meeting of the Keystone section shall take place by the end of April.

Not less than 5 weeks before the date of the AGM, the Secretary shall:

- a. Give notice to each Keystone member in writing of the time and venue of the AGM;
- b. Give notice of the posts on the Committee subject to election at the AGM; and
- c. Invite, in writing, from members nominations for any of the Committee posts subject to election and any motion(s) to be considered by the AGM.

To be valid, any nominations and motions submitted must be submitted within 21 days of the date of the invitation and must have a named proposer and a seconder who are members of the Keystone Section, or be submitted by the Committee. Any individual nominated for election must be a member of the Section and indicate, in writing, that they accept the nomination.

Where only one nomination is received for a post, the nominee(s) shall be deemed duly elected to the post(s) in question. Where no nominations are received for a post, the chair of the meeting shall invite nominations from the floor of the meeting, which nominations shall have a proposer and seconder who are members of the Keystone.

Not less than 7 days before the date of the AGM, the Secretary shall send to each member a copies in writing of all nominations, including those deemed duly elected and all motions timeously submitted.

The AGM shall be chaired by the President or in the event that the President is absent, the Vice President.

Elections to the Committee (shall be by a show of hands. In the event of a tie, the chair of the meeting shall exercise a casting vote.

Motions must be moved and seconded, in order to be considered by the meeting. The carrying or rejection of any motion shall be determined by a show of hands from those present together with a tally of properly completed proxies. In the event of a tie the Chair of the meeting shall exercise a casting vote.

Subject to these rules, the chair of the AGM may determine its rules of procedure.

Executive Committee

Motion 29

Subject: Electronic balloting

Add in rule 66(a) as the penultimate paragraph:

“Notwithstanding the provisions above requiring a section to put amendments set out in the second paragraph of this rule to members of the section in a postal ballot, the Diplomatic Services Association may instead put any such amendments to members of their section in an electronic ballot, to be conducted in such manner as the Section committee may determine.”

DSA Section

Motion 30

Subject: Culture sector

This ADC notes that the value to the UK of its cultural institutions: museums, galleries, libraries and archives etc. is more than simply economic, and focussing on the economic argument alone does not do justice to the rich heritage of the field. Most recently in 2015 the report 'Understanding the Value of Arts and Culture' under the aegis of the Arts and Humanities Research Council attempts to identify the components that contribute to that value and to put forward methods that could be used to quantify that value. The experience and knowledge of experts working in the cultural sector is a key aspect within that evaluation. This ADC also notes that the growth of the digital agenda in the culture sector is ongoing and extremely valuable. However, the potentially excessive focus on the digital agenda risks devaluing the very heart of the work that FDA members deliver within those institutions.

Therefore, this ADC mandates the Executive Committee to:

- Positively promote the value of the cultural sector at every opportunity, and
- Make representations to politicians of all persuasions to speak out in support of the expertise and knowledge of those working in the field.

The British Museum Branch

Conference Paper A

FDA subscriptions

The Executive Committee is proposing an increase in the level of subscriptions from 2018. This paper sets out our reasons for doing so.

2016 continued to present the FDA with severe financial challenges. Diligent work by our staff kept a lid on costs, but the cost pressures remain significant given the challenges we face protecting members in the difficult circumstances of the current economic climate and the uncertainty surrounding Brexit.

Indeed, while it is clear that there will be continued limitations on pay rises, there is no suggestion that the level of activity and support members require from the FDA will decline in 2017, or beyond.

The Executive Committee recognises the need to balance the level of subscriptions with the pressure on members' incomes. Therefore, in order to deliver the services members require, the Executive Committee has proposed an increase in subscriptions of 1%. Of course, as the rates are rounded to the nearest 5p, the specific increase will differ slightly from this figure in each band.

Our property purchase and the growth of Keystone have offered us opportunities to secure our long term future, but, in the short term, we need to ensure that we can continue to deliver the high quality services members require and deserve.

I strongly urge you to support the Executive Committee's motion.

John McCullagh

Honorary Treasurer

For and on behalf of the Executive Committee