

Conference guide

TUC Young Workers Conference 2022

Welcome to the TUC Young Workers Conference 2022

We have a packed and interesting programme for this year's conference. Please read this guide carefully to make sure you have all the information you need in advance.

Checklist

All the documents you need are attached to this email. Please bring a fully charged smartphone, tablet, laptop or other similar device as you will need access to the documents for the duration of the conference. **Please also remember your charger!**

When you arrive

The Conference will take place in the Congress Hall in Congress House, Great Russell Street, London WC1B 3LS. Please use the Congress Centre entrance and take the stairs. If you require the use of lifts, please use the entrance to Congress House.

Access

If there are any delegates with specific access requirements, please contact youngworkersconference@tuc.org.uk in advance.

Order of business

Saturday 2nd April

9:00am – Registration

10:00am – Conference Opening

Welcome from Alex Graham, Chair of the TUC Young Workers' Forum

Update on elections & nominations

Election of tellers/scrutineers

10:30am – Taiwo Owatemi MP, Shadow Minister for Women and Equalities

Question & Answer session

11:15am – Comfort break

11:30am – Motions – Impact of Covid-19 on young workers

Motion 8, Motion 9

12:00pm – Frances O'Grady, TUC General Secretary

Question & Answer session

12:45pm – Lunch

1:45pm – Motions – Young Workers activism

Motion 12, Motion 13, Motion 14

2:15pm – Winning for workers: organising and campaigning panel discussion

Speakers include Better than Zero; Naomi Pohl, MU General Secretary; Carl Roper, TUC

3:15pm – Workshops

Delegates to attend one:

Organising young workers – Better than Zero (Rooms 2-3)

Young Workers and anti-racism – Sanmeet Kaur, TUC Anti-racism taskforce (Council Chamber)

4:15pm – Motions

Motion 15, Motion 16

5:00pm – Close

Sunday 3rd April

10:00am - Motions

Motion 1 onwards

11:00am – TUC Anti-racism taskforce (speaker TBC)

11:30am – Motions

Continue on motions from agenda

2:00pm – Close (conference may finish earlier depending on the progress of business)

Motions are grouped together when they address a particular issue. After each motion has been moved and seconded, all motions in the group will be open to debate. This means that delegates can speak to any of the motions in the group.

If you would like to speak on a motion, please discuss this with your delegation leader to coordinate who will move motions, second other unions' motions and speak in support or opposition.

Moving a motion – up to 5 minutes

Seconding a motion – up to 3 minutes

Supporting a motion – up to 3 minutes

Opposing a motion – up to 3 minutes

After the debate, the chair will move to a vote on each motion in the group. The chair may call on tellers and scrutineers to help with some votes.

Please note that only Conference Delegates are entitled to vote.

Voting

There will be a paper ballot for the motion to Congress, which you can collect at your registration, and which will be open until the end of the last motion debate. The priority campaigns will be decided by an electronic ballot which opens at the start of conference and will close early next week.

There will not be a ballot for the election to the Young Workers' Forum, as the nominees were all elected without triggering a ballot.

What else happens at conference?

Conference welcomes speakers, panel discussions and workshops which we encourage all delegates to participate in. There is also an exhibition space which delegates and visitors are encouraged to visit.

Workshops

Each delegate and visitor can attend one workshop at 15:15 on Saturday 2 April. Spaces will be decided on a first come, first served basis, although

Organising young workers – Better than Zero (Rooms 2-3)

Young Workers and anti-racism – Sanmeet Kaur, TUC Anti-racism taskforce (Council Chamber)

Delegates' survey and equality monitoring forms

Please complete the delegates' survey form and equality form, which will be emailed to delegates after the conference. These help the TUC with reviewing conference participation and future improvements.

Other arrangements

Covid-19 and non-attendance

All attendees are encouraged to test for Covid-19 before attending conference, and to remain away if they are experiencing any symptoms.

We would also encourage all attendees who wish to do so to wear a mask while in the conference hall and other indoor spaces.

If you are unable to attend the conference for this or any other reason, please let us know by emailing youngworkersconference@tuc.org.uk

Catering

Tea and coffee will be available on both Saturday and Sunday mornings before conference business.

Important: due to allergies we are not allowing nuts or nut-based products on site. Delegates are welcome to bring their own food and snacks to conference but please do not bring any nuts or food that contains nuts.

Charging points

There will be some electrical sockets available to charge your personal laptop, tablet, smartphone or other mobile device. Please bring your own plug for your device and battery power banks, where you are able. **It is delegates' responsibility to ensure devices are fully charged before conference opens on both Saturday and Sunday.**

Site access for disabled people

Congress Centre's access statement can be found here:

<https://www.congresscentre.co.uk/information/accessibility/>

Emergency evacuation procedures

- The alarm bell will ring continuously.
- Evacuate the premises using the nearest available exit. Do not stop to collect personal belongings.
- Please proceed to the assembly point in Bedford Square, as instructed by Congress Centre staff.
- Do not use the lift. If you are in a lift when the alarm sounds it will automatically go to the ground floor unless the alarm has been activated on the ground floor, when it will automatically go to the first floor, and you should then use the fire stairs at the side of the lift to exit the building.

Refuge areas

These are for the use of people with mobility impairment in the event of a fire evacuation. They are on the fire stairs where the fire exit sign shows the wheelchair symbol.

Once in the refuge area, you should use the telephone in the red box to communicate with building staff. They will request details of your location.

Deaf alerter pagers

Delegates and visitors who are deaf can obtain a pager linked to the fire system from reception.

First aid and accidents

If you require first aid, please go to the registration desk or ask the nearest member of TUC staff to seek assistance.

Please report any accidents/injuries/near misses to the registration desk, where it will be reported on an incident form or in the accident book, as appropriate.

Prayer Room/Quiet Room

Room 4, on the same level as the main conference room, will be set aside for the duration of conference as a room for prayer, quiet or reflection.

Personal security and safety

When it comes to personal security and safety, attending conference is just like visiting any UK town or city. Please be alert in the area around the conference site. Please do not leave personal items unattended.

Data protection and the use of photography/film at conference

Please note our privacy policy www.tuc.org.uk/tuc-privacy-notice

Photographers/videographers may be taking pictures of the main debates, fringe meetings and other public areas at conference.

Be aware that these images may be used in TUC or union publications, or on our website or on social media such as tweets. Also, photographers may put them in their own libraries for others to rent.

If you do not want to be filmed or photographed

- In an individual circumstance (ie the photographer is taking a picture of you specifically), you can request that your photograph is not taken or used.
- If you are approached for a photograph or a video interview, you can say that you do not wish to be included.

If you are planning to take photos on behalf of your union, for reporting purposes, or for personal social media

- If you are photographing an individual, always ask for their consent and explain the use of the picture.

Clearly you cannot seek individual permissions for large group images, such as images of a delegation or the whole of the conference floor.

Social media

The hashtag for the conference is #TUCYWC22

Twitter, Facebook and other social media platforms enable conference to be shared with a much larger audience. We ask that all delegates and visitors to the conference use social media responsibly.

Wi-Fi

There is free Wi-Fi:

Free Congress Centre Password: 12345abcde

Conduct statement

The TUC is committed to organising activities at which everyone can participate in an inclusive, respectful and safe environment. The TUC has zero tolerance for any type of harassment, including sexual harassment. Aggressive, offensive, intimidatory, disrespectful or unacceptable behaviour or comments will not be tolerated. This supports the commitment set out in the TUC's rules to promote equality for all and to eliminate all forms of harassment, including sexual harassment, prejudice and unfair discrimination. This policy applies to all aspects of communication at or in connection with an event, including postings on social media. If you have any concerns about behaviour that you want to raise then please contact us by email: tucevents@tuc.org.uk

The chair's role

The conference is chaired by the chair of the TUC Young Workers Forum.

The conference chair is responsible for keeping to the agenda of the conference. This includes ensuring delegates do not exceed time limits when speaking.

The chair has authority to take action in response to any complaint received or of their own initiative in respect of any delegate whose behaviour is deemed to be inappropriate on the conference floor. This authority includes issuing the delegate with an informal warning, preventing them from speaking in any debate or motion, excluding a delegate from all or part of the conference, or otherwise expulsion from conference. The exercise of the chair's authority is separate from any decision for any further action.

Other concerns

Concerns about other aspects of conference can be made via delegate's union leaders. In addition, any attendee (including suppliers or exhibitors) can raise an enquiry, at the information desk. We will try and resolve these immediately if we can.

We may decide that another TUC staff member is better placed to respond to specific concerns and will contact them to speak to the person. Alternatively, people may be asked to complete a form and provide information with their contact details so the TUC can look into the matter further and respond after conference.

Key questions

Who attends the conference?

Each union is entitled to send between 4 and 18 delegates to the conference based on the total number of members the union affiliates to the TUC. Unions are also permitted to send visitors.

TUC staff and visitors from outside organisations attend as well.

How long does the conference last?

It opens at 09:30 on the Saturday and finishes no later than 17:30 on the Sunday.

What does the conference discuss?

Each union is invited to submit one motion of no more than 250 words each, which must deal with one subject only. Motions are first published in a preliminary agenda and unions are then invited to submit one amendment to one motion.

Certain motions on the preliminary agenda, together with amendments, may be grouped into composite motions with the agreement of the unions concerned. The final agenda is then distributed to all delegates.

What about emergency motions?

Emergency motions must deal with issues that have arisen since the closing date for ordinary motions. In other words, they must be a genuine emergency; otherwise they will not be approved for inclusion on to the agenda by the Young Workers Forum (YWF).

Unions and the YWF are entitled to submit an emergency motion to conference not later than two days prior to the opening of conference.

All emergency motions are considered by the YWF prior to the conference. Those that are considered genuine emergencies are then circulated to delegates at the beginning of conference.

If the committee decides that an emergency motion is mainly about issues that arose before the closing date for ordinary motions, they will rule it out of order. Such motions are not circulated to delegates.

Motions to Congress

Delegates are able to vote for one resolution (one of the motions carried by conference) to go forward onto the agenda of the annual TUC Congress in September.

To decide on the motion that is sent to Congress, delegates will complete a ballot form given to them when registering. Each delegate is able to vote for the one motion they wish to see on the Congress agenda. The motion with the most votes will be announced during conference.

In the event of a tied vote, the chair of the YWF makes the final decision.

What happens to motions after the conference?

The TUC Young Workers Conference is an advisory conference to the TUC General Council. Motions are considered by the General Council and TUC departments as part of the overall work of the TUC.

The resolution that the conference votes onto the Congress agenda becomes the property of the TUC YWF who might take decisions about composing or accepting amendments.