



APPENDICES

ATTENDANCE

2018–19

General Council

At the time of going to press, the General Council had held seven meetings during the Congress year.

Member	Attendance	Member	Attendance	Member	Attendance
Sheila Bearcroft	4	Sally Hunt ¹	1	Maggie Ryan	0
Josie Bird	6	Chris Keates	0	Malcolm Sage	3
Mary Bousted	3	Vicky Knight ²	5	Mark Serwotka	6
Tony Burke	3	Ian Lawrence	6	Jon Skewes	4
Gail Cartmail	4	Paddy Lillis	4	Liz Snape MBE	2
Mick Cash	3	Brian Linn	6	Michelle Stanistreet	2
Mike Clancy	7	Annette Mansell-Green	7	Jane Stewart	0
Manuel Cortes	3	Susan Matthews	4	Claire Sullivan	5
Kevin Courtney	2	Len McCluskey	1	Chris Tansley	3
Ruth Cross	5	Seán McGovern	7	Horace Trubridge	2
Nick Cusack	1	Roger McKenzie	3	Steve Turner	1
Tony Dale	5	Gloria Mills CBE	2	Dave Ward	3
Neil Derrick	5	Ged Nichols	6	Simon Weller	5
Mark Dickinson	3	Frances O'Grady	7	Tony Woodhouse	5
Maria Exall	7	Christine Payne ³	0	Matt Wrack	1
Sue Ferns	6	Dave Penman	5		
Larry Flanagan	1	Dave Prentis	5		
Steve Gillan	4	Davina Rankin	5		
Janice Godrich	2	Roy Rickhuss CBE	5		
Charlie Gray	5	Patrick Roach	6		
Philipa Harvey	4	Tim Roache	5		

¹Left in February 2019

²Left in June 2019

³Equity was represented by other representatives on five occasions

Executive Committee

At the time of going to press, the Executive Committee had held six meetings during the Congress year.

Member	Attendance	Member	Attendance
Sheila Bearcroft	2	Steve Turner	3
Mary Bousted	5	Dave Ward	2
Tony Burke	5	Simon Weller	4
Gail Cartmail	5	Matt Wrack	2
Mike Clancy	5	¹ Left in February 2019	
Kevin Courtney	5		
Mark Dickinson	2		
Maria Exall	6		
Sue Ferns	3		
Sally Hunt ¹	0		
Chris Keates	0		
Paddy Lillis	2		
Len McCluskey	3		
Gloria Mills CBE	3		
Ged Nichols	3		
Frances O'Grady	6		
Christine Payne	1		
Dave Prentis	2		
Tim Roache	1		
Mark Serwotka	6		
Liz Snape MBE	3		

COMMITTEE MEMBERSHIP

2018–19

Disabled Workers Committee

General Council

Manuel Cortes
Nick Cusack
Seán McGovern (chair)
Ged Nichols¹
Malcolm Sage

Elected at the Disabled Workers Conference

Communication Workers Union
Tony Sneddon

Community
Steve McGurk

GMB

Emily Brothers⁹
Paul Kempton⁹
Carl Lewthwaite¹¹

NASUWT

Lara Morris
Kathryn Salt MBE¹¹

National Education Union
Mandy Hudson¹¹

National Union of Journalists
Ann Galpin

National Union of Rail, Maritime and Transport Workers
Janine Booth

POA

Paul Meekin

Prospect

Amy Bishop

Public and Commercial Services Union
Austin Harney

Union of Shop, Distributive and Allied Workers
Linda Carter

UNISON

Sian Stockham

Unite

Julian Allam
David Allan
Caroline Farrall¹¹
Ceri Wright⁹

University and College Union
Dr Malcolm Day¹¹
Elan Heffernan⁹

Secretary to Committee
Alice Hood/
Nicola Smith

LGBT+ Committee

General Council

Maria Exall (chair)
Brian Linn
Simon Weller

Elected at the LGBT+ Conference

ASLEF

Darran Brown
Rachel Harper²

Communication Workers Union
John Monk

Community
Richard Angell¹⁴

Equity
Tigger Blaize¹³

Fire Brigades Union
Pat Carberry

GMB

Aaron Bevan-John¹³
Taranjit Chana¹⁴
Angela Gilrairie¹⁴
David Hope
Rebecca Ions¹⁴
Paul Sony¹³

NASUWT

Deborah Hayton
Peter Taylor
Nick Trier

National Education Union
Julia Neal

National Union of Rail, Maritime and Transport Workers
Sue Dunne

NHBC Staff Association

Julia Geogiou

Prospect

Claire Mullaly

Public and Commercial Services Union
Saorsa-Amatheia
Tweeddale²

Union of Shop, Distributive and Allied Workers
Neil Smale

UNISON

Eileen Best
Anu Prashar

Unite

Phil Jones
Denise Rayner¹³
Tom Sutherland

University and College Union
Martin Chivers¹⁴
Stephen Desmond¹³

Secretary to Committee
Alice Hood/
Nicola Smith

¹Until Sep 2018

²Co-opted Nov 2018

³Until Feb 2019

⁴From Mar 2019

⁵Until Mar 2019

⁶From Apr 2019

⁷Until Apr 2019

⁸Co-opted May 2019

⁹From May 2019

¹⁰Left May 2019

Pensioners Committee

Affiliated unions

ASLEF

Tony West

BALPA

Trevor Phillips
Julian Soddy

Communication Workers Union

Rodney Downing

Community

Peter Lightfoot

GMB

J Rogers

Napo

Margaret Pearce

NASUWT

Ian Millington

National Education Union

Marion Wilson

National Union of Journalists

Monica Foot

Prospect

Mike Moriarty

Public and Commercial Services Union

Eddie Spence

Union of Shop, Distributive and Allied Workers

Geoff Page

UNISON

Rosie Macgregor

Unite

Mike Pike
Bob Pinkerton

University and College Union

Norman Jemison

Other

National Pensioners Convention

Ron Douglas

TGWU Retired Members' Association

William Jupp

TUC

Chair of Committee

Kate Bell

Secretary to Committee

Jack Jones

Midlands TUC Pensioners Network (observer)

Yvonne Washbourne

NTUC Pensions Advisory Group (observer)

George Bell

South West TUC Pensioners Network

Janet Royston

Race Relations Committee

General Council

Tony Dale
Mark Dickinson
Susan Matthews
Roger McKenzie
Gloria Mills CBE (chair)
Patrick Roach
Eleanor Smith¹

Elected at the Black Workers Conference

ASLEF

Floyd Doyle

Communication Workers Union

Safdar Khan
Sajid Shaikh

Community

Christopher Knight

Equity

Louisa St Bartholomew
Brown Morgan⁶

Fire Brigades Union

Michael Nicolas¹
Joseph Mendy⁶

GMB

Taranjit Chana
Farzana Jumma⁷
Jasmine Kennedy⁶
Dotun Alade
Odumosu⁷

NASUWT

Michelle Codrington-
Rogers
Andrea Welter

National Education Union

Aveninder Kaur⁷
Daniel Kebede⁶

National Union of Rail, Maritime and Transport Workers

Oluwarotimi Ajayi⁷
Glen Hart⁶

Prospect

Freddie Brown

Public and Commercial Services Union

Zita Holbourne

Union of Shop, Distributive and Allied Workers

Maureen Loxley MBE

UNISON

Abiola Kusoro
Davena Rankin

Unite

Pat Davis⁶
Harish Patel

University and College Union

Jay Arday⁷
Gargi Bhattacharyya⁶

Secretary to Committee

Alice Hood/
Nicola Smith

¹¹Until May 2019

¹²Until Jun 2019

¹³From Jul 2019

¹⁴Until Jul 2019

COMMITTEE MEMBERSHIP

2018–19

Trades Union Councils Joint Consultative Committee

General Council

Steve Gillan
Roger McKenzie
Dave Ward
Simon Weller
Matt Wrack (chair)

East of England

Election taking place

Midlands (East)

Moz Greenshields

Midlands (West)

Gemma Offland

North West

Dave Wilson

Northern

Mandy Penellum

South East

Tommy Anderson

South West

Dave Chapple

Wales

Katrine Williams

Yorkshire and the Humber

Martin Mayer

Secretary to Committee

Kevin Rowan

TUC Aid Trustees

Sheila Bearcroft MBE
Gail Cartmail (chair)
Sue Ferns

Ruth Fuller
Frances O'Grady
David Sachon

Chris Tansley

Secretary to Committee

Mariela Kohon

TUC Educational Trustees

Sheila Bearcroft MBE
Mary Bousted
Sally Hunt¹⁰

Gloria Mills CBE
Paul Nowak
Dave Prentis

Mark Serwotka
Liz Snape MBE

Secretary to Committee

Jackie Williams

TUC Trustees

Gail Cartmail

Chris Keates

Dave Prentis

¹Until Sep 2018

²Co-opted Nov 2018

³Until Feb 2019

⁴From Mar 2019

⁵Until Mar 2019

⁶From Apr 2019

⁷Until Apr 2019

⁸Co-opted May 2019

⁹From May 2019

¹⁰Left May 2019

Unionlearn board

Aegis

Brian Linn

Communication Workers Union

Maria Exall

GMB

Sheila Bearcroft MBE

Neil Derrick

National Education Union

Mary Bousted (chair)

TUC President

Mark Serwotka
(ex officio)

Union of Shop, Distributive and Allied Workers

Tony Dale

UNISON

Roger McKenzie

Unite

Gail Cartmail

Susan Matthews

University and College Union

Vicky Knight

On behalf of the TUC and unionlearn

Paul Nowak

Kevin Rowan

Department for Education observers

Adrian Howe

Mike Klym

Finance and Audit Committee (FAC) (subsidiary and reports to the board)

Bank of England

Alastair Strathern
(chair)

BDO

(unionlearn auditors)

Stuart May

Department for Education

Adrian Howe

CVDFK (TUC auditors)

Phil Clark

National Education Union

Mary Bousted

UNISON

Roger McKenzie

TUC and unionlearn

Ian Borkett

Cassie Kite

Matilda Quiney

Kevin Rowan

Women's Committee

General Council

Sheila Bearcroft MBE

Josie Bird

Mary Bousted

Gail Cartmail

Ruth Cross

Maria Exall

Sue Ferns

Janice Godrich

Philipa Harvey

Sally Hunt³

Chris Keates

Vicky Knight¹²

Annette Mansell-
Green

Susan Matthews

Gloria Mills CBE

Christine Payne

Davena Rankin

Linda Rolph¹²

Maggie Ryan

Eleanor Smith¹²

Liz Snape MBE

Michelle Stanistreet

Jane Stewart

Claire Sullivan

Elected at the Women's Conference

ASLEF

Deborah Reay

College of Podiatry

Katie Collins

Communication Workers Union

Trish Lavelle

Community

Tracy Barlow

Equity

Jean Rogers⁵

GMB

Nell Andrew⁴

Sarah James⁴

Lorraine Parker Delaz

Ajete⁵

Charlaine Nkum⁴

Sherine Thompson⁴

Musicians' Union

Sarah Williams⁴

Barbara White⁵

NASUWT

Kathy Duggan

Ruth Duncan

National Education Union

Aveninder Kaur⁵

Heather McKenzie

National Union of Rail, Maritime and Transport Workers

Christine Willets⁴

Public and Commercial Services Union

Bridget Corcoran⁴

Zita Holbourne

Union of Shop, Distributive and Allied Workers

Chris Henry⁴

Sujata Patel

UNISON

Margaret McKee

Unite

Victoria Egerton⁴

Diana Holland

Secretary to Committee

Alice Hood/

Nicola Smith

¹¹Until May 2019

¹²Until Jun 2019

¹³From Jul 2019

¹⁴Until Jul 2019

COMMITTEE MEMBERSHIP

2018–19

Young Workers Committee

ASLEF

Holly Yates

Community

Eluned Anderson

GMB

Craig Dawson
Jawad Khan
George Walker
Emily Warrilow

Musicians' Union

Amy Fitz-Doyley
Sam Murray

NASUWT

Sobhia Mahmood

National Education Union

Thom Kirkwood
Nonie Lambert

National Union of Rail, Maritime and Transport Workers

Ryan Kent

Prospect

Natalie Beech
Eamonn Guilfoyle

Public and Commercial Services Union

Rhea James
Priya Kanu

Transport Salaried Staffs' Association

Harry Gibb

Union of Shop, Distributive and Allied Workers

Jasmin Askew
Christina Distefano

UNISON

Kendal Bromley-
Bewes

Unite

Alex Graham

General Council (young members seat)

Charlie Gray (GMB)

Young Workers Conference Standing Orders Committee 2019-20

Alex Graham (Unite)
Jawad Khan (GMB)

Secretary to Committee

Kevin Rowan

¹Until Sep 2018

²Co-opted Nov 2018

³Until Feb 2019

⁴From Mar 2019

⁵Until Mar 2019

⁶From Apr 2019

⁷Until Apr 2019

⁸Co-opted May 2019

⁹From May 2019

¹⁰Left May 2019

¹¹Until May 2019

¹²Until Jun 2019

¹³From Jul 2019

¹⁴Until Jul 2019



ACCOUNTS

Statement of the General Council's responsibilities

Trade Union law requires the General Council to prepare financial statements in accordance with applicable law and United Kingdom Generally Accepted Accountancy Practice for each financial year which give a true and fair view of the state of the affairs of the Trades Union Congress (TUC) and of the surplus or deficit of the TUC for that period. In preparing those financial statements, the General Council is required to:

- i. Select suitable accounting policies and then apply them consistently
- ii. Make judgements and estimates that are reasonable and prudent
- iii. State whether applicable accounting standards have been followed
- iv. Prepare the financial accounts on the going concern basis unless it is inappropriate to presume that the TUC will continue to operate.

The General Council is also responsible for keeping adequate accounting records which disclose with reasonable accuracy at any time the financial position of the TUC and to enable them to ensure that the financial statements comply with the Trade Union and Labour

Relations (Consolidation) Act 1992. It must also establish and maintain a satisfactory system of control over its accounting records, its cash holdings and all its receipts and remittances.

It is also responsible for safeguarding the assets of the TUC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent auditor's report to the members of the Trades Union Congress

Opinion

We have audited the financial statements of the Trades Union Congress (the 'TUC') for the year ended 31 December 2018 which comprise the Statement of Comprehensive Income, the Balance Sheet, the Statement of Changes in Equity, the Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- › give a true and fair view of the state of the TUC's affairs as at 31 December 2018 and of its result for the year then ended, and
- › have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the TUC in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in which the ISAs (UK) require us to report to you where:

- › the General Council's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate, or
- › the General Council has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the TUC's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

- › a satisfactory system of control over transactions has not been maintained
- › the TUC has not kept proper accounting records
- › the accounts are not in agreement with the books of account
- › we have not received all the information and explanations we need for our audit.

We have nothing to report to you in respect of the above matters.

Responsibilities of the General Council

As explained more fully in the Statement of the General Council's Responsibilities, the General Council is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the General Council determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Other information

The General Council is responsible for the other information. The other information comprises any other information other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Matters on which we are required to report by exception

We are required by the Trade Union and Labour Relations (Consolidation) Act 1992 to report to you by exception in respect of the following matters if, in our opinion:

ACCOUNTS

In preparing the financial statements, the General Council is responsible for assessing the TUC's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the TUC or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [frc.org.uk/auditorsresponsibilities](https://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

Use of our report

This report is made solely to the TUC's members, as a body, in accordance with the provisions of the Trade Union and Labour Relations (Consolidation) Act 1992. Our audit work has been undertaken so that we might state to the TUC's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the TUC and the TUC's members as a body, for our audit work, for this report, or for the opinions we have formed.

BDO LLP

Chartered Accountants
Statutory Auditor
150 Aldersgate Street,
London EC1A 4AB

12 July 2019

Trades Union Congress

Statement of comprehensive income for the year ended 31 December 2018

	Note	Admin fund £'000	Development fund £'000	Unionlearn £'000	Dilapidations fund £'000	Total £'000
Income						
Affiliation fees		13,390	1,347	638	-	15,375
Property rental and service charges		3,168	8	-	-	3,176
Investment income		229	-	-	-	229
Sales and publications		213	30	10	-	253
Donations and grants received		85	1,862	11,468	-	13,415
Total income		17,085	3,247	12,116	-	32,448
Expenditure						
Staff costs	2	9,730	1,063	1,967	-	12,760
Property charges	3	2,168	213	214	427	3,022
Office expenses	4	1,730	42	43	-	1,815
Projects and campaigns	5	332	1,337	595	-	2,264
International affiliation fees	6	1,872	-	-	-	1,872
Travel and meetings		265	96	109	-	470
Congress		415	-	-	-	415
Trade Union education		-	265	18	-	283
Grants and donations	7	112	136	9,170	-	9,418
Depreciation	9	177	-	-	-	177
Taxation	8	70	-	-	-	70
VAT recovered		(199)	-	-	-	(199)
Transfer between funds		569	-	-	(569)	-
Total expenditure		17,241	3,152	12,116	(142)	32,367
Net (deficit)/surplus on ordinary activities		(156)	95	-	142	81
Other finance adjustments - pension schemes	15	(989)	-	-	-	(989)
Gains on disposal of investments	10	75	-	-	-	75
Changes in fair value of investments	10	(855)	-	-	-	(855)
Change in fair value of investment property	9	(614)	-	-	-	(614)
Deferred tax on changes in fair value of investments and investment property	8	(311)	-	-	-	(311)
Operating (deficit)/surplus		(2,850)	95	-	142	(2,613)
Other comprehensive income						
Gains on foreign exchange	10	-	-	-	-	-
Change in fair value of freehold property	9	(758)	-	-	-	(758)
Pension scheme actuarial loss	15	(273)	-	-	-	(273)
Deferred tax on other comprehensive income	8	394	-	-	-	394
Other comprehensive income for the year		(637)	-	-	-	(637)
Total comprehensive (expense)/income for the year		(3,487)	95	-	142	(3,250)
Funds brought forward 1 January 2018		77,240	7,078	-	288	84,606
Funds carried forward 31 December 2018		73,753	7,173	-	430	81,356

ACCOUNTS

Trades Union Congress Statement of comprehensive income for the year ended 31 December 2017

	Note	Admin fund £'000	Development fund £'000	Unionlearn £'000	Dilapidations fund £'000	Total £'000
Income						
Affiliation fees		13,331	1,420	673	-	15,424
Property rental and service charges		2,954	-	-	-	2,954
Investment income		271	-	-	-	271
Sales and publications		157	9	18	-	184
Donations and grants received		128	1,619	12,210	-	13,957
Total income		16,841	3,048	12,901	-	32,790
Expenditure						
Staff costs	2	9,585	1,074	1,979	-	12,638
Property charges	3	2,060	233	261	720	3,274
Office expenses	4	1,875	27	78	-	1,980
Projects and campaigns	5	234	1,244	904	-	2,382
International affiliation fees	6	2,022	-	-	-	2,022
Travel and meetings		221	139	110	-	470
Congress		228	-	-	-	228
Trade Union education		7	312	23	-	342
Grants and donations	7	106	27	9,546	-	9,679
Depreciation		336	-	-	-	336
Taxation	8	270	-	-	-	270
VAT recovered		(161)	-	-	-	(161)
Transfer between funds		450	-	-	(450)	-
Total expenditure		17,233	3,056	12,901	270	33,460
Net deficit on ordinary activities		(392)	(8)	-	(270)	(670)
Other finance adjustments - pension schemes	15	(685)	-	-	-	(685)
Gains on disposal of investments	10	919	-	-	-	919
Changes in fair value of investments	10	(109)	-	-	-	(109)
Profit on sale of fixed assets		5	-	-	-	5
Deferred tax on changes in fair value		(269)	-	-	-	(269)
Operating loss		(531)	(8)	-	(270)	(809)
Other comprehensive income						
Gains on foreign exchange	10	33	-	-	-	33
Gains from changes in fair value of freehold property		-	-	-	-	-
Pension scheme actuarial gain	15	4,343	-	-	-	4,343
Deferred tax on other comprehensive income		508	-	-	-	508
Other comprehensive income for the year		4,884	-	-	-	4,884
Total comprehensive income for the year		4,353	(8)	-	(270)	4,075
Funds brought forward 1 January 2017		72,887	7,086	-	558	80,531
Funds carried forward 31 December 2017		77,240	7,078	-	288	84,606

Trades Union Congress

Balance sheet as at 31 December 2018

	Note	2018 £'000	2017 £'000
Assets			
Tangible fixed assets	9	65,605	65,498
Investments	10	10,452	12,895
		76,057	78,393
Current assets			
Short-term loans		78	80
Debtors and prepayments	11	3,121	2,603
Cash at bank and in hand		3,044	3,646
		6,243	6,329
Less: current liabilities			
Creditors and accrued expenses	12	5,021	5,409
Net current assets		1,222	920
Net assets less current liabilities		77,279	79,313
Less: provision for liabilities and charges	13	1,197	1,160
Deferred tax	8	5,400	5,483
Net assets before pension asset		70,682	72,670
Pension asset	15	10,674	11,936
		81,356	84,606
Financed by			
Administration fund less revaluation reserve		40,275	47,078
Revaluation reserve		33,478	30,162
Total administration fund		73,753	77,240
Designated fund:			
Development fund		7,173	7,078
Dilapidations reserve		430	288
Net assets		81,356	84,606

Approved by the General Council on 18 June 2019
- President Mark Serwotka

ACCOUNTS

Trades Union Congress Statement of changes in equity for the year ended 31 December 2018

	Admin fund £'000	Rev'ation reserve £'000	Dev'ment fund £'000	Unionlearn £'000	Dilapidations fund £'000	Total
At 1 January 2017	38,767	34,120	7,086	-	558	80,531
Operating loss for the year	(531)	-	(8)	-	(270)	(809)
Gains on foreign exchange	33	-	-	-	-	33
Defined benefit pension scheme - Actuarial gain	4,343	-	-	-	-	4,343
Transfer from investment property to freehold property	4,466	(4,466)	-	-	-	-
Deferred tax on other comprehensive income	-	508	-	-	-	508
At 31 December 2017	47,078	30,162	7,078	-	288	84,606
Operating loss for the year	(2,850)	-	95	-	142	(2,613)
Gains on foreign exchange	-	-	-	-	-	-
Defined benefit pension scheme - Actuarial gain	(273)	-	-	-	-	(273)
Transfer from assets under construction	(4,074)	4,074	-	-	-	-
Loss from change in fair value of freehold property	-	(758)	-	-	-	(758)
Deferred tax on other comprehensive income	394	-	-	-	-	394
At 31 December 2018	40,275	33,478	7,173	-	430	81,356

Trades Union Congress

Statement of cash flows for the year ended 31 December 2018

	Note	2018 £'000	2017 £'000
Cash flows from operating activities:			
Cash used in operating activities	a	(561)	(738)
Corporation tax paid on operating activities		(277)	(295)
Net cash used in operating activities		(838)	(1,033)
Cash flows from investing activities:			
Investment income		229	271
Purchase of investments		(2,215)	(4,066)
Purchase of property, plant and equipment		(1,656)	(5,635)
Proceeds from sale of investments		3,878	9,199
Proceeds from sale of property, plant and equipment		-	5
Net cash generated by/(used in) investing activities		236	(226)
Change in cash and cash equivalents		(602)	(1,259)
Cash and cash equivalents at the beginning of the year		3,646	4,905
Cash and cash equivalents at the end of the year		3,044	3,646
Note 'a' Reconciliation of net (expenditure)/income to net cashflow from operating activities			
Net surplus/(deficit) on operating activities		81	(670)
Adjustments for:			
Depreciation charges		177	336
Corporation tax		70	277
Investment income		(229)	(271)
Change in short term loans		2	1
Change in debtors		(518)	(673)
Change in creditors (excluding corporation tax)		(181)	823
Change in provisions		37	(561)
		(561)	(738)

ACCOUNTS

Trades Union Congress Notes to the accounts for the year ended 31 December 2018

1 Accounting policies

a. Basis of accounts

The accounts have been prepared under the historical cost basis of accounting and in accordance with applicable Accounting Standards, including Financial Reporting Standard 102 (FRS 102), 'the Financial Reporting Standard in the UK and Republic of Ireland'. These financial statements are presented in pounds sterling (GBP), as this is the currency in which the majority of the TUC's transactions are denominated. They comprise the financial statements of the TUC for the year ended 31 December 2018 and are presented to the nearest pound.

b. Going concern

The General Council has, at the time of approving the financial statements, a reasonable expectation that the TUC has adequate resources to continue in operational existence for the foreseeable future. Thus, they continue to adopt the going concern basis of accounting in preparing the financial statements.

c. Affiliation fee income

Affiliation fees are shown in the accounts on the basis of those amounts collected and due from members in respect of the year under review.

d. Property rental and service charges

Rental income is recognised on a straight line basis over the lease term, taking into account any rent free period at the commencement of the lease.

e. Investment income

Dividends from investments are recognised when entitlement to receive payment is established.

f. Donations and fees income

Donations and fees income is recognised in the accounts on an accruals basis in accordance with the underlying conditions attached to it. Amounts relating to future periods are accounted for as deferred income within creditors.

g. Tangible fixed assets and depreciation

Fixed assets are stated at cost. Depreciation is provided on all tangible fixed assets on a straight line basis, at rates estimated to write off the cost, less estimated residual value, of each asset over its expected useful life.

Freehold property: 2-10% per annum on cost

Furniture and fittings: 10% per annum on cost as applicable

Equipment: 20-50% per annum on cost as applicable

Motor vehicles: 25% per annum on cost

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

h. Freehold property

Individual freehold properties are carried at current year value at fair value at the date of the revaluation. Revaluations are undertaken at the end of each reporting period to ensure the carrying amount does not differ materially from that which would be determined using fair value at the balance sheet date. Fair values are determined from market-based evidence normally undertaken by professionally qualified valuers.

i. Investment property

Investment properties are carried at fair value determined on an annual basis by external valuers. Values are derived from the current market rents and investment property yields for comparable real estate, adjusted, if necessary, for any difference in the nature, location or condition of the specific asset. No depreciation is provided. Changes in fair value are recognised in profit or loss.

j. Operating leases

Rentals under operating leases are charged on a straight-line basis over the term of the contract.

k. Investments

Investments held as fixed assets are stated at market value.

l. Pension

The Trades Union Congress Superannuation Society Limited pension scheme is a defined benefit scheme. The amounts charged to Statement of Comprehensive Income are the current service costs. Actuarial gains and losses are recognised immediately in the Statement of Comprehensive Income. The assets of the scheme are held separately from those of the Trades Unions Congress in a separate trustee administered fund. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method and a discounted rate equivalent to the current rate of return on high quality corporate bonds of equivalent currency and term to the scheme liabilities.

m. Critical accounting assumptions and adjustments

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the accounting policies selected for use by the union. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the consolidated financial statements are disclosed below. Use of available information and application of judgement are inherent in the formation of estimates. Actual outcomes in the future could differ from such estimates.

In preparing these financial statements, the following estimates and judgements have been made:

Investments

Quoted investments are disclosed at mid market values at the Statement of Financial Position date. Unquoted investments are disclosed at their original cost or, where available, at their estimated current value as estimated by an independent third party.

Defined benefit pension scheme

The cost of defined benefit pension plans are determined using actuarial valuations. The actuarial valuation involves making assumptions about discount rates, future salary increases, mortality rates and future pension increases. Due to the complexity of the valuation, the underlying assumptions and the long term nature of these plans, such estimates are subject to significant uncertainty. After taking appropriate professional advice, management determines the appropriate discount rate at the end of each reporting period. This is the interest rate that should be used to determine the present value of estimated future cash outflows expected to be required to settle the pension obligations. In determining the appropriate discount rate, consideration is given to the interest rates of high-quality corporate bonds that are denominated in the currency in which the benefits are to be paid and that have terms to maturity approximating the terms of the related pension liability. Details of the assumptions used in the calculation of the value of the defined benefit pension scheme can be found in note 15.

Valuation of property

The TUC carries its property at fair value, with changes in fair value being recognised in the Statement of Comprehensive Income for the period in which they arise. Management review the valuation of the properties on an annual basis and, taking the market conditions into account, consider the values included in the accounts to be the fair value of the properties. Further detail of the current valuation of the property can be found in note 9.

Provisions for liabilities

Provisions for liabilities included at the year end have been calculated using the best available knowledge at the time of preparing the financial statements, adjusted for information subsequently received. An element of estimation is therefore required when calculating the provisions.

ACCOUNTS

Trades Union Congress Notes to the accounts for the year ended 31 December 2018

2 Staff costs	2018 £'000	2017 £'000
Salaries and national insurance	10,163	10,178
Pension contributions	2,048	1,970
Welfare and training	406	396
Restructuring costs	59	34
Advertising and recruitment	84	60
	12,760	12,638

3 Property charges	2018 £'000	2017 £'000
Rent and rates	873	876
Heating and lighting	240	261
Cleaning	148	112
Insurance	102	110
Building repairs and renewals	366	340
External functions	866	855
Expenditure from dilapidations fund	427	720
	3,022	3,274

4 Office expenses	2018 £'000	2017 £'000
Communications	115	157
Stationery and printed materials	71	84
Renewals and repairs to office equipment	1,113	1,064
Audit fees	46	50
Bank charges	8	5
Legal costs	2	73
Finance	170	205
Consultancy fees	331	298
Provision for doubtful debts	(41)	44
	1,815	1,980

5 Project and campaign expenses

	2018 £'000	2017 £'000
Printing and publicity	325	336
Media and supporters work	99	104
Projects and campaigns	242	53
Conferences	51	26
Training and development	21	19
Consultancy fees	1,526	1,844
	2,264	2,382

6 International affiliation fees

	2018 £'000	2017 £'000
ITUC	888	1,044
ETUC	904	899
TUAC	80	79
	1,872	2,022

7 Grants and donations

	2018 £'000	2017 £'000
Tolpuddle Martyrs Memorial Trust	95	90
TUC Educational Trust	10	9
Sundry	143	34
Union Learning Fund	9,170	9,546
Grants to organisations overseas	-	-
	9,418	9,679

8 Taxation

This represents tax due on investment income, rents receivable and capital gains arising on disposal of investments.

	2018 £'000	2017 £'000
Over provision in prior years	-	(8)
Provision for the year	70	278
	70	270

ACCOUNTS

Trades Union Congress Notes to the accounts for the year ended 31 December 2018

8 Taxation (cont'd): deferred tax liability	2018 £'000	2017 £'000
1 January 2018	5,483	5,722
Increase in deferred tax on changes in fair value of investment property and investments	311	269
Decrease in deferred tax on other comprehensive income	(394)	(508)
31 December 2018	5,400	5,483

Reconciliation of tax charge

As a membership organisation, profits and losses arising from the TUC's membership activities are outside the scope of corporation tax. Profits and losses arising from non-membership activities and income from its investments is subject to corporation tax.

	2018 Total £'000	Tax at 19%	2017 Total £'000	Tax at 19.25%
Income	32,448	-	32,790	-
Foreign exchange gain	-	-	33	-
Gain on disposal of investments	75	-	919	-
Changes in fair value of investments	(855)	-	(109)	-
Profit/(loss) on sale of fixed assets	5	-	5	-
Gains from changes in fair value of investment property	(614)	-	-	-
Other finance adjustments - pension schemes	(989)	-	(685)	-
Total income and gains	30,070	-	32,953	-

Non-member activities and investment income chargeable to corporation tax

Income from property	766	145	702	135
Income from investments	51	10	339	65
Chargeable (losses)/gains	(234)	(44)	644	124
Allowable expenditure:				
Investment manager fees	(110)	(21)	(137)	(26)
Gift aid	(105)	(20)	(105)	(20)
Total chargeable to corporation tax	368	70	1,443	278

Reconciliation of tax charge (cont'd)

	Total £'000	2018 Tax at 19%	Total £'000	2017 Tax at 19.25%
(Deficit)/surplus from TUC membership activities outside the scope of corporation tax	(2,148)	-	(1,367)	-
Unrealised (losses)/gains on investments not subject to corporation tax	(596)	-	(313)	-
Unrealised gains on revalued property not subject to corporation tax	(614)	-	-	-
Actuarial gain/(loss) not subject to corporation tax	(273)	-	4,343	-
Total comprehensive surplus/(deficit) before corporation tax	(3,263)	-	4,106	-
Current tax	(70)	-	(270)	-
Deferred tax	83	-	239	-
Total comprehensive (expense) /income	(3,250)	-	4,075	-

9 Fixed assets

	Investment property	Land and buildings	Leasehold improvem'ts	Furniture, fittings and equipment	Motor vehicles	Asset under construction	Total
Cost or valuation	£'000	£'000	£'000	£'000	£'000	£'000	£'000
1 January 2018	25,447	32,553	4,542	2,105	24	5,825	70,496
Additions	-	-	16	203	-	1,437	1,656
Disposals	-	-	-	-	-	-	-
Transfers	5,188	6,632	(4,558)	-	-	(7,262)	-
Revaluations	(2,120)	(2,700)	-	-	-	-	(4,820)
31 December 2018	28,515	36,485	-	2,308	24	-	67,332
Depreciation							
1 January 2018	-	-	3,448	1,543	7	-	4,998
Transfers	1,506	1,942	(3,448)	-	-	-	-
Revaluations	(1,506)	(1,942)	-	-	-	-	(3,448)
Charge for year	-	-	-	172	5	-	177
31 December 2018	-	-	-	1,715	12	-	1,727
Net book value							
31 December 2018	28,515	36,485	-	593	12	-	65,605
31 December 2017	25,447	32,553	1,094	562	17	5,825	65,498

A charge was registered against the property on 28 March 2006 for £9m in favour of the TUC Superannuation Society Limited.

Significant refurbishment work has been undertaken on the property during the year, the costs of which have been transferred from Assets Under Construction to Investment Property and Land and Buildings on completion of the works.

A valuation of Congress House was undertaken at 31 December 2018 by Farebrother. The basis of the valuation was market value as defined by the RICS Valuation – Professional Standards 2017. The investment property element has been valued subject to the current lease terms in place and the freehold property element has been valued assuming full vacant possession.

ACCOUNTS

Trades Union Congress Notes to the accounts for the year ended 31 December 2018

10 Investments	Market value brought forward at 01.01.2018 £	Purchases £	Sales £	Change in market value £	Market value carried forward at 31.12.2018 £
Quoted					
UK quoted	7,409	935	(1,879)	(426)	6,039
International quoted	5,471	1,280	(1,999)	(354)	4,398
	12,880	2,215	(3,878)	(780)	10,437
UK unquoted					
Unity Trust shares	1	-	-	-	1
Union Energy Limited	9	-	-	-	9
MSI Brussels	5	-	-	-	5
	15	-	-	-	15
	12,895	2,215	(3,878)	(780)	10,452

The change in market value seen above is made up of £75k (2017: £919k) of gains on disposal of investments, £(855k) (2017: £(109)k) of change in fair value of investments and £nil (2017: £33k) of gains on foreign exchange.

11 Debtors and prepayments	2018 £'000	2017 £'000
Trade debtors	708	573
Other debtors	860	977
Prepayments and accrued income	1,553	1,053
	3,121	2,603

12 Creditors and accrued expenses	2018 £'000	2017 £'000
Trade creditors	1,295	1,899
Taxation and social security	382	296
Other creditors	222	218
Accruals and deferred income	3,122	2,996
	5,021	5,409

13 Provision for liabilities and charges

A provision has been made to reflect payments expected to arise from banked leave and accrued holiday pay together with project funded activities which have a defined term of operation.

14 Commitments - operating leases

At 31 December 2018 the TUC had total printing and office equipment leasing commitments of £352,669 due within one year (2017: £233,161), £1,030,351 between two and five years (2017: £856,169) and after five years £257,386 (2017: £160,155).

15 Pension costs

The Trades Union Congress operates one defined benefit scheme in the UK which offers both pensions in retirement and death benefits to members. Pension benefits are related to the members' final salary at retirement and their length of service. Employer contributions to the scheme for the year beginning 1 January 2018 are expected to be £2,000,000.

The major assumptions used by the actuary were (in nominal terms):

	At 31.12.2018	At 31.12.2017
Rate of increase in salaries	4.9%	5.1%
Rate of increase in pensions in payment		
- RPI, capped at 2.5% per annum	2.4%	2.4%
- RPI, capped at 5.0% per annum	3.4%	3.6%
- RPI, 3% per annum minimum and 5.0% per annum maximum	3.6%	3.7%
Discount rate	2.8%	2.4%
RPI Inflation assumption	3.4%	3.6%
CPI Inflation assumption	2.4%	2.6%
Revaluation in deferment*	2.4%	2.6%
Assumed life expectancies on retirement at age 65 are:		
Retiring today		
Males	87.6	87.7
Females	89.6	89.6
Retiring in 20 years time		
Males	89.3	89.4
Females	91.4	91.5

*Note that the revaluation of deferred pensions between leaving and retirement is subject to an underpin of 3% per annum.

The assumptions used in determining the overall expected return of the scheme have been set with reference to yields available on government bonds and appropriate risk margins.

ACCOUNTS

Trades Union Congress Notes to the accounts for the year ended 31 December 2018

	2018 £'000	2017 £'000
The amounts recognised in the balance sheet are as follows:		
Present value of scheme liabilities	(123,606)	(136,413)
Fair value of scheme assets	134,280	148,349
Pension asset	10,674	11,936

Reconciliation of opening and closing balances of the present value of the scheme liabilities	2018 £'000	2017 £'000
Liabilities at beginning of year	136,413	130,064
Current service cost	3,096	2,623
Interest cost	3,247	3,349
Contributions by scheme participants	492	476
Actuarial (gain)/loss	(16,910)	2,946
Benefits paid	(2,732)	(3,045)
Liabilities at end of year	123,606	136,413

Reconciliation of opening and closing balances of the fair value of scheme assets	2018 £'000	2017 £'000
Fair value of scheme assets at beginning of year	148,349	138,342
Interest income on scheme assets	3,555	3,586
Return on assets, excluding interest income	(17,183)	7,289
Scheme administrative costs	(308)	(323)
Contributions by employers	2,107	2,024
Contributions by plan participants	492	476
Benefits paid	(2,732)	(3,045)
Fair value of scheme assets at end of year	134,280	148,349

The assets in the scheme were:

	Value at 31.12.2018 £'000	Value at 31.12.2017 £'000
Equities	28,710	34,135
Bonds	58,524	84,099
Cash	1,495	884
Other	45,551	29,231
Fair value of plan assets	134,280	148,349

Amount recognised in other comprehensive income

	2018 £'000	2017 £'000
Cash	(16,910)	2,946
Return on assets, excluding interest income	17,183	(7,289)
Actuarial loss/(gain)	273	(4,343)

Amounts recognised in profit and loss

Service cost including current and past service costs and settlements	3,096	2,623
Administrative cost	308	323
Net interest on the net defined benefit liability	(308)	(237)
	3,096	2,709
Employer's contributions	(2,107)	(2,024)
Net pension cost	989	685

16 Related parties

During the year the TUC had transactions with the following charities which are under its control through the appointment of trustees. The outstanding balances are included within other debtors.

	2018 £'000	2017 £'000
TUC Educational Trust		
Owed to TUC		
Opening balance	713,262	79,875
Payments to TUC	(113,262)	(79,875)
Net costs paid through TUC	23,914	713,262
Closing balance	623,914	713,262
Tolpuddle Martyrs Memorial Trust		
Owed to TUC		
Opening balance	195,106	204,302
Payments to TUC	(195,106)	(204,302)
Net costs paid through TUC	201,126	195,106
Closing balance	201,126	195,106
TUC Aid		
Owed to TUC		
Opening balance	53,343	29,124
Payments to TUC	(53,343)	(29,124)
Net costs paid through TUC	19,586	53,343
Closing balance	19,586	53,343

DISPUTES BETWEEN UNIONS

As provided for in rule 13, the TUC has a role to play in helping to prevent and resolve disputes that may arise between affiliated unions. In the overwhelming majority of cases, such issues are resolved informally. Over the last year the general secretary has convened one formal disputes committee.

Community and Unite - Outokumpo

A TUC Disputes Committee composed of Sue Ferns (chair, member of the General Council and senior deputy general secretary, Prospect), Ian Lawrence (member of the General Council and general secretary of Napo) and Claire Sullivan (member of the General Council and director of employment relations and union services, CSP); with Paul Nowak (TUC deputy general secretary) acting as secretary and Kevin Rowan (head, TUC Organisation, Services and Skills) also present, met on 10 January 2019 to consider a complaint made by the Community against Unite concerning Outokumpo.

In outline Community complained that:

- › Unite had breached Principle 1 of the TUC Disputes Principles and Procedures (DPP), by 'ignoring the spheres of influence agreement between the two unions'. Community alleged that Unite's activity in Outokumpo had cut across the established 'spheres of influence' within the steel industry and had breached a memorandum of understanding reached between Community and Unite's predecessor unions.
- › Unite had breached Principle 2 of the DPP, by knowingly and actively recruiting members within Community's bargaining group at Outokumpo.
- › Unite had breached Principle 3 of the TUC Disputes Principles and Procedures (DPP), 'through its ongoing organising activities among production workers in Outokumpo': by carrying out negotiations with the employer regarding changes to the terms and conditions of production staff; balloting Unite members in Community's bargaining group; and a signing single union agreement with the company.

Unite's response was that they had never sought to 'knowing and actively' recruit members within Community's established bargaining group in Outokumpo. Instead a group of Community members had voluntarily left Community and joined Unite over a decade ago. While maintaining it was appropriate for Unite to seek, 'equal recognition and collective bargaining in a multi-union situation', the union maintained it had, 'never sought a sole recognition agreement or ever tried to exclude Community or poach[ed] Community members'.

Roy Rickhuss, Sean Scorer and Matt Ball represented Community. Len McCluskey, Tony Burke, Tony Brady and Doug Patterson represented Unite.

The Committee did not uphold Community's claim that Unite breached Principles 1 and 2 of the TUC Disputes, Principles & Procedures. The Committee partly upheld Community's complaint under Principle 3.

With regard to Unite's breach of Principle 3 the Committee formally censured Unite as set out below:

- › 'At a hearing on 10 January 2019, a TUC Disputes Committee found Unite to be in partial breach of Principle 3 of the TUC Disputes Principles and Procedures by signing a recognition agreement covering production workers in Outokumpo, without the agreement of Community which already held recognition for these workers. Moreover, Unite signed this agreement whilst this issue was under consideration by a formal TUC Disputes Committee - cutting across the TUC's agreed disputes principles and procedures which govern the behaviour of affiliated unions. The Committee reminds Unite of its obligations under these principles and asks that the union put in place mechanisms to ensure such a breach does not reoccur.'

The Committee further awarded that Unite should write to the company, stressing it would not support the de-recognition of Community and indicating it was willing to sit down with both Community and the company to ensure that any amended joint recognition arrangements had the full support and confidence of both unions. Both unions were urged to approach this process positively.

The Committee reiterated that the established 'spheres of influence' and associated machinery in the steel industry are the property of all the unions covered by the arrangements, in this case Community, Unite and the GMB. Any changes to these established 'spheres of influence' would therefore require agreement from the unions concerned.

The full terms of the Committee's award were reported to the General Council at its meeting on 27 February 2019.

TUC RULES AND STANDING ORDERS

PART 1 CONSTITUTION

Rule 1

Name, office and membership

- a. NAME AND OFFICE: The name of the organisation constituted by these Rules shall be the 'Trades Union Congress' (hereinafter called 'the Congress'), and its principal office shall be at Congress House, 23-28 Great Russell Street, London WC1B 3LS, or such other places as the General Council of the Congress (hereinafter called 'the General Council') shall from time to time decide.
- b. MEMBERSHIP: The Congress shall consist of such bona fide trade union organisations as satisfy the requirements of these Rules and are affiliated in the manner prescribed by these Rules.

Any such organisation may make application to become affiliated to Congress and shall furnish copies of its Rules and Constitution together with such other particulars and information as shall at any time be required by the General Council.

It shall be a requirement of affiliation that an organisation has a clear commitment to promote equality for all and to eliminate all forms of harassment, prejudice and unfair discrimination,

both within its own structures and through all its activities, including its own employment practices.

In deciding at the time of such application or at any time thereafter whether or not a bona fide trade union is eligible for affiliation, the General Council shall have regard inter alia to the ability of the trade union organisation in its own right and of its own authority to fulfil the obligations of affiliation to the Congress and to comply with these Rules.

The General Council shall have full power to accept or reject any such application for affiliation and the General Council shall in addition have full power at any time to terminate the affiliation of any organisation which in the opinion of the General Council does not fully satisfy the requirements of affiliation for the time being.

The power of the General Council under this Rule to accept or reject any application or terminate any affiliation is subject to the power of the next annual Congress to overrule any such decision.

The General Council may also accept applications from organisations of local trade union branches to register as Trades Councils, County Trades Councils or County Associations where they comply with such requirements as determined by the General Council including in particular to have a clear commitment

to promote equality for all. Registration in this capacity does not consist of affiliation and confers no authorisation to speak or act on behalf of the Trades Union Congress.

Rule 2 Objects

- a. The objects of the Congress shall be:

To do anything to promote the interests of all or any of its affiliated organisations or anything beneficial to the interests of past and present individual members of such organisations.

To promote equality for all and to eliminate all forms of harassment, prejudice and unfair discrimination, both within its own structures and through all its activities, including its employment practices.

Generally to improve the economic or social conditions of workers in all parts of the world and to render them assistance whether or not such workers are employed or have ceased to be employed.

To affiliate to or subscribe to or to assist any other organisation having objects similar to those of the Congress.

To assist in the complete organisation of all workers eligible for membership of its affiliated organisations and subject as hereinafter set forth in these Rules to assist in settling disputes between the members of such organisations and their employers or between such organisations and their members or between the organisations themselves.

In pursuance of these general objects, and in accordance with particular decisions that Congress may make from time to time, Congress may do or authorise to be done all such acts and things as it considers necessary for the furtherance of those objects.

- b. In the interpretation of the above objects the General Council shall have complete discretion subject only to the power of the annual Congress to revise their decisions.

Rule 3

Affiliation fees

Each Affiliated Organisation shall pay to the Congress an annual affiliation fee in respect of each of its members (probationary, free or otherwise). The annual affiliation fee shall be payable quarterly at the beginning of each quarter of the year, the first such quarter commencing on 1 January in any year.

The annual affiliation fee payable in respect of each member notified in accordance with sub-paragraph (a) shall be 95 per cent (the percentage figure) of the weekly (or equivalent) contribution rate based on the average of all unions contribution rates calculated in accordance with sub-paragraph (c). To this end

- a. Each organisation shall by 31 May in each year, inform the General Secretary of Congress of the number of its members as at 1 January of that year.
- b. Each affiliated organisation shall by 30 September in any year, inform the General Secretary of the contribution rate payable by the largest category of members as at 1 January of the year following.
- c. The average of all unions' contribution rates is the sum of each union's contribution rate in accordance with sub-paragraph (b) multiplied by each union's affiliated membership and divided by the total affiliated membership in the year in which the contribution rate is notified to the General Secretary.
- d. The General Council shall, by 31 October in each year, confirm, increase, or reduce, the percentage figure in accordance with the TUC work programme and priorities as decided by Congress in that year.

Unless decided otherwise by the General Council 10 per cent of each annual affiliation fee should be allocated to the TUC Development Fund.

Rule 4

Composition of General Council

- a. The General Council shall be composed of ten sections as follows:

Section A shall consist of members from those organisations with a full numerical membership of 200,000 or more members. Each such organisation shall be entitled to nominate one or more of its members to be a member or members of the General Council and the number of members to which the organisations comprising Section A shall be entitled shall be determined by their full numerical membership on the basis of one per 200,000 members or part thereof provided that where the total number of women members of any organisation in Section A is 100,000 or more that organisation shall nominate at least one woman.

TUC RULES AND STANDING ORDERS

Section B shall consist of members from those organisations with a full numerical membership of 30,000 up to 199,999 members. Each such organisation shall be entitled to nominate one of its members to be a member of Section B of the General Council.

Section C shall consist of seven members of unions with fewer than 30,000 members.

Section D shall consist of four women members all of whom shall be members of an affiliated organisation with less than 200,000 members.

Section E shall consist of one black member who shall be from an organisation with a full numerical membership of 200,000 or more members. Subject to Rule 4 (f), each such organisation shall be entitled to nominate one of its members to be the Section E member of the General Council.

Section F shall consist of one black member who shall be from an organisation with a full numerical membership of 199,999 or less members. Subject to Rule 4 (f), each such organisation shall be entitled to nominate one of its members to be the Section F member of the General Council.

Section G shall consist of one black woman member who shall be a member of an affiliated organisation. Subject to Rule 4 (f), each such organisation shall be entitled to nominate one of its members to be the Section G member of the General Council.

Section H shall consist of one member representing trade unionists with disabilities.

Section I shall consist of one member representing lesbian, gay, bisexual and transgender trade unionists.

Section J shall consist of one member under the age of 27.

All unions will be entitled to nominate one of their members who is a delegate to Congress for sections H, I and J and election shall be by ballot of all unions entitled to vote at Congress.

Subject to Rule 4 (f), the election of a member of the General Council for any section shall be in addition to, and not in substitution for, any member of the union who is elected as a member of the General Council in accordance with the provisions relating to the election of a member of another section.

- b. On 1 June each year or as soon thereafter as is practicable, each affiliated organisation shall be allocated by the General Council either to Section A, B, C or E or F and, where applicable, Section D on the basis of its full numerical membership, as notified to the General Secretary in accordance with Rule 3 and the General Council shall then advise each affiliated organisation of the Section(s) to which it has been allocated and in the case of affiliated organisations allocated to Section A and Section B of the number or numbers of members of the General Council to which they are entitled.

All organisations shall be notified of the arrangements for making a nomination of a member for Section G, H, I and J and organisations allocated to Sections C, D, E and F shall also be notified of the arrangements for making a nomination of a member for the sections to which they are allocated.

- c. Members of all sections of the General Council shall take office at the termination of the annual Congress and shall remain in office until the termination of the next annual Congress and shall be eligible for re-election to or continued membership of the General Council.

- d. In the event of a member of Section A or Section B ceasing by death, resignation or other cause to be a member of the General Council, the affiliated organisation which nominated that member may nominate a successor to take her or his place. In the event of a member of Section C, D, E, F, G, H, I and J ceasing by death, resignation or other cause to be a member of the General Council, the General Council shall determine how, if at all, the vacancy shall be filled.
- e. No organisation may participate in the nomination or selection of members of the General Council unless it shall have paid the fees provided by Rule 3 during the previous year.
- f. No affiliated organisation shall be entitled to nominate a member for Section G and, as appropriate, Section E or Section F.

Rule 5

Qualifications for General Council

- a. No person shall be eligible for membership of any section of the General Council who is not a Congress delegate (as per Rules 17 and 18) and the organisation so represented shall have paid the fees provided by Rule 3 during the previous year.

- b. No person shall be eligible for membership of the General Council who has privately assisted, during the year preceding the annual Congress, in the production of anything made by non-union labour, or by such firms as may be declared unfair by the interested trade society, or who has continued to assist privately in the production of anything made by non-union labour, or by such firms as may be declared unfair by the interested trade society, after such matters have been pointed out to her or him.

Rule 6

Nomination of General Council

- a. At least eight weeks prior to the date fixed for the commencement of each annual Congress, each affiliated organisation allocated to Section A or Section B in accordance with rule 4(b) shall notify the General Secretary of the Congress of the name(s) of its chosen member(s) on the General Council for the coming year. If a member so nominated shall resign or die before the annual Congress the General Council shall accept a replacement nomination from that organisation.

- b. Each affiliated organisation allocated to Section C or Section E or Section F in accordance with Rule 4(b) shall be entitled to nominate one of its delegates for election, as appropriate, to Section C, Section E and Section F of the General Council. Subject to Rule 4(f), each affiliated organisation shall be entitled to nominate one of its delegates for election to Section G, H, I and J of the General Council.
- c. Each affiliated union with 200,000 or fewer members shall have the right to nominate one of its women members for election to Section D of the General Council.
- d. Nominations for the General Council under (b) or (c) above shall be sent to the General Secretary of the Congress on the appropriate form, which must be signed by the President (or the Chairman) and Secretary of the organisation making the nomination, and must be received by the General Secretary of the Congress at least eight weeks prior to the Monday of the annual Congress.

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- e. The list of members in Section A or Section B and of nominations to the places in Sections C, D, E, F, G, H, I and J shall be published in the preliminary agenda containing the motions which are to be discussed at the annual Congress. However, if a candidate for Section C, D, E, F, G, H, I and J dies before the election takes place the General Council shall have the powers to authorise the acceptance of a fresh nomination notwithstanding anything in these Rules and Standing Orders.

Ballot papers containing the names of all candidates nominated for Section C of the General Council shall be supplied to the delegations of all organisations allocated to Section C on the day of the election. Ballot papers containing the names of all the candidates nominated for Section D of the General Council shall be supplied to the delegations of all organisations allocated to Section D on the day of the election.

Ballot papers containing the names of all candidates nominated for Section E of the General Council shall be supplied to the delegations of all organisations allocated to Section E on the day of the election. Ballot papers containing the names of all candidates nominated for Section F of the General Council shall be supplied to the delegations of all

organisations allocated to Section F on the day of the election. Ballot papers containing the names of all candidates nominated for Section G, H, I and J of the General Council shall be supplied to the delegations of all organisations on the day of the election.

- f. Notice of withdrawal of any nomination for Section C, D, E, F, G, H, I and J must reach the General Secretary of the Congress not later than four weeks before the opening of the annual Congress. Where, due to the withdrawal of a candidate before election or to any other cause, there is an insufficiency of candidates to fill the number of seats in the Section concerned, the General Council shall have the power to call for fresh nominations, notwithstanding anything in these Rules and Standing Orders.

Rule 7 Election of the General Council - Sections C, and D, E, F, G, H, I and J.

- a. Members of Section C of the General Council shall be elected at each annual Congress by ballot vote of all affiliated organisations allocated to Section C.
- b. Members of Section D of the General Council shall be elected at each annual Congress by ballot vote of all affiliated organisations allocated to Section D.

- c. The member of Section E of the General Council shall be elected at each annual Congress by ballot vote of all affiliated organisations allocated to Section E.

- d. The member of Section F of the General Council shall be elected at each annual Congress by ballot vote of all affiliated organisations allocated to Section F.

- e. The members of Sections G, H, I and J will be elected at each annual Congress by ballot vote of all affiliated organisations.

- f. In the elections of the General Council for the members of Section C and of Section D and for the Section E, Section F, Section G and Sections H, I and J, each organisation entitled to vote may cast all or any part of the votes to which it is entitled in favour of as many candidates as are to be elected in the election in question. No organisation shall cast more votes than the number to which it is entitled for any one candidate. The number of votes to which each organisation shall be entitled shall be determined on the basis of one vote for every 1,000 members or fraction or part thereof as declared by the organisation in accordance with Rule 3. The candidate(s) in each election securing the highest number of votes shall be declared elected.

- g. The ballot papers shall be issued by the scrutineers, and after being filled up shall then be immediately placed in the box without inspection by the delegates other than those of the organisation voting.
- h. Any delegates found guilty of violating this Rule shall at once be reported to Congress, named by the President and expelled. Such delegate or delegates shall not be eligible to attend Congress again for three years.
- i. A notification of the penalties likely to be involved in the infringement of this Rule shall be included in the instructions printed on each ballot paper.
- d. They shall promote common action by the trade union movement on general questions, such as wages and hours of labour, and any matter of general concern that may arise between trade unions and trade unions, or between employers and trade unions, or between the trade union movement and the government, and shall have power to assist any union which is attacked on any vital question of trade union principle.
- e. They shall assist trade unions in the work of organisation, and shall carry on propaganda with a view to strengthening the trade union movement, and for the attainment of any or all of the above objects.
- f. They shall also enter into relations with the trade union and labour movements in other countries with a view to securing united action.
- g. They shall have authority to invest and administer the funds of the Congress and to make grants to any organisation or person, whether in Great Britain, or abroad, for such purposes as it seems desirable, but in so doing they shall have regard to the directions, if any, from time to time given by Congress. They shall also have authority to raise funds for any special purpose and to invest and administer such funds and to make grants therefrom.
- h. For the purpose of carrying out the objects of the Congress, of conducting its affairs and in relation to the matters specifically referred to in this Rule the General Council shall have power to utilise the funds and property of the Congress, to enter into any transaction and by any one or more of their members or appointed officers to execute in the name and on behalf of the Congress any deeds or documents that may be necessary.
- i. The General Council shall have power whenever they deem necessary to convene a special Congress or Conference to deal with any contingency that may arise, and to arrange the agenda and procedure whereby the business of such meetings shall be conducted.
- j. In the event of a legal point arising which, in the opinion of the General Council (after consultation with Counsel) should be tested in the House of Lords in the general interests of trade unionism, the Council shall be empowered to take the necessary action.

Rule 8

Duties of the General Council

- a. The General Council shall transact the business in the periods between each annual Congress, shall keep a watch on all industrial movements, and shall, where possible, co-ordinate industrial action.
- b. They shall watch all legislation affecting labour and shall initiate such legislation as Congress may direct.
- c. They shall endeavour to adjust disputes and differences between affiliated organisations.

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- k. In order that the trade union movement may do everything which lies in its power to prevent future wars, the General Council shall, in the event of there being a danger of an outbreak of war, call a special Congress to decide on industrial action, such Congress to be called, if possible, before war is declared.
- l. The General Council shall prepare a report of their work for submission to the annual Congress and shall include in it a record of the attendances at General Council meetings. The Standing Orders of Congress and the General Council shall be published in each annual report of the proceedings of Congress.

Rule 9

Appointment of committees

The General Council shall appoint such committees as they consider necessary to deal with aspects of their business.

Rule 10

Wales TUC

There shall be a Wales TUC Conference and Wales TUC General Council which shall have devolved responsibility within the TUC for:

- i. matters which are within the powers of the Welsh Government and legislature; and
- ii. matters which are wholly specific to Wales.

The Wales TUC Rules (as agreed by TUC General Council, Wales TUC General Council and Wales TUC Conference) shall define the detailed objects, responsibilities and structure of the Wales TUC.

Rule 11

General Secretary

- a. The General Secretary shall be elected by Congress and shall be ex officio a member of the Congress and the General Council. She or he shall remain in office so long as her or his work and conduct give satisfaction to the General Council and to the representatives attending Congress and shall retire from the service of the Congress upon reaching the age of 65.
- b. The annual Congress preceding the date of retirement of the General Secretary shall elect a General Secretary Designate who shall become General Secretary on the retirement of her or his predecessor. Should a vacancy otherwise occur between the annual meetings of the Congress, the General Council shall have power to fill such a vacancy temporarily.

- c. The General Council shall determine the salary and conditions of service of the General Secretary and shall provide her or him with all necessary assistance, office accommodation, and facilities for conducting the business of the Congress and the General Council.

- d. Any duty or function imposed by these Rules upon the General Secretary may be discharged (with her or his consent) by such persons as she or he considers appropriate provided always that the General Secretary shall remain responsible to the General Council for the discharge of that duty or function.

Rule 12

Industrial disputes

- a. It shall be an obligation upon the affiliated organisations to keep the General Secretary of the Congress informed with regard to matters arising between them and their employers and/or between one organisation and another, including unauthorised and unconstitutional stoppages of work, in particular where such matters may involve, directly or indirectly, large bodies of workers. The General Council or the General Secretary shall (if either should consider it necessary) disseminate the information as soon as possible to all organisations

which are affiliated to the Congress and which may be either directly or indirectly affected.

- b. The general policy of the General Council shall be that unless requested to do so by the affiliated organisation or organisations concerned, neither the General Council nor the General Secretary shall intervene so long as there is a prospect of whatever difference may exist on the matters in question being amicably settled by means of the machinery of negotiations existing in the trades affected.
- c. If, however, a situation has arisen, or is likely to arise, in which other bodies of workpeople affiliated to Congress might be involved in a stoppage of work or their wages, hours and conditions of employment imperilled, the General Council or the General Secretary may investigate the matter by calling representatives of the organisation or organisations concerned into consultation, and may use their influence or her or his influence (as the case may be) to effect a just settlement of the difference. In this connection the General Council or the General Secretary, having given an opportunity to each organisation concerned to present its views on the matter and having ascertained the facts relating to the difference, may tender

their or her or his considered opinion and advice thereon to the organisation or organisations concerned. Should the organisation or organisations refuse such assistance or advice, the General Secretary shall duly report thereon to the General Council and/or the General Council shall duly report thereon to Congress or deal with the organisation under Clauses (b), (c), (d) and (h) of Rule 13.

- d. Whenever the General Council intervene in relation to a matter within the provision of clause (c) of this Rule, and the organisation or organisations concerned accept the assistance and advice of the General Council, and where despite the efforts of the General Council, the policy of the employers enforces a stoppage of work by strike or lock-out, the General Council shall forthwith take steps to organise on behalf of the organisation or organisations concerned all such moral and material support as the circumstances of the dispute may appear to justify.

Rule 13

Disputes between affiliated organisations

- a. Where disputes arise or threaten to arise between affiliated organisations, the General Council or the General Secretary of the Congress shall use their or her or his influence (as the case may be) to promote a settlement.
- b. It shall be an obligation on the affiliated organisation or organisations concerned to notify the General Secretary when an official stoppage of work is contemplated in any dispute between affiliated organisations, whether relating to trade union recognition, trade union membership, demarcation of work, or any other difficulty. No affiliated organisation shall authorise such a stoppage of work until the dispute has been dealt with under the provisions of Clauses (e) to (h) of this Rule.
- c. Where a dispute between unions has led to an unauthorised stoppage of work, it shall be an obligation of the affiliated organisation or organisations concerned to take immediate and energetic steps to obtain a resumption of work.

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- d. The affiliated organisation or organisations concerned shall notify the General Secretary as soon as possible of any stoppage of work which involves directly or indirectly large bodies of workers, or which, if protracted, may have serious consequences. In addition to such notification, the affiliated organisation or organisations concerned shall inform the General Secretary of the causes and circumstances of the dispute and of the steps taken or proposed by it or by them to secure a resumption of work.
- e. Either upon notification from an affiliated organisation as required by Clause (b) or Clause (d) of this Rule, or upon the application of an affiliated organisation, or whenever she or he considers it to be necessary, the General Secretary may investigate cases of dispute or disagreement between affiliated organisations and may decide on the most appropriate method of resolving the issue. Where she or he considers it appropriate, the General Secretary may refer any such case to a Disputes Committee of the Congress for resolution in accordance with the Regulations governing procedure in regard to disputes between affiliated organisations (as amended by the General Council and adopted by the Congress from time to time). In the event of such a reference, the General Secretary may summon affiliated organisations to appear as parties before a Disputes Committee and shall require such organisations to submit to that Committee any information, which she or he or the Committee considers to be essential to enable the Committee to adjudicate upon the case.
- f. If an affiliated organisation refuses or fails to respond to a summons by the General Secretary to appear before a Disputes Committee, the General Secretary shall investigate the circumstances of such a refusal or failure by calling representatives of the organisation into consultation and inviting the organisation to give reasons for its conduct. If, after such investigation, the General Secretary does not withdraw her or his summons and the organisation persists in its refusal or failure to appear before the Disputes Committee the General Secretary shall report the matter to the General Council who may deal with the organisation under Clause (h) of this Rule as if it were a case of failure by that organisation to comply with an award of a Disputes Committee.
- g. If an organisation which is a party to a dispute fails or refuses to submit its case to a Disputes Committee as provided by this Rule, the Disputes Committee may proceed to make an award in the absence of that organisation and in any event it shall not be permissible for that organisation to raise the dispute at any annual Congress.
- h. Affiliated organisations summoned by the General Secretary to appear as parties before a Disputes Committee shall be bound by any award of the Disputes Committee and shall comply forthwith with such award. Should any such organisation refuse or fail forthwith to carry into effect such an award (in whole or in part) the General Council having received the award may report on the matter as they think fit to all affiliated organisations, and/or may either:
- deal with the organisation under clauses (b), (c), (d) and (h) of Rule 13, or
 - report the matter to the next annual Congress to be dealt with as that Congress may decide.

Rule 14 Conduct of affiliated organisations

- a. If at any time there appears to the General Council to be justification for an investigation into the conduct of any affiliated organisation on the ground that the activities of such organisation may

be detrimental to the interests of the trade union movement or contrary to the declared principles or declared policy of the Congress, the General Council shall summon such organisation to appear by duly appointed representatives before them or before such Committee as the General Council consider appropriate in order that such activities may be investigated. In the event of the organisation failing to attend, the investigation shall proceed in its absence.

- a. If after an investigation under:
 - i. clause (a) of this Rule; or
 - ii. an investigation under clause (c) of Rule 12; or
 - iii. an investigation and report to the General Council by the General Secretary of the Congress under clause (f) of Rule 13; or
 - iv. an investigation by a Disputes Committee under clauses (e) and (g) of Rule 13 and a refusal or failure to comply with its award under clause (h) of Rule 13;

it appears to the General Council that the activities of the organisation may be detrimental to the interests of the trade union movement or contrary to the declared principles or declared policy of Congress, the General Council shall notify the organisation of that fact, specifying the grounds on which that charge is made and inviting the organisation to present its views to the General Council. If, after considering those views, the General Council decide that the said activities are detrimental to the interests of the trade union movement or contrary to the declared principles or declared policy of Congress, the General Council shall direct the organisation to discontinue such activities forthwith and undertake not to engage therein in the future.

- b. Should the organisation disobey such direction, or fail to give such undertaking, the General Council are hereby empowered in their discretion to order that the organisation be forthwith suspended from membership of the Congress until the next annual Congress.
- c. The General Council shall submit a report upon the matter to the next annual Congress.

d. No affiliated organisation shall circularise, either in writing or by general oral communication, other affiliated organisations upon any matter concerning the business of the Congress, without first securing the General Council's authorisation for such circularisation.

e. Should any such unauthorised circularisation take place concerning a motion for the agenda of the annual Congress or any special Congress or conferences, and the General Council after investigation decide that those responsible for such motion connived at, or were party to, or concerned with such circularisation, the motion shall not be included in the agenda.

f. The General Council may investigate any violation of the provisions of Clauses (e) and (f), and if after such investigation they decide that any organisation has acted deliberately in such violation they may deal with the organisation by investigation, suspension and report under the terms of Clauses (b), (c) and (d) of this Rule.

g. Any affiliated organisation dealt with under this Rule shall have the right to appeal to the next annual Congress and may appoint

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delegates in accordance with Rules 17 and 18 to represent the organisation upon the appeal and at the annual Congress if the appeal is allowed. Congress shall upon such appeal have final authority to deal with the matter by way of re-admission, further suspension or exclusion from membership of the Congress.

Rule 15

Trustees, auditors and accounts

- a. TRUSTEES: Two or more trustees shall be appointed by the General Council in whose names the funds and property of the Congress shall be vested. Such Trustees shall hold office until their respective successors have been duly appointed by the General Council and shall have accepted office. The Trustees shall deal with the funds and property held by them in accordance with the directions of the General Council and shall invest any funds available for investment in accordance with such directions. The bank accounts of the Congress shall be in the names of the Trustees, but the General Council may by resolution authorise the Trustees to direct the bankers to honour the signature or signatures of any person or persons

named in the resolution, in which case the trustees shall give such direction and shall be relieved from all liability in respect of payments made in the manner authorised by the resolution while it is in force.

- a. AUDITORS: The accounts of the Congress shall be audited annually by a chartered or incorporated accountant to be appointed by the General Council. The accountant shall be given access to all books and documents of the Congress and shall be given all information or explanations with regard to the accounts that she or he requires. The accountant shall be required to submit a report to the General Council as soon as practicable after the audit.
- b. ACCOUNTS FOR THE YEAR: In order that affiliated organisations may have an opportunity of perusing the financial statements prior to each annual Congress, the financial year shall close on 31 December. The audit shall then take place and printed Balance Sheets, duly certified by the Auditors, shall be sent with the complete agenda to the secretary of each organisation not less than 14 days before each annual Congress.

Rule 16

Amendment of Rules and Standing Orders

- a. The General Council may between each annual Congress make any amendment to the Rules and Standing Orders that they deem necessary subject to any such amendment being confirmed by the next annual Congress, providing that any such amendment shall in any event be binding upon all affiliated organisations and their members until overruled by Congress.
- b. Affiliated organisations may (subject to the provisions of Rule 24) put forward motions for the amendment of the Rules and Standing Orders for the consideration of such annual Congress.

PART 2

ARRANGEMENTS FOR ANNUAL CONGRESS

Rule 17

Preliminary arrangements

- a. The General Council shall select the place for the annual Congress and shall have the powers to invite representatives of public bodies and other institutions to attend the sittings thereof.

- b. The General Council shall meet during the week prior to the date of each annual Congress for the purpose of completing the arrangements there for.

Rule 18 Representation at annual Congress

- a. Affiliated organisations shall be entitled to be represented at the annual Congress by one delegate for every 5,000 members or fraction thereof, (save for unions with fewer than 5,000 members who shall be entitled to two delegates) provided always that they have paid the fees prescribed in Rule 3.
- b. Not later than seven weeks prior to the Monday of the annual Congress the names and addresses of the delegates shall be sent to the General Secretary of the Congress on the appropriate form which must be signed by the President (or Chairman) and Secretary of the organisation such delegates will represent.
- c. A credential card shall not be issued to any affiliated organisation which has failed to comply with the foregoing conditions.
- d. In addition, the annual Trades Councils Conference may elect a further delegate, who must be a member of

a registered Trades Council, to attend Congress and move the motion submitted to Congress by the Trades Councils Conference.

Rule 19 Delegates' qualifications

- a. Each annual Congress shall consist of delegates who must be financial members of the affiliated organisation they are to represent and actually working at their trade at the time of appointment, or full-time paid officials of such affiliated organisation. However, unemployed members of an affiliated organisation shall not be debarred from acting as delegates.
- b. The above qualifications shall not, however, debar a person from acting as a delegate who is not a full-time paid official and who has temporarily left her or his normal full-time work as an employee in trade or industry to undertake Parliamentary duties, provided that, at the time of her or his attending Congress, she or he is occupying a national post designated under the Rules of the appointing affiliated organisation.

Rule 20 Congress President

- a. The President of the Congress shall be appointed by the General Council at their first meeting after each annual Congress.
- b. The duties of the President shall be to preside at all meetings of the General Council, an at all special Congresses or Conferences for one year following the date of her or his appointment, and at the annual Congress concluding her or his term of office. She or he shall then become first Vice-Chair of the General Council for a period of one year thereafter.

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Rule 21

General Purposes Committee

- a. A General Purposes Committee of five members for the ensuing annual Congress shall be nominated and elected by ballot. If any member elected is not a delegate to the ensuing annual Congress, or a vacancy arises from any other cause, the highest unsuccessful candidate shall be called upon to fill the vacancy.
- b. Each nominee for the General Purposes Committee must be nominated by her or his own organisation. Nominations shall be submitted on the appropriate form which must be signed by the President (or Chair) and Secretary of the organisation and shall reach the General Secretary of the Congress at least eight weeks prior to the Monday of the annual Congress.
- c. The members of the General Purposes Committee shall appoint from their body a chair and secretary. The duties of the General Purposes Committee shall be:

- i. to co-operate with the movers of motions and amendments in order that composite motions may be obtained wherever possible
- ii. to have printed and circulated to the delegates copies of the composite motions they have approved
- iii. to submit to the President of Congress a programme of all motions and amendments approved by them as being in accordance with the Rules and Standing Orders, together with all suggestions for the proper conduct of the business of the annual Congress
- iv. to report to the General Council any violation of the Rules or Standing Orders that may be brought to their notice, together with any recommendation agreed upon.

Rule 22

Tellers and ballot scrutineers

The General Council shall nominate, for the approval of the Congress, four or more Tellers and up to seven ballot scrutineers.

Rule 23

Voting

The method of voting at Congress shall be at the discretion of the President, by voice, or show of hands, or card vote. Where, however, a division by voice or show of hands is challenged by delegates to Congress, voting shall be by cards to be issued to the delegations according to membership (paid for as per Rule 3) on the basis of one vote for every 1,000 members or fractional part thereof represented. Such cards to be issued to affiliated organisations by the General Secretary of the Congress before the commencement of the annual Congress.

Rule 24

Motions for Congress

- a. Motions for the Congress must be submitted on the appropriate forms and be signed by the President (or Chair) and Secretary of the organisation submitting such motions and must be received by the General Secretary of Congress not later than eight weeks before the Monday of the annual Congress.

- b. Such motions shall be printed and sent to each affiliated organisation not less than six weeks before the annual Congress. The order in which these subjects are to be discussed shall be decided by the General Council in consultation with the General Purposes Committee of Congress.
- c. An affiliated organisation shall be allowed not more than two motions, apart from organisations with more than one million members who will be allowed one additional motion for each additional 500,000 members or part thereof. In addition, each of the equality conferences, the Young Workers Conference and Trades Union Councils Conference will be allowed to choose one motion carried by that conference for submission to Congress. In order that important labour questions may not be omitted from the discussion of the annual Congress, the General Council are empowered to place not more than three motions on the annual Congress agenda.
- d. All amendments to the motions submitted by affiliated organisations must be received by the General Secretary of Congress not later than four weeks before the Monday of the annual Congress. An affiliated organisation shall be allowed not more than two amendments apart from organisations with more than one million members who will be allowed one additional amendment for each additional 500,000 members or part thereof. These must be submitted on the appropriate forms and be signed by the President (or Chair) and Secretary of the organisation concerned.
- e. Notwithstanding the provisions of this Rule, the General Council or any affiliated organisation shall, subject to the approval of the General Purposes Committee, be permitted to submit an emergency motion for the consideration of the delegates to Congress. No such permission shall, however, be granted unless agreed to by at least two-thirds of the votes cast by the delegates to the particular annual or special Congress.
- f. Motions shall not exceed 250 words in length. Amendments shall not exceed 50 words in length. These provisions shall apply to original motions and emergency motions but not to composite motions nor to motions selected to go forward to the Congress Agenda by the equality conferences, Young Workers Conference and Trades Union Councils Conference.

Rule 25

Delegations

All nominations for delegations appointed by Congress must be submitted on the appropriate form and be signed by the President (or Chair) and Secretary of the organisation and must be sent to reach the General Secretary of the Congress not later than eight weeks before the Monday of the annual Congress. Each nominee must be nominated by her or his own organisation.

Rule 26

Date of annual Congress

- a. Unless otherwise decided by the General Council, the date for the opening of each annual Congress shall be the Sunday before the second Monday in September.
- b. To enable affiliated organisations to comply with the various requirements of these Rules where time limits are fixed by reference to the date of the annual Congress, the General Council shall, in the event of any change in such date, direct that notice of such change shall be given to affiliated organisations in due time.

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Rule 27

Standing Orders

- a. **HOURS OF MEETING:**
Delegates shall assemble at 4pm prompt on the first day of each annual Congress and at 9.30am on each succeeding day. On Sunday Congress shall adjourn at 7pm and each day thereafter (Monday to Wednesday) Congress shall adjourn at 12.45pm and reassemble at 2.15pm and adjourn for the day at 5.30pm on Monday and Tuesday and shall conclude no later than 4pm on Wednesday.
- b. **AGENDA:** A complete agenda of the motions and amendments submitted under Rule 23 shall be printed and sent, not later than 19 days before the opening of each Congress, to the affiliated organisations which have paid up to the last preceding quarter the fees due under Rule 3.
- c. **GENERAL COUNCIL'S REPORT:** After the opening of each annual Congress, the General Council shall present their report for the past year, which shall be laid on the table for discussion. The items of the report shall be discussed seriatim and not as a whole: each speaker to be limited to three minutes. Such report shall be given precedence over all other business provided that where a motion on the agenda bears directly upon any part of the report, such motion may at the discretion of the President be taken in conjunction with such part of the report.
- d. **LIMITATION OF SPEECHES:**
The mover of the motion shall be allowed five minutes, the seconder three, and any or each succeeding speaker three minutes. A delegate shall not speak more than once on a question, except the mover of the original proposition, who shall have the right to reply.
- e. **ORDER OF SPEAKERS:** The President shall determine the order of speakers. Each delegate shall stand when speaking. If the President rises to call a delegate to order, or for any other purpose connected with the proceedings, the delegate speaking shall leave the rostrum and resume her or his seat and no other delegate shall rise until the President has authorised the discussion to proceed.
- f. **PRESIDENT'S RULING:**
Should any delegate cause disturbance at any session of annual or special Congress, and refuse to obey the President when called to order, she or he shall be named by the President, and shall be expelled from the hall for the remainder of the session, and shall not be allowed to take part in the Congress proceedings without the consent of Congress delegates.
- g. **CLOSURE:** The Previous Question, Next Business, or the Closure may be moved and seconded only by those delegates who have not previously spoken during the debate, and there shall be no speeches on such motions. Should the closure be carried, the mover of the original motion shall have the right to reply in accordance with Rule 26, clause (d). Should the President consider that there is no practical difference of opinion among the delegates, she or he shall have power to stop the discussion and submit the proposition to the vote of the Congress delegates.
- h. **SPECIAL MEETINGS:** In the case of special Congresses or Conferences the above Standing Orders shall be adhered to wherever applicable as closely as possible.

Rule 28

Suspension of Rules and Standing Orders

Rules and Standing Orders in Part 2 hereof, may, notwithstanding the terms of Rule 15, be suspended if such suspension is agreed to by at least two-thirds of the votes cast by the delegates to the particular annual or special Congress.