

APPENDICES

#### APPENDIX 1

# ATTENDANCE 2020-21

#### **General Council**

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

iviember <i>F</i>	Attendance	iviember Atte	endance	iviember	Attendance
Dave Allan	6	Jo Grady	3	Maggie Ryan	0
Louise Atkinson	6	Charlie Gray	4	Malcolm Sage	0
Sheila Bearcroft MBE	1	Isabelle Gutierrez <sup>4</sup>	1	Mark Serwotka	6
Josie Bird	5	lan Lawrence	6	Jon Skewes	5
Mary Bousted	3	Paddy Lillis	2	Liz Snape MBE	5
Tony Burke	6	Brian Linn	5	Stephen Spence	6
Gail Cartmail (chair)	3	Jane Loftus	3	Michelle Stanistree	t 3
Mick Cash³	1	Mick Lynch <sup>5</sup>	1	Jane Stewart	2
Mike Clancy	2	Annette Mansell-Green	5	Claire Sullivan	4
Michelle Codrington	n-Rogers 5	Susan Matthews	5	Chris Tansley	4
Manuel Cortes	2	Christina McAnea <sup>2</sup>	3	Horace Trubridge	4
Kevin Courtney	3	Len McCluskey	0	Steve Turner	1
Ruth Cross	5	Roger McKenzie <sup>6</sup>	3	Dave Ward	4
Tony Dale	6	Gloria Mills MBE	4	Simon Weller	5
Neil Derrick	6	Ged Nichols	5	Paul Whiteman	5
Mark Dickinson	4	Frances O'Grady	7	Tony Woodhouse	3
Maria Exall	5	Dave Penman	5	Matt Wrack	3
Sue Ferns	6	Dave Prentis <sup>1</sup>	2	<sup>1</sup> Until December 2020 <sup>2</sup> From February 2021	
Larry Flanagan	5	Davena Rankin	5	<sup>3</sup> Until April 2021 <sup>4</sup> Until June 2021	
Martin Furlong	6	Roy Rickhuss	3	<sup>5</sup> From June 2021 <sup>6</sup> Until July 2021	
Steve Gillan	3	Patrick Roach	6		

#### **Executive Committee**

At the time of going to press, the Executive Committee had held six full meetings during the Congress year (all online). The Executive Committee also held a number of informal online meetings, to keep in touch during the coronavirus pandemic crisis.

Member	Attendance
Sheila Bearcroft M	BE 0
Mary Bousted	5
Tony Burke	4
Gail Cartmail (chai	ir) 4
Mike Clancy	5
Kevin Courtney	5
Tony Dale	5
Neil Derrick	3
Mark Dickinson	5
Maria Exall	6
Sue Ferns	6
Steve Gillan	5
Paddy Lillis	2
Christina McAnea	2 2
Len McCluskey	0
Gloria Mills MBE	3
Ged Nichols	3
Dave Prentis <sup>1</sup>	2
Patrick Roach	5
Mark Serwotka	6

Member	Attendance
Michelle Stanistree	et 6
Liz Snape MBE	5
Claire Sullivan	4
Steve Turner	3
Dave Ward	5
Simon Weller	6
Matt Wrack	4

<sup>1</sup>Until January 2021 <sup>2</sup>From February 2021

#### **APPENDIX 2**

## COMMITTEE MEMBERSHIP 2020-21

#### **Disabled Workers Committee**

**General Council** 

Dave Allan (co-chair)\*

Elected at annual conference

Communication Workers Union

Mark Bastiani

Community Steven McGurk

Equity

Chloe Clarke

**GMB** 

Dean Apps Samantha McLaughlin

NASUWT

Lara Morris

National

**Education Union**Colleen Johnson

National Union of Journalists

Ann Galpin (co-chair)

National Union of Rail, Maritime and Transport Workers

Paul Greany

**Prospect** 

Amy Bishop

Public and Commercial Services Union

Austin Harney

University and College Union Elane Heffernan UNISON

Sian Stockham

Unite

Julian Allam

Union of Shop, Distributive and Allied Workers

Linda Carter

Secretary to the Committee

Sue Coe<sup>1</sup>/ Kudsia Batool<sup>2</sup>

\*elected by conference <sup>1</sup>Until December 2020 <sup>2</sup>From December 2020

#### **Lesbian, Gay, Bisexual and Trans+ Committee**

#### **General Council**

Maria Exall (chair) Brian Linn Simon Weller

## Elected at annual conference

#### **ASLEF**

Darran Brown Susan Greenwell

#### Equity

Tigger Blaize

#### Fire Brigades Union

Patrick Carberry

#### GMB

Alexander Bryant-Evans Taranjit Chana Paula Defriez David Hope Brian Shaw

#### NASUWT

Peter Taylor Nick Trier

### National Education Union

Julia Neal

#### National Union of Rail, Maritime and Transport Workers

Sue Dunn

#### NHBC Staff Association

Julia Georgiou

#### Prospect

Claire Mullaly

#### Public and Commercial

**Services Union**Saorsa-Amatheia
Tweedale

## University and College Union

Martin Chivers

#### **UNISON**

Eileen Best Jennifer Black

#### Unite

Phil Jones Denise Rayner Tom Sutherland

#### Union of Shop, Distributive and Allied Workers

Neil Smale

## Secretary to the Committee

Sue Coe¹/ Kudsia Batool²

<sup>1</sup>Until December 2020 <sup>2</sup>From December 2020



#### **APPENDIX 2**

## COMMITTEE MEMBERSHIP 2020-21

#### **Pensioners Committee**

#### **Affiliated unions**

**BALPA**Tom Payne

Communication Workers Union Rodney Downing

NASUWT lan Millington

**Prospect**Mike Moriarty

Public and Commercial Services Union Brian Gibson University and College Union

Norman Jemison

UNISON

Rosie MacGregor

**Unite** Mike Pike

Union of Shop, Distributive and Allied Workers Geoff Page

Other

National Pensioners Convention (observer) Marion Wilson **TUC** 

**Chair of Committee** Kate Bell

Secretary to Committee Jack Jones

London East and South East TUC Retired Members' Committee

South West TUC Retired Members' Committee (observer)

Janet Royston

Ron Douglas

Midlands TUC Retired Members' Committee (observer)

Yvonne Washbourne

NTUC Pensions Advisory Group (observer) Bob Pinkerton

#### **Race Relations Committee**

#### **General Council**

Michelle Codrington-Rogers<sup>4</sup> Tony Dale Mark Dickinson<sup>3</sup> Susan Matthews Roger McKenzie<sup>5</sup> Gloria Mills CBE (chair) Davena Rankin<sup>4</sup> Dr Patrick Roach

## **Elected at annual conference**

**ASLEF**Floyd Doyle

**Communication Workers Union** Mark Bastiani<sup>4</sup>

Mark Bastiani<sup>4</sup> Safdar Khan Ali Moosa<sup>4</sup> Sajid Shaikh

#### Community

Christopher Knight

#### Equity

Louisa St Bartholomew Brown Morgan

Fire Brigades Union Joseph Mendy

#### **GMB**

Taranjit Chana Farzana Jumma Jasmine Kennedy³

**NASUWT** Andrea Welter

National Education Union

Daniel Kebede

National Union of Rail, Maritime and Transport Workers

Jennifer Aggrey-Fynn<sup>4</sup> Glen Hart

Prospect

Freddie Brown<sup>3</sup> Christine Danniell<sup>4</sup>

Public and Commercial Services Union Zita Holbourne

**University and College Union**Gargi Bhattacharyya

UNISON

Abiola Kusoro Davena Rankin³ Carol Sewell⁴

Unite

Pat Davis Harish Patel

Union of Shop, Distributive and Allied Workers

Maureen Loxley MBE

Secretary to Committee Sue Coe<sup>1</sup>/ Kudsia Batool<sup>2</sup>

<sup>1</sup>Until December 2020 <sup>2</sup>From December 2020 <sup>3</sup>Until March 2021 <sup>4</sup>From April 2021 <sup>5</sup>Until July 2021

#### **Trades Union Councils Joint Consultative Committee**

**General Council** 

Steve Gillan (chair) Roger McKenzie<sup>1</sup> Dave Ward Simon Weller Matt Wrack

East of England Andrew Coburn 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 the Committee Kevin Rowan

<sup>1</sup>Until July 2021

#### **TUC Aid Trustees**

**GMB** 

Sheila Bearcroft MBE

**Prospect**Sue Ferns

**TUC** 

Frances O'Grady

TU Financial Management Services

David Sachon

UNISON

UNISON Chris Tansley Unite

Gail Cartmail (chair)

Union of Shop, Distributive and Allied Workers Ruth Cross Secretary to the Trust

Mariela Kohon

#### **TUC Educational Trustees**

Accord

**Ged Nichols** 

**GMB** 

Sheila Bearcroft MBE

National Education Union Mary Bousted Public and Commercial Services Union Mark Serwotka

Unite

Gail Cartmail

**UNISON**Gloria Mills MBE
Dave Prentis

Dave Prentis Liz Snape MBE Secretary to the Trust

Carl Roper

#### **TUC Trustees**

Chartered Society of Physiotherapy Claire Sullivan National Education Union Mary Bousted **Unite** Gail Cartmail

#### **APPENDIX 2**

## OMMITTEE **IEMBERSHIP** 2020 - 21

#### Unionlearn board

The Board was disbanded following a consensus from Board members. Department for Education (DfE) funding ceased 31 March 2021.

**Aegis** Brian Linn

Communication **Workers Union** Maria Exall

**GMB** Neil Derrick

**National Education Union** Mary Bousted (chair) Unite

Gail Cartmail (ex officio as TUC President) Susan Matthews

Union of Shop, Distributive and **Allied Workers** Tony Dale

On behalf of the **TUC** and unionlearn Paul Nowak

**Finance and Audit** Committee (FAC)

(subsidiary and reports to the board)

Bank of England Alastair Strathern (chair)

**BDO** (unionlearn auditors) Stuart May

DfE Adrian Howe **National Education Union** Mary Bousted

TUC Matilda Quiney Kevin Rowan

unionlearn Ian Borkett Cassie Kite

UNISON Roger McKenzie

#### **Women's Committee**

#### **General Council**

Louise Atkinson<sup>1</sup> Sheila Bearcroft MBE Josie Bird Mary Bousted Gail Cartmail Michelle Codrington-Rogers<sup>1</sup> Ruth Cross Maria Exall Sue Ferns (chair) Jo Grady Isabelle Guitierrez<sup>7</sup> Jane Loftus Annette Mansell-Green (vice-chair) Susan Matthews Christina McAnea<sup>4</sup> Gloria Mills CBE Maggie Ryan Liz Snape MBE Michelle Stanistreet

Jane Stewart

Claire Sullivan

#### **Elected at annual** conference

**ASLEF** 

Deborah Reay

Community Jacqueline Thomas

Communication **Workers Union** 

Jean Sharrocks

Equity Jean Rogers

**GMB** 

Gwylan Brinkworth Sarah James

**NASUWT** 

Sharon Calvert<sup>6</sup> Kathy Duggan<sup>5</sup> Ruth Duncan<sup>5</sup> Millicent Thomas<sup>6</sup> National **Education Union** Heather McKenzie

Public and Commercial Services Union **Bridget Corcoran** Zita Holbourne

National Union of Rail. Maritime and **Transport Workers** Christine Willett

Royal College of Podiatry Katie Harwood (née Collins)

University and College Union Sue Abbott

#### UNISON

Margaret McKee Davena Rankin

Unite

Patricia Davis Diana Holland

Union of Shop, Distributive and **Allied Workers** Chris Henry Sujata Patel

Secretary to Committee Sue Coe<sup>2</sup>/ Kudsia Batool<sup>3</sup>

<sup>1</sup>From September 2020 <sup>2</sup>Until December 2020 <sup>3</sup>From December 2020 <sup>4</sup>From February 2021 <sup>5</sup>Until March 2021 <sup>6</sup>From March 2021 <sup>7</sup>Until June 2021

#### **Young Workers Forum**

#### **General Council**

Charlie Gray

### Elected at annual conference

#### Community

Eluned Anderson<sup>1</sup> Hannah Rogers<sup>2</sup>

### Communication Workers Union

James Barrett<sup>1</sup> Becca Hufton<sup>1</sup> Connor McCann Quincy Raymond<sup>2</sup>

#### **Equity**

Ruby Ablett<sup>2</sup>
Sanjay Lago<sup>2</sup>
Rebecca RahmanGonzalez<sup>1</sup>
Sam Swann<sup>1</sup>

#### **FDA**

Elliot Robson<sup>1</sup>

#### **GMB**

Deborah Jones Jawad Khan George Walker

#### Musicians' Union

Amy Doyley Sam Murray

#### Nautilus International

Martyn Gray<sup>2</sup>

### National Education Union

Thom Kirkwood<sup>1</sup> Samantha Nicholson-Hickling

#### National Union of Rail, Maritime and Transport Workers James Lynch<sup>2</sup>

Public and Commercial Services Union

Megan Hamblin<sup>1</sup> Megan McQuade<sup>1</sup>

#### Prospect

Jasmin Beckett

#### UNISON

Kendal Bromley-Bewes (vice-chair) Elliott Carter<sup>2</sup> Mike Daniell<sup>1</sup> Jess McGuire<sup>2</sup> Amber Taylor-Smith<sup>1</sup>

#### Unite

Jonathan Elson Maria Feeney<sup>1</sup> Alex Graham (chair) Asif Mohammad Amy Roe<sup>1</sup> Sakina Sheikh<sup>2</sup>

#### Union of Shop, Distributive and Allied Workers

Stefan Reeves Samantha Thompson

#### Standing Orders Committee

Alex Graham Jawad Khan

#### Secretary to the Forum

Kevin Rowan

<sup>1</sup>Until March 2021 <sup>2</sup>From March 2021

# 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 Trades Union Congress for the year ended 31 December 2020 which comprise the Statement of Comprehensive Income, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 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 Trades Union Congress's affairs as at 31 December 2020 and of its transactions for the year then ended
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice
- have been prepared in accordance with the requirements of the Trade Union and Labour Relations Act 1992.

#### **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 union 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 other 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 opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the officers' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the union's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the officers with respect to going concern are described in the relevant sections of this report.

#### Other information

The officers are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, 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.

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 this gives rise to a material misstatement in the financial statements themselves. 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.

#### **Matters on which** we are required to report by exception

We have nothing to report in respect of the following matters where the Trades Union and Labour Relations Act 1992 requires us to report to you if, in our opinion:

- > proper accounting records have not been kept
- > a satisfactory system of control over its accounting records, cash holdings and receipts and remittances has not been maintained
- > the financial statements are not in agreement with the accounting records and returns.

#### **Responsibilities of officers**

As explained more fully in the statement of officers' responsibility set out on page 86, the officers are 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 officers determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

We have been appointed as auditor under section 33 of the Trade Union and Labour Relations Act 1992 and report in accordance with section 36 of that Act.

In preparing the financial statements, the officers are responsible for assessing the union'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 officers either intend to liquidate the union or to cease operations, or have no realistic alternative but to do so.

# ACCOUNTS

# 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.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <a href="frc.org.uk/auditorsresponsibilities">frc.org.uk/auditorsresponsibilities</a> This description forms part of our auditor's report.

# Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of noncompliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the union operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Trade Union and Labour Relations Act 1992 together with the financial reporting standards. We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the union's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the union for fraud. The laws and regulations we considered in this context for the UK operations were health and safety legislation, employment legislation and taxation legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the officers and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management and the **Executive Committee about** their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

#### Use of our report

This report is made solely to union's members as a body. Our work has been undertaken so that we might state to union'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 union and the union's members as a body, for our audit work, or for the opinion we have formed.

Crowe UK LLP Statutory Auditor London 8 July 2021

# ACCOUNTS

# Trades Union Congress Statement of comprehensive income for the year ended 31 December 2020

	Note	Admin fund £'000	Development fund £'000	Unionlearn £'000	Dilapidations fund £'000	Total £'000
Income						
Affiliation fees		13,846	1,410	647	_	15,903
Property rental and service charges		2,152	-,	-	_	2,152
Investment income		183	_	_	_	183
Sales and publications		112	-	-	-	112
Donations and grants received		130	1,371	12,076	_	13,577
Furlough income		511	, -	-	-	<sup>,</sup> 511
Total income		16,934	2,781	12,723	-	32,438
Expenditure						
Staff costs	2	11,004	1,204	2,050	-	14,258
Property charges	3	1,453	69	185	-	1,707
Office expenses	4	1,383	52	39	-	1,474
Projects and campaigns	5	234	1,000	725	-	1,959
International affiliation fees	6	1,929	-	_	_	1,929
Travel and meetings		46	9	29	_	. 84
Congress		149	-	_	-	149
Trade Union education		1	226	14	-	241
Grants and donations	7	105	59	9,253	_	9,417
Depreciation	9	173	-	-	_	173
Taxation	8	244	_	_	_	244
VAT recovered	Ŭ	(144)	_	_	_	(144)
Transfer between funds		200	-	-	(200)	-
Total expenditure		16,777	2,619	12,295	(200)	31,491
Net surplus on ordinary activities		157	162	428	200	947
Other finance adjustments -						
pension schemes	15	(1,490)	_	-	_	(1,490)
Gains on disposal of investments	10	246	_	_	_	246
Changes in fair value of investments	10	224	-	-	-	224
Change in fair value of						
investment property	9	(2,601)	-	-	-	(2,601)
Deferred tax on changes in fair value	8	122	-	-	-	122
Operating (deficit)/surplus		(3,342)	162	428	200	(2,552)
Other comprehensive (expenditure)/inc	ome					-
Change in fair value of freehold property		(3,949)	_	_	_	(3,949)
Pension scheme actuarial loss	15	(3,894)	_	_	_	(3,894)
Deferred tax on other		` , ,				.,
comprehensive income	8	348	-	-	-	348
Other comp'sive expenditure for the year	ar	(7,495)	-	-	-	(7,495)
Total comprehensive (expense)/income						
for the year		(10,837)	162	428	200	(10,047)
Funds brought forward 1 Jan 2020		76,550	7,597	131	674	84,952
Funds carried forward 31 Dec 2020		65,713	7,759	559	874	74,905
Funds carried forward 31 Dec 2020		65,713	7,759	559	874	74,905

# Trades Union Congress Statement of comprehensive income for the year ended 31 December 2019

r	Note	Admin fund £'000	Development fund £'000	Unionlearn £'000	Dilapidations fund £'000	Total £'000
Income						
Affiliation fees		13,597	1,370	645	-	15,612
Property rental and service charges		3,704	-	2	_	3,706
Investment income		235	_	_	_	235
Sales and publications		165	8	3	_	176
Donations and grants received		105	1,695	12,096	-	13,896
Total income		17,806	3,073	12,746	-	33,625
Expenditure						
Staff costs	2	9,784	1,227	2,010	-	13,021
Property charges	3	2,221	161	200	536	3,118
Office expenses	4	1,643	45	38	-	1,726
Projects and campaigns	5	219	939	832	-	1,990
International affiliation fees	6	1,919	-	-	-	1,919
Travel and meetings		219	110	123	-	452
Congress		200	-	-	-	200
Trade Union education		1	311	26	-	338
Grants and donations	7	88	99	9,740	-	9,927
Depreciation		189	_	, -	_	189
Taxation	8	213	-	_	_	213
VAT recovered		(130)	-	-	-	(130)
Transfer between funds		780	-	-	(780)	-
Total expenditure		17,346	2,892	12,969	(244)	32,963
Net (deficit)/surplus on ordinary activities	s	460	181	(223)	244	662
Other finance adjustments -						
pension schemes	15	(489)	-	-	-	(489)
Gains on disposal of investments	10	220	-	-	-	220
Changes in fair value of investments	10	927	-	-	-	927
Change in fair value of investment proper	ty	671	-	-	-	671
Deferred tax on changes in fair value						
of investments and investment property	8	(3)	-	-	-	(3)
Operating (deficit)/surplus		1,786	181	(223)	244	1,988
Other comprehensive (expenditure)/inco	ome					
Gains on foreign exchange		(3)	-	-	-	(3)
Change in fair value of freehold property		851	-	-	-	851
Pension scheme actuarial gain	15	112	-	-	-	112
Deferred tax on other						
comprehensive income	8	(382)	-	-	-	(382)
	ar	578	-	-	-	578
Other comprehensive income for the year						
Other comprehensive income for the year Total comprehensive (expense)/income						
Total comprehensive (expense)/income for the year		2,364	181	(223)	244	2,566
Total comprehensive (expense)/income	ted)	<b>2,364</b> 74,186	<b>181</b> 7,416	<b>(223)</b> 354	<b>244</b> 430	2,566 82,386

### APPENDIX 3

# ACCOUNTS

# Trades Union Congress Balance sheet as at 31 December 2020

	Note	2020 £'000	2019 £'000
Assets			
Tangible fixed assets	9	60,652	67,245
Investments	10	11,550	10,359
		72,202	77,604
Current assets			
Short-term loans		2	57
Debtors and prepayments	11	3,093	2,118
Cash at bank and in hand		4,975	4,768
		8,070	6,943
Less: current liabilities			
Creditors and accrued expenses	12	3,348	3,402
Net current assets		4,722	3,541
Net assets less current liabilities		76,924	81,145
Less: provision for liabilities and charges	13	1,616	705
Deferred tax	8	5,316	5,785
Net assets before pension asset		69,992	74,655
Pension asset	15	4,913	10,297
		74,905	84,952
Financed by			
Administration fund less revaluation reserve		31,505	38,393
Revaluation reserve		34,208	38,157
Total administration fund		65,713	76,550
Designated fund:			
Development fund		7,759	7,597
Unionlearn fund		559	131
Dilapidations reserves		874	674
Net assets		74,905	84,952

Approved by the General Council on 23 June 2021

<sup>-</sup> TUC President Gail Cartmail

# Trades Union Congress Statement of changes in equity for the year ended 31 December 2020

	Admin fund £'000	Rev'ation reserve £'000	Dev'ment fund £'000	Unionlearn £'000	Dilapidations fund £'000	Total
At 1 January 2019	36,998	37,188	7,416	354	430	82,386
Operating surplus for the year	1,786	-	181	(223)	244	1,988
Gains on foreign exchange	(3)	-	-	-	-	(3)
Defined benefit pension scheme -						
Actuarial gain	112	-	-	-	-	112
Transfer from assets under construction	n (118)	118	-	-	-	-
Change in fair value of freehold proper	ty -	851	-	-	-	851
Deferred tax on other						
comprehensive income	(382)	-	-	-	-	(382)
At 31 December 2019	38,393	38,157	7,597	131	674	84,952
Operating surplus for the year	(3,342)	-	162	428	200	(2,552)
Gains on foreign exchange	-	-	-	-	-	-
Defined benefit pension scheme -						
Actuarial loss	(3,894)	-	-	-	-	(3,894)
Transfer from assets under construction	n -	-	-	-	-	-
Change in fair value of freehold proper	ty -	(3,949)	-	-	-	(3,949)
Deferred tax on other						
comprehensive income	348	-	-	-	-	348
At 31 December 2020	31,505	34,208	7,759	559	874	74,905

### APPENDIX 3

# ACCOUNTS

# Trades Union Congress Statement of cash flows for the year ended 31 December 2020

	Note	2020 £'000	2019 £′000
Cash flows from operating activities:			
Cash used in operating activities	а	1,078	627
Corporation tax paid on operating activities		(204)	(70)
Net cash used in operating activities		874	557
Cash flows from investing activities:			
Investment income		183	235
Purchase of investments		(5,924)	(3,390)
Purchase of property, plant and equipment		(129)	(307)
Proceeds from sale of investments		5,203	4,629
Proceeds from sale of property, plant and equipment		-	-
Net cash generated by/(used in) investing activities		(667)	1,167
Change in cash and cash equivalents		207	1,724
Cash and cash equivalents at the beginning of the year		4,768	3,044
Cash and cash equivalents at the end of the year		4,975	4,768
Note 'a' Reconciliation of net (expenditure)/income to net cashflow from operating activities  Net surplus/(deficit) on operating activities		947	662
Adjustments for: Depreciation charges		173	189
Corporation tax		244	213
Investment income		(183)	(235)
Change in short term loans		55	21
Change in debtors		(975)	302
Change in creditors (excluding corporation tax)		(94)	(466)
Change in provisions		911	(59)
		1,078	627

#### 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 2020 and are presented to the nearest pound.

#### b. Going concern

The General Council have reviewed the TUC's financial performance and reserves position. We have adequate financial resources and are well placed to manage the business risks. Our planning process, including financial projections, has taken into consideration the current economic climate and its potential impact on the various sources of income and planned expenditure.

The current Covid-19 pandemic has impacted on the organisation's finances but the TUC remains confident in our ability to remain sustainable in the coming 12 months by carefully controlling costs, and taking advantage of relevant government support. We are able to continue operating during lockdown, and that includes our ability to collect affiliation fees as normal, so cash flow will be maintained.

Our reserves position is strong, and we are scenario planning to better understand the longer term impact on our income from a reduction in union membership and the solutions we might put in place. The General Council have, 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.

Government grants are recognised on the performance model, when the union has complied with any conditions attaching to the grant and the grant will be received. The grant in connection to the job retention scheme has been recognised in the period to which the underlying furloughed staff costs relate to.

## ACCOUNTS

# Trades Union Congress Notes to the accounts for the year ended 31 December 2020

#### g. Tangible fixed assets and depreciation

Fixed assets are stated at a 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.

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 a 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.

#### I. 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 2020

2 Staff costs 2020	2019
£′000	£′000
Salaries and national insurance 10,484	10,337
Pension contributions 2,201	2,187
Welfare and training 253	437
Banked leave 43	-
Restructuring costs 1,222	(4)
Advertising and recruitment 55	64
14,258	13,021
3 Property charges 2020	2019
£'000	£′000
Rent and rates 732	757
Heating and lighting 231	307
Cleaning 109	144
Insurance 107	108
Building repairs and renewals 306	374
External functions 222	892
Expenditure from dilapidations fund -	536
1,707	3,118
4 Office expenses 2020	2019
£'000	£′000
Communications 82	121
Stationery and printed materials 43	72
Renewals and repairs to office equipment 850	953
Audit fees 44	42
Bank charges 6	10
Legal costs 125	73
Finance 78	164
Consultancy fees 213	344
Provision for doubtful debts 33	(53)
1,474	1,726

5 Project and campaign expenses	2020	2019
	£′000	£′000
Printing and publicity	152	209
Media and supporters work	319	148
Projects and campaigns	27	62
Conferences	52	109
Training and development	13	24
Consultancy fees	1,396	1,438
	1,959	1,990
6 International affiliation fees	2020	2019
	£′000	£′000
ITUC	994	966
ETUC	859	872
TUAC	76	81
	1,929	1,919
7 Grants and donations	2020	2019
	£′000	£′000
Tolpuddle Martyrs' Memorial Trust	95	75
TUC Educational Trust	-	60
Sundry	69	52
Union Learning Fund	9,253	9,740
Grants to organisations overseas	<u>-</u>	
	9,417	9,927
8 Taxation		
This represents tax due on investment income, rents receivable		
and capital gains arising on disposal of investments.		
	2020	2019
	£′000	£′000
Over provision in prior years	(9)	-
Provision for the year	253	213
	244	213
Deferred tax liability		
Deferred tax liability 1 January 2020	5.785	5.400
1 January 2020	5,785	5,400
1 January 2020 Increase in deferred tax on changes in fair value		5,400
1 January 2020	5,785 (121) (348)	

# ACCOUNTS

# Trades Union Congress Notes to the accounts for the year ended 31 December 2020

#### 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.

	2020 Total £′000	Tax at 19% £'000	2019 Total £′000	Tax at 19% £′000
Income	32,438	-	33,625	-
Foreign exchange gain	-	-	(3)	_
Gain on disposal of investments	246	_	220	_
Changes in fair value of investments	224	-	927	-
Profit/(loss) on sale of fixed assets	-	-	-	-
Gains from changes in fair value of investment property	(2,601)	-	671	-
Gains from changes in fair value of freehold property	(3,949)		851	
Other finance adjustments - pension schemes	(1,490)	-	(489)	-
Total income and gains	24,868	-	35,802	-
Non-member activities and investment income chargeable to corporation tax				
Income from property	1,222	232	893	168
Income from investments	137	25	110	21
Chargeable (losses)/gains	178	34	315	59
Allowable expenditure:	., 0	0.	0.10	0,
Investment manager fees	(98)	(19)	(105)	(20)
Gift aid	(98)	(19)	(81)	(15)
Total chargeable to corporation tax	1,341	253	1,132	213
(Deficit)/surplus from TUC membership activities	(2.007)		450	
outside the scope of corporation tax	(3,987)	-	459	-
Unrealised (losses)/gains on investments	217		790	
not subject to corporation tax Unrealised gains on revalued property	217	-	790	-
not subject to corporation tax	(3,949)		671	
Actuarial gain/(loss) not subject to corporation tax	(3,894)	-	112	-
	(0/07.1/			
Total comprehensive surplus/(deficit)	(10.272)		21/4	
before corporation tax	(10,272)	-	3,164	
Reconciliation of tax charge				
Current tax	(244)	-	(213)	_
Deferred tax	469	-	(385)	-
Total comprehensive (expense)/income	(10,047)	-	2,566	-

9 Fixed assets	Investment property	Land and buildings	Furniture, fittings and equipment	Motor vehicles	Total
Cost or valuation	£′000	£′000	£′000	£'000	£′000
1 January 2020	26,466	40,174	1,668	24	68,332
Additions	-	-	129	-	129
Disposals	-	-	(45)	-	(45)
Revaluations	(2,601)	(3,949)	-	-	(6,550)
31 December 2020	23,865	36,225	1,752	24	61,866
Depreciation					
1 January 2020	-	-	(1,068)	(18)	(1,086)
Disposal	-	-	45	-	45
Charge for year	-	-	(167)	(6)	(173)
31 December 2020	-	-	(1,190)	(24)	(1,214)
Net book value					
31 December 2020	23,865	36,225	562	-	60,652
31 December 2019	26,466	40,174	599	6	67,245

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

A valuation of Congress House was undertaken at 31 December 2020 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.

10 Investments	Market value brought forward at 01.01.2020	Purchases	Sales	Change in market value	Market value carried forward at 31.12.2020
	£′000	£′000	£′000	£′000	£′000
Quoted					
UK quoted	4,990	2,976	(2,238)	66	5,794
International quoted	5,354	2,948	(2,965)	413	5,750
	10,344	5,924	(5,203)	479	11,544
UK unquoted					
Unity Trust shares	1	-	-	-	1
Union Energy Limited	9	-	-	(9)	-
MSI Brussels	5	-	-	-	5
	15	-	-	(9)	6
	10,359	5,924	(5,203)	470	11,550

The change in market value seen above is made up of £246k (2019: £220k) of gains on disposal of investments, £224k (2019: £927k) of change in fair value of investments and £nil (2019: £nil) of gains on foreign exchange.

# ACCOUNTS

# Trades Union Congress Notes to the accounts for the year ended 31 December 2020

11 Debtors and prepayments	2020 £′000	2019 £'000
Trade debtors	363	295
Other debtors	745	859
Prepayments and accrued income	1,985	964
	3,093	2,118
12 Creditors and accrued expenses	2020 £′000	2019 £′000
Trade creditors	1,122	774
Taxation and social security	708	548
Other creditors	3	235
Accruals and deferred income	1,515	1,845
	3,348	3,402

#### 13 Provision for liabilities and charges

A provision has been made to reflect payments expected to arise from redundancy, banked leave and accrued holiday pay.

#### 14 Commitments - operating leases

At 31 December 2020 the TUC had total printing and office equipment leasing commitments of £339,856 due within one year (2019: £341,507), £603,610 between two and five years (2019: £938,695) and after five years £1,771 (2019: £8,856).

At 31 December 2020 the TUC had contracted income from property rentals of £1,034,014 due within one year (2019: £1,150,847), £3,095,324 between two and five years (2019: £4,493,498) and after five years £1,408,341 (2019: £2,744,363).

#### **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 2021 are expected to be £2.1m. The most recent formal actuarial valuation of the Scheme was as at 31 August 2019.

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

	At	At
	31.12.2020	31.12.2019
Rate of increase in salaries	3.65%	4.7%
Rate of increase in pensions in payment		
- RPI, capped at 2.5% per annum	2.3%	2.4%
- RPI, capped at 5.0% per annum	2.9%	3.2%
- RPI, 3% per annum minimum and 5.0% per annum maximum	3.4%	3.5%
Discount rate	1.2%	2.1%
RPI Inflation assumption	2.9%	3.2%
CPI Inflation assumption	2.4%	2.3%
Revaluation in deferment*	2.4%	2.3%
Assumed life expectancies on retirement at age 65 are:		
Retiring today		
Males	87.4	87.7
Females	89.5	89.6
Retiring in 20 years time		
Males	88.8	89.3
Females	90.7	91.4
i emaies	70.7	71.4

<sup>\*</sup>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.

The amounts recognised in the balance sheet are as follows:	2020 £'000	2019 £'000
Present value of scheme liabilities Fair value of scheme assets	(158,541) 163,454	(141,773) 152,070
Pension asset	4,913	10,297
Reconciliation of opening and closing balances of the present value of the scheme liabilities  Liabilities at beginning of year	141,773	123,606
Current service cost Interest cost	3,531 2,950	2,695 3,430
Contributions by scheme participants Actuarial (gain)/loss Benefits paid	530 12,969 (3,212)	519 14,242
	(3,212)	(2,719)

# ACCOUNTS

# Trades Union Congress Notes to the accounts for the year ended 31 December 2020

Reconciliation of opening and closing balances of the fair value of scheme assets	2020 £'000	2019 £′000
Fair value of scheme assets at beginning of year	152,070	134,280
Interest income on scheme assets	3,184	3,756
Return on assets, excluding interest income	9,075	14,354
Scheme administrative costs	(421)	(338)
Contributions by employers	2,228	2,218
Contributions by plan participants	530	519
Benefits paid	(3,212)	(2,719)
Fair value of scheme assets at end of year	163,454	152,070
The assets in the scheme were:		
	Value at	Value at
	31.12.2020	31.12.2019
	£′000	£′000
Equities	16,869	29,133
Bonds	76,460	66,637
Equity linked bonds	12,029	-
Cash	667	808
Other	57,429	55,492
Fair value of plan assets	163,454	152,070
Amount recognised in other comprehensive income		
Cash	12,969	14,242
Return on assets, excluding interest income	(9,075)	(14,354)
Actuarial loss/(gain)	3,894	(112)
Amounts recognised in profit and loss		
Service cost including current and past service costs and settlements	3,531	2,695
Administrative cost	421	338
Net interest on the net defined benefit liability	(234)	(326)
,	3,718	2,707
Employer's contributions	(2,228)	(2,218)
Net pension cost	1,490	489

#### 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.

	2020	2019
	£′000	£′000
TUC Educational Trust		
Owed to TUC		
Opening balance	623,992	623,914
Payments to TUC	-	-
Net costs paid through TUC	78	78
Closing balance	624,070	623,992
Tolpuddle Martyrs' Memorial Trust		
Owed to TUC		
Opening balance	187,886	201,126
Payments to TUC	(187,886)	(200,144)
Net costs paid through TUC	100,436	186,904
Closing balance	100,436	187,886
TUC Aid		
Owed to TUC		
Opening balance	43,120	19,586
Payments to TUC	(45,473)	-
Net costs paid through TUC	5,719	23,534
Closing balance	3,366	43,120

# TUC RULES AND STANDING ORDERS

As a result of the Covid-19 pandemic, the Executive Committee and General Council considered the impact of public health measures and government guidance on the operation of Congress 2020. In order to support an event that provided a showcase of the role that union members, unions and the TUC played during this crisis a smaller, focused Congress was agreed, with governance arrangements administered by an extended General Council.

In support of these arrangements, a new rule, 17(c), was introduced, with a sunset clause removing this rule from the TUC's rules and standing orders at the close of Congress.

## 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

- 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.

# TUC RULES AND STANDING ORDERS

#### 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.

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.

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- 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.
- 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.
- 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.

### **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.
- 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.
- q. 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,

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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.
- 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.
- I. 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.

# TUC RULES AND STANDING ORDERS

- 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.
- 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:
  - i. deal with the organisation under clauses (b), (c), (d) and (h) of Rule 13, or
  - ii. 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.
- b. If after an investigation under:
  - i. clause (a) of this Rule; or
  - ii. an investigation under clause (c) of Rule11; or
  - iii. an investigation and report to the General Council by the General Secretary of the Congress under clause (f) of Rule 12; or

- iv. an investigation by a
  Disputes Committee
  under clauses (e) and (g)
  of Rule 12 and a refusal or
  failure to comply with its
  award under clause (h) of
  Rule 12:
- 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.
- c. 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.

- d. The General Council shall submit a report upon the matter to the next annual Congress.
- e. 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.
- f. 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.
- g. 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.

# TUC RULES AND STANDING ORDERS

h. Any affiliated organisation dealt with under this Rule shall have the right to appeal to the next annual Congress and may appoint 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.
- b. 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.
- c. 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.
- 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:
  - to co-operate with the movers of motions and amendments in order that composite motions may be obtained wherever possible

- ii. to have 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 electronic vote. Each affiliated trade union will have a weighted vote, related to its affiliated membership to the TUC.

## **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 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.

## Rule 27 Standing Orders

- a. HOURS OF MEETING:
  Delegates shall assemble at 2pm prompt on the first day of Congress and at 10.00am on each succeeding day.
  On Sunday Congress shall adjourn at 4pm and each day thereafter (Monday and Tuesday) Congress shall adjourn at 12.30pm and reassemble at 2.00pm and adjourn for the day at 4.30pm on Monday and shall conclude no later than 12.30pm on Tuesday.
- b. AGENDA: A complete agenda of the motions and amendments submitted under Rule 23 shall be 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
  circulated for discussion. The
  items of the report shall be
  discussed seriatim and not

# TUC RULES AND STANDING ORDERS

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. If the President calls a delegate to order, or for any other purpose connected with the proceedings, the delegate speaking shall cease their contribution and no other delegate shall speak 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 conference 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 27, 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.

#### **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.