

**No: 040/26**

**9th February 2026**

**To: All Branches**

Dear Colleagues,

## **Telecoms and Financial Services Conference 2026 – Submission of Motions**

Attached with this Letter to Branches is the Motion form to be used for Telecoms and Financial Services conference 2026. The purpose of this Letter to Branches is to remind those who do not have access to an e-mail facility that they must contact head office direct to request hard copies of the form to be dispatched to them. They should contact Angela Niven on 020 8971 7237.

We would also remind Branches that the closing date for the submission of motions to this conference is noon Thursday 2<sup>nd</sup> April 2026, by post, or by email to [conferences@cwu.org](mailto:conferences@cwu.org). If by email only motions emailed to the above email address will be accepted.

If sending Motions by post, Branches must ensure they use a signed for service which guarantees delivery by the closing date and time.

General guidance on the submission of motions to the Telecoms and Financial Services Conference 2026 is attached to this LTB.

*Branches are urged to note their entitlement to submit motions which is detailed in the guidance notes (also attached). Branches who exceed this entitlement risk all their submitted motions being ruled out of order.*

Branches and the TFSE are reminded that the Standing Orders Committee will not alter or amend any of the motions submitted therefore it is important that motions are checked before they are submitted.

Any queries regarding this Letter to Branches should be addressed to **Angela Niven** at Head Office.

**Yours sincerely,**

**Karen Rose**  
**Deputy General Secretary TFS**

## GENERAL GUIDANCE ON THE SUBMISSION OF MOTIONS TO THE TELECOMS AND FINANCIAL SERVICES CONFERENCES 2026

- a) Motions should be submitted by email using **only** the appropriate templates and sent to [conferences@cwu.org](mailto:conferences@cwu.org)
- b) Motions will only be accepted via the email address registered for the Branch at Head Office.
- c) Motions will not be admitted if sent to any other Head Office email address.
- d) Head Office will acknowledge receipt of all correspondence usually within 72hrs. Should an acknowledgement not be received within this period branches should contact Angela Niven at Head Office on 020 8971 7237.
- e) Branches who do not have email facilities should contact Angela Niven at Head Office to request forms.
- f) If sending Motions by post, Branches must ensure they use a signed for service which guarantees delivery by the closing date and time.
- g) In the event of a dispute arising on the validity of a motion submitted electronically the SOC may require verification of authenticity by the examination of minute books of branch meetings.
- h) Motions must not conflict with the Rules of the Union.
- i) Motions **MUST** contain a clear instruction to the T&FSE.
- j) Motions must deal with one subject only. They may, however, itemise a number of issues provided that each one contributes to the overall single objective of the motion.
- k) The T&FSE shall be responsible for pursuing the policies adopted by the Telecoms and Financial Services Conferences therefore all motions **MUST** instruct the T&FSE and no other person or committee.
- l) Motions where the instruction is for the T&FSE to negotiate with the employer on Terms and Conditions must be Business (company) specific and the motion can only refer to ONE Business (Company). Branches are reminded to state clearly within the motion which Business (company) it refers to. Motions seeking to negotiate with ALL employers or more than ONE employer on Terms & Conditions issues will be X marked and ruled Out of Order. However, motions seeking to create strategic policy across all companies do not have to be Business (company) specific and can be submitted.
- m) **Branches and the TFSE are reminded that the Standing Orders Committee will not alter or amend any of the motions submitted therefore it is important that motions are checked before they are submitted.**

n) The SOC will categorise motions as:

Category A:	Those motions which in the view of the SOC require a decision by Conference;
Category B:	Motions whose general point is to reverse policy decided at the previous year's Conference;
Category C:	Those motions which in the view of the SOC seek only to confirm existing policy;
Category D:	Those motions which in the opinion of the SOC could be dealt with in correspondence;
Category X:	Those motions which in the opinion of the SOC are out of order. These shall be printed but shall not be admitted to the agenda.

#### Rule 10.6.a Entitlement

- o) **"Rule 10.6.a – following consultation with the T&FSE Chair on the interpretation of this rule we have been advised that given the complex way Branches are organised and the very many employers with whom we now deal. Most Branches have a variety of employers, some with recognition, some without and some with no BT members. The Chairs interpretation of the Rule is that "each Branch shall be entitled to submit up to six motions"**

#### Compositing of Motions

- p) The Telecoms and Financial Services Conference SOC may composite any two or more motions that seek to establish similar policy.

#### General

- q) All sections of the motion form must be completed including the branch address and must clearly state which Branch is submitting the motion.
- r) Motions must be received at Head Office, by **Noon on Thursday 2<sup>nd</sup> April 2026**.

**COMMUNICATION WORKERS UNION**     **TELECOMS & FINANCIAL SERVICES CONFERENCE 2026**

Name of Branch:

Branch Ref No:

Related Business:

*(Please insert related business i.e. BT Group, Capita, CBRE, ISS, Virgin etc)*

For Head Office use only

**NOTICE OF MOTION FOR TELECOMS & FINANCIAL SERVICES CONFERENCE**

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Date of Meeting:

Name:

Branch Secretary

Name:

Chairperson

TELEPHONE NUMBER :

**NOTES**

- 1 All sections of this form must be completed.
- 2 Use a separate sheet for each Motion.
- 3 Each Motion must deal with one single subject only.
- 4 Motions which conflict with the Rules are not in order

**MOTIONS MUST BE  
RETURNED BY NOON  
Thursday 2nd April 2026**  
If by post, to Angela Niven,  
CWU 150 The Broadway,  
Wimbledon, London SW19 1RX  
or electronically, to  
[conferences@cwu.org](mailto:conferences@cwu.org)

ADDRESS (BLOCK LETTERS)