# CHARTERED SOCIETY OF PHYSIOTHERAPY (CSP) ANNUAL REPRESENTATIVE CONFERENCE 2025

# GUIDELINES ON WRITING MOTIONS

1. **What are Motions?**

Motions are formal proposals that are debated and voted on at Annual Representative Conference (ARC).

Motions passed and accepted by ARC become resolutions and the policy of the Conference. Motions therefore need to be worded clearly.

As ARC is an advisory body to the CSP’s elected Council, ARC resolutions are not automatically mandatory on Council. Council can decide to accept or reject them.

# Who can submit Motions?

Any CSP group listed in the ARC Constitution can submit up to 2 motions. These are:

1. Associates group;
2. Country Boards;
3. Diversity network groups;
4. National Group of Regional Safety Representatives;
5. National Group of Regional Stewards;
6. Professional Networks;
7. Regional Networks;
8. Retirement network group;
9. Stewards Regional Groups;
10. Student Reference Group.

Safety Representatives Regional Groups will liaise with their Stewards Regional Group equivalent if they want to submit a motion, in line with 2i above. These groups will then agree a maximum of two motions to be submitted as appropriate. To assist with agenda planning in 2025, the Agenda Committee has asked that you indicate which of your two motions (if you submit two) are considered the highest priority to you.

# Writing Motions

There are Criteria for Accepting Motions which must be followed:

<https://www.csp.org.uk/documents/criteria-accepting-motions-2025docx>

This document provides additional guidance. When writing your motion, make sure it:

1. **is topical, accurate and concise**

Motions may be rejected by the Agenda Committee if they repeat existing policy or

previous work so choose issues that are current and new. Check the motions debated at the previous conference before submitting your motion (These are available on the webpage [www.csp.org.uk/arc](http://www.csp.org.uk/arc)).

<https://www.csp.org.uk/documents/2023-arc-motions-council-response>

<https://www.csp.org.uk/documents/councilresponsesto2022motionspdf>

<https://www.csp.org.uk/media/1262342>

Also check the CSP website to see what the CSP achieved in 2022-23, what is planned for 2025 and where more information is available, so motions can be submitted with this background.

The Council has agreed a five-year strategy and the work of CSP is planned in accordance with this strategy. Motions passed at ARC are more likely to be taken forward by the Council if they align with this strategy, so consider it, and how your motion fits with it, in your drafting. The CSP strategy: [www.csp.org.uk\csp-strategy](http://www.csp.org.uk/csp-strategy).

Each edition of Frontline also contains a section entitled, ‘In the workplace’. You can go through the [Frontline archive](https://www.csp.org.uk/frontline/archive) on the website and click on that section in that issue.

1. **is likely to prompt good debate**

Be original - conferences need exciting debates - even if your motion fails, it can still offer the conference a valuable perspective.

1. **is clear and logical**

Be concise and clear - write in plain English, explain any abbreviations and do not exceed 200 words.

1. **includes a proposal of action and indicates who is to take this action.**

Your motion needs to include a call for a clear action that the CSP/Council can take forward. It also helps to include a timescale. When you are drafting your motion, please remember that you do not just want it to be passed at ARC, you also want Council to take it forward, so think about this in your wording.

# Do’s and Do nots

1. **Do:**

Make sure you have discussed the motion with your group/network for feedback prior to submitting the motion/ discussion item.

Ask for help if you're struggling - the Agenda Committee is there to assist you, so send through your ideas and questions – it is what the Agenda Committee are there for.

Chair – Sylvia Wojciechowski

Vice-Chair – Alexandra Spearritt Associates – Robert Minter

Country Boards & Regional Networks – Patricia McNally  
Professional Networks – Paul Battersby   
Stewards & Safety Reps – Michael Mander  
Students – Aisha Saeed

Diversity Networks – Mariam Akande

Appointed by CSP Council – Julia Prince, Fiona White, Ross Armstrong

For more help writing motions you can also contact the following:

* Jacqui Traynor, Head of Governance, [traynorj@csp.org.uk](mailto:traynorj@csp.org.uk)
* Your local Network Advisor – Sarah Allen for Professional Networks and Associates – [allens@csp.org.uk)](mailto:allens@csp.org.uk))
* Student Officer – Kristen Potter-Price [potterpticek@csp.org.uk](mailto:potterpticek@csp.org.uk)
* Diversity Networks – Sian Caulfield [caulfields@csp.org.uk](mailto:caulfields@csp.org.uk)
* Senior Negotiating Officer (SNO) – email [governance@csp.org.uk](mailto:governance@csp.org.uk) if you are not sure who your local SNO is.
* Country Boards – Scottish Board - Lucy Starrs [starrsl@csp.org.uk](mailto:starrsl@csp.org.uk), Welsh Board - Jenny Francis [francisj@csp.org.uk](mailto:francisj@csp.org.uk), NI Board - Hillary McErlean [mcerleanh@csp.org.uk](mailto:mcerleanh@csp.org.uk)
* Regional Networks - Hayley Downey [downeyh@csp.org.uk](mailto:downeyh@csp.org.uk), Mindy Dalloway [dallowm@csp.org.uk](mailto:dallowm@csp.org.uk), Catherine Chappell [chappellc@csp.org.uk](mailto:chappellc@csp.org.uk)

**b. Do not:**

Write long, verbose motions or be repetitive or vague.

Do not use abbreviations unless you have spelt this out in full previously.

Remember to use ‘conference’ and not congress

# Examples of writing a motion

1. **Motion Example 1:**

*“The CSP should ensure all hospitals provide a crèche facility.”*

This is poorly worded for the following reasons:

* + - It is a statement and therefore not actually asking for anything
    - The CSP cannot ‘ensure’ this as it is outside its powers.
    - There are no timescales given.
    - There are no reasons provided.

The following shows how this statement can be turned into a motion:

|  |  |
| --- | --- |
| Motion start: | This Conference believes/demands/request that |
| Action by whom: | the CSP |
| What action: | should work with other trade unions and professional organisations to campaign strongly for the provision of crèche facilities in hospitals |
| When: | immediately |
| What reason: | particularly in view of the staffing crisis and the need to retain staff following maternity leave. |

1. **Motion Example 2:**

*“Physiotherapists are being affected by the current financial cuts and difficult economic climate. This means patient services are often worse and we have to work with fewer physiotherapists but with the same caseload. We still also have to take students and attend the same number of meetings. We should highlight any cuts to our services and promote the value of physiotherapy.”*

This is poorly worded because:

* + - It is not clear *who* should take the action.
    - It is not clear *what action* it is asking for. Highlighting the cuts locally or nationally?
    - What does highlight mean? *How*?
    - The focus of the motion is also unclear. Is the motion concerned with cuts or promoting physiotherapy – what is the key focus – or is it both?

The following example shows how this can be turned into a motion, using a different order to the first example.

|  |  |
| --- | --- |
| Motion start: | This Conference is extremely concerned by |
| What reason: | the detrimental impact the current financial cuts are having on services across the NHS. Within physiotherapy there is increasing evidence of patient care being affected through increased waiting lists  and fewer treatment sessions |
| Action by whom: | This Conference therefore calls on the CSP to |
| What action and When: | 1. Campaign immediately with other organisations to lobby the government to protect NHS funding; and 2. Continue to promote the value of physiotherapy at all levels to help ensure it is not considered an easy target for cuts. |

# Guidance/support for submitted motions

# CSP colleagues provide guidance to the Committee on whether work is already being progressed or the motion is asking for something that would not be in the remit of the CSP.

# This year CSP colleagues will provide feedback to motion proposers prior to the motion being reviewed by the ARC Agenda Committee in March 2025. CSP colleagues are there to offer support /guidance but their role is not to rewrite your motion. You will have the option of redrafting your motion following this guidance but please note that all motions submitted will be reviewed by the ARC Agenda Committee and cannot be withdrawn.

# Amendments to Motions

Motions approved by the Agenda Committee will be published on **Wednesday** **7 May 2025***.* At this stage, all groups have the opportunity to review the motions and decide if they want to submit an amendment to another group’s motion. This should be an alternative or addition to the original motion and should not distort or contradict it. The amendment should be submitted to [arcmotion@csp.org.uk](mailto:arcmotion@csp.org.uk) by **12 noon on Tuesday 20 May 2024** and copied to the proposing group.

If the mover of the original motion accepts the amendment, it becomes part of the main

motion, and goes forward to ARC as amended. If the amendment is not accepted, both the amendment and the original motion will be debated and voted on separately at ARC.

***It is the amending group’s responsibility*** to find out whether the movers of the original motion have accepted their amendment and confirm this to the Agenda Committee when submitting it. The group proposing the amendment becomes the seconder of the substantive motion as amended.

# Emergency Motions

An emergency motion deals with business that has arisen since the final date for submission of motions, between **21 February 2025 and 20 May 2025**. Emergency Motions must be submitted in writing by e-mail to [arcmotion@csp.org.uk](mailto:arcmotion@csp.org.uk) by noon on **Tuesday 20 May 2025.**

After that date, emergency motions should deal only with business that has arisen between **20 May – 3 June 2025.** They will only be accepted by the Agenda Committee if:

* it considers them to be of significant importance;
* there has been no delay in notifying them; and
* there is time for them to be circulated to representatives with due time for their consideration.

Emergency motions dealing with matters that have arisen less than 14 days before the first day of ARC should be notified in writing to the CSP without delay.

*December 2024*