



GROUP CIRCULAR 927

**To: All Attending the 2022 Annual
General Meeting (AGM)**

28 September 2022

Dear Colleague

- 1. FINAL DETAILS FOR 2022 ANNUAL GENERAL MEETING (AGM)**
 - 2. SUPPLEMENTARY STANDING ORDERS COMMITTEE REPORT NO. 1**
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1. AGM FINAL DETAILS

The following information will be of use for all those attending the 2022 Annual General Meeting (AGM).

In accordance with the preferences received from Groups and Branches, CSPA HQ has booked rooms at the Chesford Grange Hotel and ordered the menu choices for the AGM Dinner.

All sessions of the AGM will be held in the **KENILWORTH SUITE** of the Chesford Grange Hotel; the AGM Dinner will also be held in the **KENILWORTH SUITE** on the evening of **Wednesday 12 October 2022**.

Transport Arrangements from and to Coventry Rail Station

CSPA has arranged transport for delegates and others attending the AGM to and from Coventry Rail Station. A mini-bus shuttle service will be departing from the station for the Chesford Grange Hotel *at 11.00am, and 12.30pm on Wednesday 12 October 2022*. If you require this service but have not yet booked your place for one of the departure times, please contact CSPA HQ urgently on 020 8688 8418 to do so, but please bear in mind that ***CSPA HQ will be closed, before the AGM, from 5.00pm on 10 October 2022.***

Mike Lawler (Secretary, Organisation) will attend Coventry Rail Station, armed with a clipboard and standing in a prominent position near the exit from the main ticket hall to direct colleagues to the minibus. Lifts are available on every platform at Coventry Rail Station, so that those with cases and bags will not have to carry them up and down stairs. If you need to contact him, Mike Lawler's mobile phone number is 07885 479594. If you will be arriving at Coventry Rail Station after 12.30pm, you will need to take a taxi to the Hotel, sharing, if possible, with others attending the AGM. You may claim the cost of the

taxi on your expenses claim form. Those travelling to the Hotel on Tuesday 11 October 2022 will also need to take taxis, again, sharing whenever possible.

The AGM concludes at 3.15pm on Thursday 13 October 2022, a 53-seater coach has been booked and will be available to transport delegates, observers & guests to the Station at 3.40 pm, the coach will return to the hotel for a final departure to the Station at 4.10 pm.

Hotel details

Hotel policy is that rooms are available from 3.00pm; however, the Hotel has undertaken to do its best to ensure that bedrooms will be available on arrival, but much will depend on the number of guests they had the night before. If required, luggage storage will be available. The CSPA has secured assurances from the Hotel that there will be sufficient experienced staff on duty to ensure that check-in takes place with the minimum of delay. The direct line for the Hotel is **01926 515112**.

DEPARTURE All bedrooms need to be vacated by 11.00am on the day of departure. Again, luggage storage will be available if required.

CAR PARKING There is ample free car parking in the Hotel grounds.

CREDIT/DEBIT CARD FACILITIES If guests require credit/debit card facilities within the Hotel during their stay, a swipe of their card will be taken upon registration.

Registration for Delegates and Guests

Registration will take place on Wednesday from 10.30am in the **KENILWORTH FOYER**. This is for all Delegates and Guests attending the AGM to pick up their Delegate Packs and Credentials. HQ Staff will be in attendance to assist and welcome you.

Seminar for New Delegates

A Seminar has been arranged, starting at 1.30pm on Wednesday 12 October 2022, for new delegates (and not so new delegates, if they wish), to provide a briefing on AGM procedures. David Luxton (Deputy General Secretary) and/or Mike Lawler (Secretary Organisation) will be taking new delegates through those procedures. The Seminar will finish at 1.50 pm, so that all are able to take their places for the formal start of the AGM. The seminar will be held in the **KENILWORTH FOYER**, situated outside the **KENILWORTH SUITE**.

Videos & Photos

Please note that, CSPA will have a professional photographer in attendance taking photos at the CSPA AGM on Wednesday 12 October, including at the AGM Dinner. This notice means that you have been fully informed of your consent, waiver of liability, and release before entering the AGM. Your entry and presence on the event premises constitute your consent to be photographed, filmed, and/or otherwise recorded and to the release, publication, exhibition, or reproduction of all recorded media of your appearance, voice, and name for any purpose whatsoever in perpetuity in connection with the CSPA and its initiatives, including, by way of example only, use on websites, in social media, news and advertising.

Images will be stored securely, and we will archive them after they are no longer needed for publicity purposes.

For further information contact: Nicola Crichton n.crichton@cspa.co.uk

Stands

The following stands will be on display at the AGM:

CSPA	A small exhibition will be on display to mark the 70 th Anniversary of CSPA HQ staff will be on hand to deal with enquiries at the registration desk.
CSSC	The Civil Service Sports Club will be providing information and materials on their services.
CSiS	The Civil Service Insurance Society will be available to discuss insurance enquiries.
Affinity Resolutions	Our Data Protection & Privacy advisor will be on hand to answer enquiries. An optional seminar for delegates will take place to advise groups on GDPR will take place from 5.30 on Wednesday in the Directors Room.
Charity for Civil Servants (CfCS)	Staff from the CfCS will be present to promote its services.
RNLI	A representative will be available to provide details of the current work of The Lifeboat Fund and the RNLI
Fred Olsen	A representative from the Fred Olsen Cruise Lines will be present to promote its services

Guest Speakers

You will see that the agenda makes provision for guest speakers.

The Chair will call guest speakers to speak when appropriate opportunities & openings arise during the conduct of the business of the AGM.

The AGM's main speaker this year will be **Sue Gray, Second Permanent Secretary with responsibility for the Union and Constitution Directorate**. Sue will be speaking at the AGM Dinner about the changing Civil Service.

The Charity for Civil Servants (CfCS) will be represented this year by **Linda Eades/Hannah Morris**. They will be updating delegates on the work of the CfCS with retired Civil Servants.

Jan Shortt, General Secretary of the National Pensioners' Convention (NPC) will update the AGM on the current campaigns being conducted by the NPC on the cost-of-living crisis.

Archie McLeod of CSPA's Public Affairs Consultant, Connect Communications, will update delegates on the continuing work and future campaign plans of *Later Life Ambitions*.

List of Group Delegates, Representatives and Guests

Enclosed with this Circular, you will find copies of the list of the delegates, sponsored representatives, observers, and guests who will be attending the AGM, for your information and so that you are able to contact friends & colleagues, if appropriate.

St John Ambulance

The CSPA has arranged for representatives of St John Ambulance to be present during all sessions of the AGM to assist with any emergencies.

AGM Dinner

All attending will be asked to make their way to the AGM Dinner in the **KENILWORTH SUITE** on Wednesday 9 October 2019 at 7.45pm for an 8.00pm start. A drink will be available as guests enter the dining room, for the toast to the 70-year Anniversary of CSPA. We are planning for Sue Gray to speak **before** the dinner commences.

You will find enclosed a copy of the centrally allocated placements for the AGM Dinner for all those who will be attending.

Wine or a soft drink will also be included with the dinner. Further drinks can be purchased from the bar.

The After-Dinner informal business will consist of a raffle, with prizes kindly donated by Parliament Hill and Fred Olsen Cruises. Each guest will find a pink raffle ticket at their table place.

Tuesday Evening Dinner

For those staying over on the Tuesday evening, a private dinner will be served in the **STONEWARWICK ROOM**, between 7.00pm and 11.00pm. These meals will be included in the cost package agreed with the Hotel. You will, however, need to purchase your own drinks.

Anyone staying on the Thursday evening will need to make their own arrangements and pay the hotel directly.

Breakfast

Breakfast will be served each morning between 6.30am and 10.00am in the **RIVER ROOM**.

Buffet Lunches

Buffet lunches will be served on both Wednesday and Thursday in the **RIVER ROOM** between 12.30pm and 13.15pm.

Problems

In the unlikely event that you may have any problems with the Hotel's accommodation and/or services, you should direct any such concerns to Marion McAuliffe (HQ Office Manager), who will be acting as CSPA's official liaison with the hotel management.

I hope that all those attending the AGM have a good journey to Kenilworth and I look forward to again meeting as many of you as possible during the AGM.

2. SUPPLEMENTARY STANDING ORDERS COMMITTEE (SOC) REPORT NO. 1

Three copies of Supplementary Standing Orders Committee (SOC) Report No. 1 are enclosed for the information of those attending the AGM from your Group/Branch.

Further copies of Supplementary Standing Orders Committee Report No. 1 will be available at the AGM.

Yours sincerely,

A handwritten signature in cursive script that reads "Lisa N Ray". The signature is written in dark ink and is positioned above the printed name and title.

Lisa Ray
General Secretary