

Notification of UNISON Workplace Representative Details Form 2021

This form should be used for providing and updating details of: Stewards, equality representatives, health and safety representatives, Union Learning representatives and workplace contacts.

Branches are required to notify regional office of details of stewards, equality, health and safety and union learning representatives, so that official credentials can be issued and accurate mailing lists maintained.

► **Stewards** Branches are responsible for encouraging members in each workplace/workgroup to elect one or more stewards, and ensuring the election is reported to the branch for ratification and issuing of credentials (UNISON Rules G5.1 and G5.2).

► **Equality representatives** Elected by their workgroup to provide advice and support on equality and discrimination issues in their area. They talk to members and managers, tackling unfair treatment and ensuring the law and

employer's policies on equality are applied. They may support stewards in cases with an equalities aspect and can also advise branch negotiators on key policy and negotiating issues.

► **Health and safety representatives** Branches should encourage members to elect health and safety representatives to cover their workplace or group of workplaces. UNISON can then officially appoint them under SRSC regulations. Health and safety representatives may also be stewards.

► **Union Learning representatives** Advocates who support organising around learning in the workplace, supporting and enthusing learners and representing and negotiating around learning.

► **Workplace contacts** Support stewards or act as UNISON contacts for groups of members who are unable to elect a steward. A good way to get more involved in the union, or to find out more about being an elected representative.

Branch details

Branch name

Branch code

Steward

- This is a new steward*
- This is a current steward with amended details
- This is a steward who is standing down

UNISON Learning Rep (ULR)

- This is a new Union Learning Rep*
- This is a ULR with amended details
- This is an ULR who is standing down

Equality Reps

- This is a new Equality rep*
- This is an Equality rep with amended details
- This is an Equality rep who is standing down

Workplace Contact

- This is a new workplace contact*
- This is a workplace contact with amended details
- This is a workplace contact who is standing down

Health & Safety Rep

- This is a new H&S rep*
- This is an H&S rep with amended details
- This is an H&S rep who is standing down

*If this steward/equality rep/ health and safety rep/ workplace contact/learning rep is replacing an existing rep please give the existing rep's name and membership number overleaf.

Personal details

Name of employer

UNISON Membership Number

National insurance number

Date of birth

Title

First name

Other initials

Family name

Personal details continued

Workplace(s) and / or workgroups covered

Workplace name and address including postcode

Home address including postcode

Email

Telephone

Stewards, equality representatives, health and safety representatives and Union Learning representatives

► **Notification to employer** UNISON is required to notify the employer that a steward/equality rep/health and safety rep/union learning rep has been appointed. The regional office will notify the employer direct on receipt of this form. **If the branch has already notified the employer please state the date when this was done:**

► **Credentials** The regional office will produce official steward/health and safety rep credentials on receipt of this form and will issue these to the steward/health and safety rep direct unless the branch and region have agreed an alternative arrangement. The regional office will also generate letters to employers and branches on appointment and on training for learning reps.

► **Training** UNISON is committed to providing training to all newly-elected stewards/equality reps/health and safety reps/union learning reps. The regional office will automatically arrange for newly-elected stewards/equality reps/health and safety reps/union learning reps to be advised of appropriate training courses. If the branch intends to provide training itself please give details below of the branch officer who will be responsible for arranging this:

Name

Position / Title

Contact telephone

This section applies to all

Please tick this box if you require materials in a different format (for example, large print or Braille – supply contact details below)

Please provide details for UNISON to contact you

Telephone number

Email address

Is this work or home?

Details for existing rep being replaced*

Name

UNISON Membership Number

Signature of branch secretary

Date

The information provided by you shall be recorded by UNISON for statistical purposes and used for sending you UNISON publications, ballot forms and otherwise communicating with you. If you do NOT want any mailings from UNISON, besides those required by statute, please tick this box

After appointment you will receive the following mail – indicate how you wish to receive it

Activist mailing from branch

Home

Work

Activist mailing from region

Home

Work

UNISON InFocus

Home

Work