**ELECTION OF UCU NOVUS Regional LOT REPRESENTATIVES (Equality & Union Learning Reps) 2020-2021**

Nominations are now open for regional LOT roles within the NOVUS branch.

 **1. Equality Regional Rep**

The regional equality rep will: have knowledge of and commitment to relevant issues, and be willing to undertake training according to the needs of UCU, monitor the implementation of equality policies within the institution, and, where appropriate, encourage and support local negotiations on equality matters work with other equality reps to provide information, encouragement and support to members about equality issues work with regional equality reps to ensure that UCU’s national annual meetings, and any other relevant events and opportunities for women, black members, lesbian, gay, bisexual and transgender members and disabled members are publicised locally, that members from all groups are encouraged to participate, and that the Branch maximises the opportunities for recruitment and organisation amongst all groups where appropriate, provide liaison between the Branch and UCU’s equality structures

  **2. Union Learning Rep**

The Union Learning Rep will: have knowledge of and commitment to relevant issues, and be willing to undertake training according to the needs of UCU, and, where appropriate, encourage and support local and national negotiations on union learning matters work with local reps and health & safety reps to identify and address training needs; distribute training information on union and CPD courses, as well as appropriate courses laid on by external providers. This role could also include specific interest areas such taking forward the union's policy relating to embedding climate and sustainability issues into the curriculum and work places.

**THE PROCESS AND TIMETABLE ARE OUTLINED BELOW.**

If you are elected/nominated to any of these positions, you will be entitled to paid time off to carry out your duties. UCU has negotiated a facilities system with your employer to ensure you can carry out your Union duties as a Rep. Your Union organises training for Reps and you will also be entitled to paid time off to attend this.

The timetable for the process is as follows:

* Nominations will open on Monday 9 November 2020
* Nominations to be received by 12pm (midday) on Friday 20 November 2020
* Ballot papers (if there is more than one candidate for a post) to be issued by Wednesday 25 November 2020
* Election closes 12pm (midday) on Wednesday 9 December 2020
* Results to be announced and notified by close of business on Thursday 10 November 2020

The procedure will be as follows:

1. If you want to stand as a candidate for any of the positions fill in the nomination form and ask **two other members to nominate you**. Nominators must be from the same LOT. It is your responsibility to make sure both are members.

2. Any current member can stand for the positions regardless of grade, type of contract etc.

3. A member can stand for **one position in a LOT** where they have a contract (you cannot stand for both ULR and Equality Rep). You can however stand for a regional role **in addition** to being a prison site rep or H & S rep.

4. Where a single valid nomination is received for a position, the nominee will be appointed. Where more than one valid nomination is received, we will organise a secret ballot of members. For this purpose we will use the membership information recorded in your Union’s membership database.

5. The period of office of the appointed Reps will be from December 2020 – December 2021.

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***NOMINATION FORM*** *to be returned to David Bussell dbussell@ucu.org.uk by* ***12pm on Friday 20 November 2020***

**Candidate**  Name:

Membership number:

 Contact address:

 Email:

 Telephone number:

Establishment:

**Position (Please tick relevant box)**

|  |  |
| --- | --- |
|  | Equality Regional RepUnion Learning Rep |
|  |  |

**LOT (Please tick ONE box which applies):**

 North-West

 Cumbria and Lancashire

 Greater Manchester

 West Midlands

 Tyne & Wear

 Yorkshire

 London

 Youth Custody

Nominated by - Name:

- Membership number: number.

 - Contact email to verify support:

Nominated by - Name:

 - Membership number:

- Contact email to verify support:

**Please note: we will need to receive emails from your proposers to confirm their support in advance of the deadline. Kindly ask them to contact David Bussell at** **dbussell@ucu.org.uk****.**

**Please sign here to consent to your nomination for this position:**

*(If sending this electronically typing your name here will be acceptable)*

*It is your responsibility to ensure that the nomination form is complete and that your proposers have emailed as above to ensure that your nomination is valid.*