

ELECTION OF UCU REPRESENTATIVES 2018-2019

I write to inform you that I am organising the nomination and election of local Union Representatives (Reps) and Health and Safety (H&S) Reps in prison education departments.

We rely on local Reps to distribute and disseminate information to members and to ensure that members' views and concerns are raised with your employer both locally and nationally. It is in your interest to make sure that you have a local Rep to deal with day to day issues relating to your employment.

It is also important that the Union has a Rep in every establishment so that members can receive support and advice promptly. The Union relies on local Reps to be the first point of call for members who need help. UCU staff will provide support and assistance when required and depending on the seriousness of the issue.

I also urge you to consider electing a Health and Safety Rep, especially given the challenging environment of your workplace. H&S reps have a vital role to play in improving the prison where you work.

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. The Union organises training for Reps and you will also be entitled to paid time off to attend this.

More information about the role and responsibilities of Reps can be found on the UCU website here - <https://www.ucu.org.uk/rep>

The timetable for the process is as follows:

- Nominations will open on Tuesday 7 August 2018
- Nominations to be received by 12pm (midday) on Friday 7 September 2018
- Ballot papers (if there is more than one candidate for a post) to be issued by Monday 17 September 2018
- Election closes 12pm (midday) on Monday 1 October 2018
- Results to be announced and notified by close of business on Tuesday 2 October 2018

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. You can run as a job share, but you must make this

clear on the form. Nominators must be from the same establishment. 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 an establishment where they have a contract.
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 the Union's membership database.
5. The period of office of the appointed Reps will be from 30 October 2018 to 29 October 2019.

NOMINATION FORM to be returned to David Bussell, UCU, Bargaining and Negotiations Department, Carlow Street, London, NW1 7LH or emailed to dbussell@ucu.org.uk by **12pm on Friday 7 September 2018**.

Candidate Name:

Membership number:

Contact address:

Email:

Telephone number:

Establishment:

Position *(Please tick relevant box)*

- Representative
 Health & Safety Rep

Nominated by - Name:

- Membership number:
- Contact email to verify support:

Nominated by - Name:

- Membership number:
- Contact email to verify support:

Please sign here to consent to your nomination for this position:
(If sending this electronically typing your name here will be acceptable)