

prospect  
**2013**  
annual report





# annual report 2013

union for  
professionals

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# INTRODUCTION

One defining theme of 2013 was the government's promise to UK citizens that austerity was worth the price and that they were now experiencing the 'benefits' of spending cuts. For most people – and the majority of Prospect members – talk of recovery is exaggerated and lacks resonance when they have to deal with rising costs and falling incomes.

It is also hollow when there are daily concerns about our public infrastructure: everything from energy or aviation asset resilience to flood protection. Or our ability to sustain a defence manufacturing industry or invest in the science base. Wherever we look, rhetoric about recovery belies evidence of long-term economic health and the everyday challenges facing working people.

Not only have we faced a harsh economic climate, the Coalition's deregulatory activists have set about their mission by introducing adverse legal changes and attacks on trade union organisation. It seems that economic recovery is predicated on making it easier to dismiss staff and reduce their voice.

Prospect faced up to these challenges and started to adapt by changing how it works and stabilising membership. We have worked throughout the year to implement the recommendations of the 2012 strategic review.

Internally, we created two new teams: the communications and research staff were brought together to ensure coherent delivery of our major policy and campaign messages and enhance the support to branches and sectors.

A national organising, recruitment and development team was also established – one visible aspect of our determination to build membership by addressing retention and recruitment in a fresh and energised manner.

Prospect continued to take a leading role on professional and industrial policy issues affecting all its members, but most notably in energy, aviation, telecoms and public services.

Another significant theme of 2013 was that it does not matter if public services are privately owned. But government cannot be a bystander because public sentiment, particularly if it is aggrieved, will drag the political community into the spotlight.

Unfortunately this can create the worst possible conditions: ineffective regulation, spin over evidence, policy development on the hoof and investment delay while the core infrastructure creaks – or in other words – current energy policy.

It was therefore vitally important for Prospect to maintain its capacity to campaign on our well-established cross party basis. This approach defines Prospect and is our abiding strength. We successfully re-mandated the political fund with a strengthened majority. This reflected members' recognition that we need to actively press the political community for evidence-based change.

This approach also informs the Prospect Pledge campaign, which has set the direction for our lobbying work into the 2015 general election. However that is not to ignore the enormity of the choice facing the people of Scotland in 2014. Prospect has been developing our voice on the independence referendum through the Scotland committee.

We continued to make a difference in the workplace, despite the pressures on facility time and our representative base. Examples of personal achievement by staff and representatives on behalf of members can be found throughout the union. We successfully pursued bargaining issues across hundreds of employers. We have used the law to best

effect, such as winning on equal pay at the Intellectual Property Office.

We have major campaigns underway, under the umbrella of 'Good Work'. We designed and delivered groundbreaking training on stress and mental health issues at work. We hosted a well-received fringe meeting on women in male-dominated industries at the Trades Union Congress and launched a 'Prospect Pioneers' calendar showcasing our diversity.

When we feel under pressure, we need to remind ourselves about the positive difference we have made to members who needed our advice or representation. We should be proud of the work we do and highlight it with determination.

Collectively we remain undiminished by the external environment. Some challenges will appear intractable in the short term. In

QinetiQ, we have supported members through a period of great difficulty post de-recognition. That company's choices remain unusual, but we have not disappeared and will return to offer an independent voice.

Looking to 2014, Frances O'Grady, TUC general secretary, told Prospect's national executive committee that: "We are in a battle to win the hearts and minds of the public."

Prospect and others are fighting for an economic recovery that is real and sustainable. We will need to be even smarter at proving our value in this harsh environment. That depends on the dedication of staff and representatives and from what I have seen in 2013, we can look ahead with confidence.

**Mike Clancy**  
**General Secretary**

# 1 MEMBERSHIP, RECRUITMENT AND ORGANISATION

## RECRUITMENT AND RETENTION

1. Prospect's total membership at the end of 2013 was 115,636. The changes on the 2012 figures are shown below:

2. Membership

<b>Prospect members as at 31 December 2012</b>	118,617
<b>Plus new members</b>	6,740
<b>Less members died, left or written off</b>	9,721
<b>Prospect total at 31 December 2013</b>	115,636

3. The total of 6,740 new and reinstated members in existing areas was an improvement on the figure for 2012.

4. The number of leavers in 2013 remained high at 9,721, although this was an improvement on 2012. Membership resignations are low and the key reasons for leaving are redundancy, severance and, to a lesser extent, members moving employer for career development and promotion.

## ORGANISATION

5. A new organising structure was established following the appointment of Mike Graham as head of a new National Organising, Recruitment and Development team (NORD).

6. The central NORD structure consists of four organisers, including one senior organiser, who report to Mike Graham. This team leads on key campaigns and some new greenfield site initiatives. They also support work in Prospect's regional teams where and when additional resources are required.

7. The rest of the organisers work directly with pitches and regional teams. They are managed by the appropriate National Secretary but within the overall strategy of the head of NORD. Learning Services also come under NORD's remit.

8. The head of NORD intends to revitalize Prospect's recruitment, retention and organising work through a clear and deliverable strategy which includes culture change, training and support, leadership, reporting, accountability and strategic interventions and resourcing.

9. At the end of 2013, the head of NORD initiated a membership retention working group. This discussed processes, staff training and actions to reduce the number of leavers. Given that almost half of leavers are under 50 years old and therefore seeking new employment elsewhere, there are real opportunities to reduce losses and close the gap between joiners and leavers.

10. In addition, Prospect launched an online system to survey new joiners as to:

- why they joined
- what they want from Prospect
- how they heard of Prospect.

11. The union will also launch a 'Member Recruit Member' initiative in March 2014. The aim is to significantly improve recruitment figures.

12. New recognition arrangements were negotiated with:

- Cavendish (previously known as Babcock) Nuclear Services
- Isle of Man Social Care NJC staff.

13. A number of other new recognition agreements are in progress.

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## RETIRED MEMBERS' GROUP

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**14.** The RMG National Committee met four times in 2013. The work of the committee and representatives continued to be dominated by the impact of the economic downturn and austerity measures on the most vulnerable in society. The RMG continued to contribute to policy work and worked with other stakeholders to promote retired members' interests.

**15.** The conditions in which a card vote at national conference may be appropriate has been an issue for the RMG National Committee and national conference for a number of years. An NEC working group was established and discussions with senior RMG representatives continued. As a result, the NEC proposes to bring forward a rule change to Prospect's 2014 biennial national conference.

**16.** 'WiseEye', a dedicated publication for retired members, was launched in 2013. In line with a more general review of communications, four dedicated publications for retired members will be produced each year – two editions of WiseEye and two updates. These will be sent to retired members via Profile. These and other Prospect publications can be read and downloaded from the union's website.

# 2 MANAGING THE UNION

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## SUBSCRIPTIONS

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**1.** On 1 January, subscription rates and thresholds for members covered by the Prospect banded structure and for retired members were increased by 2.5% in line with Resolutions 48 and 50 from the 2012 biennial national conference.

**2.** Members in the Connect sector assimilated to the banded subscription structure from 1 January 2013. The NEC decision followed consultation with the sector's executive committee.

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## POLITICAL FUND

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**3.** Prospect members voted overwhelmingly in March 2013 to retain their political fund, sending an important message to the government about the impact of the downturn on them and the importance of being able to raise concerns on these issues.

**4.** Members were balloted in line with the 2012 national conference resolution in Bournemouth, where delegates had decided unanimously that Prospect should retain its political fund to safeguard campaigning and lobbying activity in defence of members' interests.

**5.** Prospect engages with politicians and political parties in many ways, from writing letters to MPs and ministers, to lobbying party conferences. Since the union is politically neutral, the fund cannot be used to support individual political parties or MPs. But without a separate political fund, balloted on every ten years, the union would be at risk of legal challenge for speaking out in defence of members.

**6.** Political activities used to be defined as giving direct support to people in public office – MPs, councillors and candidates. The 1984 Trade Union Act widened that definition to include spending on literature, documents or film, “the main purpose” of which could be interpreted as seeking to persuade anyone to vote for or against a political party or candidate.

**7.** These activities were extended to the provision of ‘any service’ for use by political parties.

**8. Background.** Before merging in 2010, both Prospect and Connect had their own political funds, established under the requirements of the Trade Union and Labour Relations (Consolidation) Act (TULRA) 1992.

**9.** Connect's political fund was first established in 1983 in anticipation of the 1984 Act so the union could campaign against the privatisation of BT. It was successfully re-mandated in 1993 and 2003.

**10.** Prospect predecessor union IPCS first established a political fund in 1988 to ensure the union could continue to campaign and lobby lawfully on all issues affecting members' working lives.

**11.** When Prospect was created on 1 November 2001, its merger partner EMA had never had a political fund. Following a motion at the 2002 national conference, members of the newly formed union voted narrowly in 2003 to retain a political fund.

**12.** By law, a new ballot is required every ten years. Both Prospect and Connect had previously conducted ballots in 2003. So to renew the fund the national executive committee had to hold a fresh ballot of members by 31 March 2013.

**13.** In October 2012, the NEC approved a project plan for the campaign for a yes vote. Branches and representatives were sent the timetable and additional information, Profile (December 2012) ran a special feature, and a briefing was produced. Some branches also issued their own material. A dedicated area of the website was launched at [www.prospect.org.uk/politicalfund13](http://www.prospect.org.uk/politicalfund13) with a Q&A brief, speakers' notes, and video clips of the 2012 national conference debate.

**14.** In January and February 2013, a special leaflet, further briefings and emails were sent out and speakers were provided for meetings.

**15.** The ballot took place from 4-27 March 2013. The scrutineers were Electoral Reform Services.

**16.** The result was:

- Valid votes in favour of retaining the political fund: 40,400 (91.3%)
- Valid votes against retaining the political fund: 3,865 (8.7%)
- Number of voting papers distributed: 117,838
- Number of votes cast: 44,342
- Turnout: 37.6%

**17.** The scrutineers' report is at <http://library.prospect.org.uk/id/2013/00455>.

**18.** Prospect was the first major union to successfully re-ballot on this key issue. The NEC thanks all those who helped organise the ballot and campaigned for a high turnout and positive result, as well as all members who voted.

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## STRATEGIC REVIEW

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**19.** The NEC oversaw implementation of the recommendations arising from the strategic review carried out in 2012. This involved evaluating and strengthening NEC governance mechanisms and a better definition of the NEC's objectives and roles, including financial control and reporting processes.

**20.** Internally, the Department of Communications and Research became operational and the National Organising Recruitment and Development (NORD) team was established. Recommendations on major

campaigns, profile and recruitment and retention were delegated to these teams and the relevant NEC sub committees.

**21.** Further work is underway on case management across the union. This was linked to the introduction of a new membership system.

**22.** Prospect's national strategic objectives will be reviewed after biennial national conference and under the auspices of the incoming NEC.

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## PARLIAMENTARY FORUM

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**23.** The political environment remained difficult for trade unions. In 2013 the union launched the Prospect Pledge campaign in an effort to influence policies for the next general election. Over 20 MPs attended the cross-party launch event in Westminster.

**24.** The pledges call for:

- more women to be employed in STEM (science, technology, engineering and maths) careers
- a pay review body for the civil service
- better government procurement policies that protect workplace rights
- greater investment in green energy – including new nuclear.

**25.** Prospect also worked with politicians to respond to challenges that arose during the year. These included:

- lobbying MPs and members of the House of Lords on private and public sector pension schemes
- challenging the government's proposals to change childcare ratios in nurseries
- regular meetings with senior politicians from front benches, select committees and all-party groups to raise issues such as recognition in QinetiQ and cuts at the Vehicle and Operator Services Agency.

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## INFORMATION SYSTEMS

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**26.** A new membership system, Sodalitas, was launched in spring 2013. This integrates the two membership systems that Prospect used to run into a unified membership system with improved links to Prospect's website and

intranet. The system went through further improvements during 2013 and this work will continue into 2014.

**27.** Other projects carried out by the Information Systems team during 2013 were the move of the Wakefield and Doncaster offices to a new location in Wakefield, preparation for improved internet access for all the Prospect offices in early 2014, and testing various video conference systems for deployment in 2014.

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## PROSPECT HEALTH AND SAFETY

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**28.** Prospect's staff health and safety committee made significant progress on several items over the year. The policy and guidance on lone working were updated and communicated to staff. New arrangements for providing eye tests to staff under the Display Screen Equipment regulations were introduced. Vision Express will provide eye tests via a voucher system accessed through the web.

**29.** A stress audit – based on the Health and Safety Executive's standards – was carried out in 2013. The headline results were delivered to managers and staff and the union is now embarking on an action plan based on the results.

**30.** All staff completed display screen equipment self-assessment and fire awareness DVD training.

**31.** Work was started, in conjunction with Prospect's insurers, to ensure that all offices meet legislative requirements and best practice. Work on the asbestos property register for all Prospect offices is in progress.

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## ENVIRONMENT

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**32.** Two independent environmental assessments were commissioned from external advisers. The first looked at Prospect's carbon footprint as part of the 'Carbon Smart' certification process. The second assessment was an environmental audit of Prospect's London headquarters.

**33.** Both studies demonstrated that Prospect has made significant progress on energy consumption, carbon emissions and waste reduction. However, the assessments also showed that there is more work to be done in areas like business travel, lighting controls and procurement.

**34.** The results of the studies, including setting a carbon reduction target, are being considered with a view to including them in the union's environmental action plan.

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## PROPERTY

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**35.** Aspect staff from the Woolley Hall office and Prospect staff in Doncaster relocated to a new office in central Wakefield in September.

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## STAFF DEVELOPMENT

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**36.** The major staffing developments in 2013 were:

- successful negotiations with the GMB on a new staff handbook to reflect integrated and updated terms and conditions
- the creation of two, new integrated departments: Communications and Research and National Organising, Recruitment and Development
- the creation of new roles for Aspect group staff based in Wakefield
- the launch of a web-based induction programme for new staff
- the transfer of ex-Connect sector staff onto the competency framework system for the 2014 PDR round.

**37.** Prospect offers a full training programme to staff. In particular:

- heads of function completed a leadership programme
- training to raise awareness of mental health issues was introduced for member-facing staff
- DCR colleagues ran a number of successful knowledge calls for staff on legal issues, pensions and health and safety.

**38.** Generic courses for job-specific skills continued to be run as required.

**39.** GMB representatives continued to make a significant and positive contribution to this work.

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## OFFICER CHANGES

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**40.** The following internal appointments were made during 2013:

- Mike Clancy, General Secretary
- Sue Ferns, Director of Communications and Research
- Garry Graham, Deputy General Secretary
- Mike Graham, Head of National Organising, Recruitment and Development
- Philippa Childs, National Secretary, Midlands
- Gill Wood, National Secretary, North West
- Emily Boase, National Secretary, SERO1
- Jonathan Green, Research Section Head
- Marie McGrath, Communications Section Head
- Marion Scovell, Legal Section Head
- Caitlin Kinsella, Head of General Secretary's Office
- Nicola Duffy, Head of Organisational Development
- Caroline Hemmington, Negotiations Officer, Wimbledon
- Kevin Warden, Negotiations Officer, South West
- Steven Roberts, Negotiations Officer, North West
- Nick Radiven, Negotiations Officer, Wimbledon
- Jane Lancaster, Negotiations Executive, Wales
- Boc Ly, Communications Officer
- John Sinclair, Organiser, Scotland
- Jenny Tingle, Organiser, Defence, Security and Channel Islands

**41.** 2013 saw the retirement of:

- Charles Harvey, Head of Communications
- Mike Sparham, Negotiations Officer, Heritage, Law and Energy
- Jeremy Windust, Negotiations Officer, South West

- Roger Kline, Negotiations Officer, Aspect group

**42.** Other leavers from Prospect during 2013 were:

- Paul Judge, Organising Project Leader, Wimbledon
- Linda Wall, Organiser, Chertsey

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## APPEALS COMMITTEE

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**43.** The committee was not called on to consider any cases in 2013. The committee's five members are: Russell Brown, Richard Grant, Jenni Hircock, Suresh Tewari and Terry Anne Boxshall.

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## BIENNIAL NATIONAL CONFERENCE

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**44.** Prospect's Biennial National Conference 2014 will be held at the Scottish Exhibition and Conference Centre in Glasgow from 20-22 May.

**45.** Prospect's Biennial National Conference 2016 will be held at the Bournemouth International Centre in Bournemouth from 9-11 May.

# 3 RIGHTS AT WORK

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## EMPLOYMENT LAW

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1. 2013 saw a number of appalling cuts to workers' rights. The government introduced a number of detrimental changes making it easier and cheaper for employers to sack workers and reduce their access to justice. Prospect challenged the introduction of these cuts in submissions to government and briefed and trained officers and reps on the new rules.
2. The introduction of employment tribunal fees was particularly challenging. The union had to review its internal procedures and ensure all officers were trained in the new tribunal rules. Prospect is committed to paying the fees for members where it supports the claim.
3. Prospect made detailed submissions to a number of government consultations on potential changes to the law during 2013. These included:
  - the wide ranging review of employment law in Northern Ireland
  - new regulations on TUPE – the Transfer of Undertakings (Protection of Employment) regulations
  - equal pay audits
  - ACAS consultation on new settlement agreements
  - trade union administration and membership details.
4. All Prospect submissions are available to members at <http://library.prospect.org.uk/browse/type/submission>

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## LEGAL CASES

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5. Prospect provided advice and assistance to members on a wide range of employment law issues, including unfair dismissal, discrimination at work, redundancy and contractual disputes. A number of cases were pursued through the employment tribunals. Notable examples of casework during 2013 were:
  6. **Equal pay success.** The tribunal claims for six Prospect women members seeking equal pay in the Intellectual Property Office was settled days before the hearing. The settlement agreement covered all staff in a similar position to the six claimants and resulted in pay increases of up to £8,000 for over 180 employees.
  7. **Two ET wins for members challenging dismissal on the grounds of performance management.** Two members in the Home Office and BT won ET cases for unfair dismissal after they were dismissed on grounds of poor performance. These cases demonstrated the importance of using the law proactively when members were facing dismissal. More aggressive performance management procedures are being introduced in many areas and Prospect is continuing to challenge this through litigation and negotiation.
  8. **Member wins ET case for disability discrimination in recruitment.** A disabled member facing redundancy in the civil service applied for a post in another government department. Despite seemingly meeting the requirements for the job, he was not offered an interview. Prospect supported his claim to the ET, which held that he had been discriminated against on the grounds of his disability.

### **9. Race and religious discrimination.**

Prospect pursued a tribunal case for a member challenging his pay level on the grounds of race and religious discrimination. Unfortunately the tribunal in 2012 did not find in his favour, but the employment appeal tribunal has heard the case and we are awaiting the outcome.

**10. Many good settlements of claims.** Many cases settle before reaching a hearing. Notable examples during 2013 were: agreeing a flexible working arrangement for a member with a sex discrimination claim; achieving equal pay for a member in the private sector; payments for 16 members following a failure to consult under the transfer of undertakings regulations (TUPE).

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## HEALTH AND SAFETY

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**11.** Despite a political climate that continues to be hostile to workplace health and safety, Prospect members have demonstrated their commitment to protecting colleagues' lives by maintaining over 1,200 health and safety representatives. This is a significant achievement. It also reflects the value Prospect employers give to a role shown to help prevent accidents and ill health and promote a responsible corporate reputation. We need to continue to work cooperatively with our employer allies to demonstrate the moral and economic benefits of good H&S and counter government efforts to deride it.

**12.** Prospect strategy sought to highlight the adverse impact of deregulation, engage in new concepts and policy direction, support the integrity of the Health and Safety Executive, empower our H&S reps and campaign for improvements in mental health policy and support.

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## DEREGULATION

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**13.** Government dismantling of H&S requirements on employers continued, notwithstanding the dearth of evidence to support it.

**14.** Prospect campaigned against the removal of civil liability from health and safety offences, which was inconspicuously included in the Enterprise and Regulatory Reform Bill by the Department for Business, Innovation

and Skills without consultation. The campaign failed and we expect this form of personal injury claim to be adversely affected, reminiscent of Victorian standards.

**15.** We monitored the second Löfstedt review of progress on 'Löfstedt 1'. Professor Löfstedt found excellent progress on his recommendations by HSE. However, he stated publicly his concern at the rate of government reform, which he feared would overload HSE staff and jeopardise output quality.

**16.** Deputy general secretary Garry Graham gave evidence to a select committee on the defence reform bill which proposed to extend Crown Immunity for HSE enforcement from the Ministry of Defence to its contractors.

**17.** Overseas standards and health and safety models were considered within the triennial review of HSE sponsored by the Department for Work and Pensions. Prospect met the review team, providing evidence for the ongoing independence and function of the HSE. The review reported in January 2014, praising the professionalism, competence and stoicism of HSE while recommending improvements to the governance arrangements at board level. The delay in its release suggested government displeasure with its findings. A ministerial statement that the government would go beyond its recommendations reinforced this impression.

**18.** The triennial review criticised HSE's 'fees for intervention', echoing Prospect's submission that FFI damages HSE's reputation and regulatory integrity.

**19.** Prospect submitted evidence to several HSE consultations – control of substances hazardous to health, legionella, ionising radiations, dangerous substances and explosive atmospheres regulations, asbestos and the workplace regulations. We supported the simplification of health and safety regulations, codes of practice and guidance but warned against their dumbing down. Throughout we have scrutinised worker involvement and brought to HSE's attention inconsistencies which, left unchecked, may have undermined the potential benefits employers gain from engaging with their workforce. We were prime union participants

in the development of the successor to HSG65, 'Managing for health and safety' and in revised HSE guidance on accident investigations.

## EMPOWERING H&S REPS

**20.** Prospect has supported the TUC H&S manifesto, launched to 'reclaim health and safety' by reps.

**21.** Prospect continued to provide bespoke H&S regional and branch rep training courses, for which demand is high. Branch courses proved again the benefits of involving the employer and facilitating a co-operative working relationship between H&S reps, branch reps and the employer. We encouraged uptake of local unionlearn offers plus the TUC diploma course. Reps welcomed the option to learn online.

**22.** We have sought to build more resources around stress and mental ill health. A closer liaison of Prospect's H&S and equalities agendas helped us deliver a solutions-based, pragmatic seminar entitled 'Stress, Stigma & Solutions', working with an external stress consultant and mental health charity Mind. At the request of a Prospect rep, the event was subsequently delivered four times within one employing organisation.

**23.** We developed new guidance on health measures H&S reps may find useful when assessing the impact of work on people's health – an early initiative under the Good Work agenda that Prospect is evolving as a broader narrative about job design and business sustainability.

**24.** Prospect research launched a series of 'knowledge calls', hour-long telecom presentations with time for a Q&A interaction. These included a focus on stress.

**25.** In the energy supply and distribution sector, Prospect remained a member of the national health and safety committee. With a seat on the sector's 'Powering Improvement' steering group, we have been influential in this constructive campaign. General secretary Mike Clancy was one of two industry champions tasked with promoting the campaign. A survey to monitor H&S rep awareness of the campaign proved that most reps know about it via Prospect rather than

their employer. However, we are disappointed at the intransigence of energy sector employers in providing their H&S initiatives with the Powering Improvement brand that helps members recognise the campaign.

**26.** Conversely, the employer acceptance at National HESAC (the energy sector's national H&S committee) of a Prospect position paper on worker involvement was gratifying. It raises expectations that the member companies will revisit their arrangements for working with union H&S reps in the light of fresh HSE advice.

**27.** Health and safety in the civil service has significantly less high-level support. Indeed there remains a lack of transparency about how H&S is corporately managed since sector services were centralised. Moreover, civil service H&S reps have been affected by government limitations on trade union 'facility time'. Prospect has emphasised that H&S rep activity is outside the facility time parameters. So far, civil service H&S reps have shown no sign of being compromised in their ability to fulfil their functions. They have been instructed to report to Prospect HQ if the situation changes.

**28.** Prospect recognises the commitment of all of our H&S reps. In many cases employers commend reps too – for example, in 2013 the Springfields Westinghouse H&S rep of the year award was once again given to Steve Rossall, a winner in 2008.

## MENTAL HEALTH STRATEGY

**29.** Reps have not been afraid to get involved and are frequently the protagonists to securing mental health improvements in their workplace, tackling complex problems ranging from depression and anxiety through to post-traumatic stress disorders.

**30.** Prospect recognises the complexity of problems our members face: bullying and harassment, performance management, work intensification and reduced job security. Through our associations with Work-Life Solutions and Affinity Health, we have sourced a line manager self-assess checklist to help them articulate and request relevant training requirements.

**31.** At a national level, Prospect perceives a difficulty faced by some employers in knowing how to deal with stress and mental health stigma. Our solutions approach is well received. However, it has highlighted gaps in government policy and leadership and the need for greater coherence between departments. Prospect made this case at the TUC and through opinion pieces in professional journals.

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## SUMMARY

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**32.** Prospect's health and safety profile continues to flourish in the workplace with an increasing shift from traditional safety to today's health challenges, notably mental health. Our high-level policy profile is gaining recognition and aiding our influence.

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## EQUALITIES

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**33.** Work on equalities focused on five key objectives in 2013:

**34. Recruitment and organisation, including developing and supporting equality reps.**

An equal opportunities/diversity taster course to encourage participants to become equality reps was held. A review of existing equality reps was completed in the summer. An autumn survey of branches and equality reps highlighted the need to further promote Prospect's equality networks and clarify their role in order to provide best value for members. Work to address these issues will continue in 2014.

**35. Bargaining agenda and developing negotiating capacity.** Work to mainstream equality issues onto the bargaining agenda and develop negotiating capacity continued. A presentation highlighting the importance of equality to all members was developed. This has been used at a number of branch conferences and can be made more widely available. Three national courses and one branch course on handling personal cases related to harassment and bullying and two national courses on tackling discrimination at work were held. Knowledge calls on the public sector equality duty and on neurodiversity and disability discrimination were organised.

**36. Equal pay.** Despite evidence of a widening gender pay gap across the economy, some progress on securing equal pay for some Prospect members was made. An equal pay claim by six senior patent examiners at the Intellectual Property Office was successfully resolved the day before the scheduled employment tribunal hearing (see page 9). Equal pay training was held at Diamond Light Source and is available to other branches on request.

**37.** Work to address the gender pay gap that results from job segregation was also undertaken. The NEC's Professional Women working group initiated production of the 'Prospect Pioneers' calendar, highlighting the range of professional roles undertaken by women at work. This was widely publicised and successfully launched at The Royal Society in December, with support from the TUC and Women into Science and Engineering. Part of the proceeds from sales of the calendar will be used to support Prospect's project with Oxfam to enhance employment conditions for itinerant domestic workers in Nairobi's slums.

**38. Publicity.** Equalities issues were regularly publicised in Prospect publications, including Profile and Report. For example, wide publicity was given to the role of Prospect's vice president Denise McGuire (in her capacity as UNI World Women's President) in successfully lobbying the UN Convention on the Status of Women to recognise the role of trade unions as stakeholders to stop violence against women and girls.

**39.** UNCSW's conclusions also included workplace-related provisions, such as collective bargaining agreements and women's access to full employment and decent work. The October issue of Profile featured Prospect's work on women in male-dominated industries, including a successful motion and fringe meeting at the TUC in September supported by Meg Munn MP.

**40.** A successful seminar on 'Mental health: stress, stigma and solutions' was featured in Report, addressing the challenges of ensuring mentally healthy working conditions as well as dignity and equal opportunities in the workplace.

**41. Policy and campaign work.** Equalities work contributed to Prospect-wide policy and campaigning. The Prospect Pledge campaign, launched in Westminster in November, included a specific pledge to increase the 13 per cent of women in STEM careers to 30 per cent by 2020. Campaign launches in Scotland, Wales and Northern Ireland will follow in the New Year.

**42.** Prospect responded to the government's consultation on shared parental leave and to a draft code of practice on extending the right to request flexible working. Briefings on pre-employment health questionnaires, parental leave, disability discrimination and performance and appraisal systems were produced.

**43.** Prospect continued to play an active part in the TUC equality structures through representation on the TUC equality committees and at conferences.

# 4 BENEFITS AND SERVICES

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## PERSONAL INJURY SCHEME

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1. Over £3 million was recovered in compensation for 151 members with personal injury claims in 2013. The amounts varied enormously depending on the nature of the injury and claim.
2. There were 241 new applications for legal advice in respect of personal injury in 2013. The types of cases included: asbestos-related illnesses, stress, repetitive strain injury, occupational diseases and accidents at work. There were a significant number of cases of occupational deafness from members in the communications, media and digital sector.
3. The final stats for 2013 are:
  - o Applications approved – 241
  - o Number of cases open on books – 401
  - o Number won/settled – 151
  - o Value of awards – £3,157,152

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## LEGAL SERVICES

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4. Prospect continued to work with its solicitors, Slater & Gordon, to ensure that members receive a high quality, efficient and responsive service. General legal services available to members include advice on defamation, clinical negligence and wills.
5. Prospect's guide to legal services, 'On Your Side' describes the full range of advice and assistance and the conditions of the service.
6. One of the most popular services is the LegalLine. This is a 24-hour advice line run by Slater & Gordon to advise members in the UK on any non-work related legal issue, such as consumer, family or housing queries. A similar

service is offered to members in the Channel Islands and Isle of Man through Prospect's solicitors in those areas.

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## ASBESTOS REGISTER

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7. Prospect continues to publicise the importance of the asbestos register. An entry on the register provides enhanced information in the event of a claim. Members were reminded through Profile of the steps that they need to take in order to log their details on the register. Whether members have registered their details or not, they can still access the Prospect Personal Injury Scheme should they be the subject of a latent occupational health issue. At the year-end, 1,310 members were on the register.

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## RADIATION-LINKED DISEASES

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8. Prospect continues to play a prominent role in the compensation scheme for radiation-linked diseases, which is a joint initiative between the UK's nuclear-sector employers and their trade unions. The scheme provides an alternative to legal action for past and present employees of participating employers who have been exposed to radiation during their work and who are subsequently diagnosed with cancer or cataracts.
9. The scheme was set up in 1982. Participating employers include: Sellafield Ltd; Springfields Fuels Ltd; United Kingdom Atomic Energy Authority; Dounreay Site Restoration Ltd; Research Sites Restoration Ltd; URENCO UK Ltd; EDF Energy Nuclear Generation Ltd; Magnox Ltd; the Ministry of Defence; AWE plc; Babcock Marine (Devonport Royal Dockyard) Ltd; Babcock Marine (Rosyth Royal Dockyard) Ltd; Babcock Marine (Clyde) Ltd; GE Healthcare Ltd; Low Level Waste Repository (Drigg) and other related companies.

**10.** The scheme received 33 new claims during 2013. Two compensation settlements were completed.

**11.** A comprehensive inventory of the scheme's case files was carried out in 2012-13. This confirmed that 1,454 case files have been created since the scheme began. Compensation amounting to £7.81m has been paid to 139 claimants. Two of the 139 successful cases followed a retrospection exercise after a revised technical basis was implemented.

**12.** Cases which can be considered under the scheme are assessed by applying technical criteria jointly agreed between management and trade unions. The criteria are more generous to the claimant than those likely to be used for a legal action.

**13.** The scheme is committed to using the most up-to-date science available to assess claims. The US National Research Council BEIR VII report and supportive data from the UNSCEAR report published in 2009 constituted a major review of the health effects of ionising radiation.

**14.** The scheme recently undertook a retrospection exercise to consider past claims in the light of the new science and schedules. As a result payments will be made to a small number of past claimants who had previously been assessed and failed under the pre-2009 technical basis. Prospect and GMB union have instructed solicitors to finalise the amount of compensation.

**15.** Good progress to revise the scheme's arrangements and protocols was made in 2013.

**16.** Information about CSRLD is available at [www.csrlid.org.uk](http://www.csrlid.org.uk) and [www.prospect.org.uk/advice\\_and\\_services/legal/rld\\_compensation](http://www.prospect.org.uk/advice_and_services/legal/rld_compensation).

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## SERVICES TO MEMBERS

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**17.** The Committee for Organisation, Recruitment and Education considers criteria for new service providers and for renewing existing contracts as and when these arise. The agreed criteria are:

- Membership services should provide a tangible benefit to Prospect members (eg discounted premiums) over and above what they would be able to find elsewhere.

- Where Prospect enters a partnership with commercial organisations, members should benefit from reduced costs and/or Prospect as an organisation should benefit via commission payments or sponsorship for Prospect activities (eg organising awards at national conference).
- The union has a clear and agreed complaints policy and process in place and financial and legal risks to Prospect are minimised.
- Where the organisation providing the service employs Prospect members, any relationship should not impact on Prospect's ability (if required) to openly criticise the organisation or seek lobbying activity from the wider membership as part of a campaign.
- Prospect should ensure that services partners are 'union friendly' wherever possible.
- Prospect should receive feedback from partners on the take-up of services, how commission is calculated and an agreed process for regular payment of commission.

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## PROFESSIONAL INDEMNITY INSURANCE

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**18.** During the year, Prospect agreed to extend the professional indemnity insurance provided to the Aspect group by Graybrook Insurance Brokers to the CMD sector. This provides cost-effective insurance to members who become self-employed.

**19.** At the end of the year, Prospect started discussions on updating its agreement with CSMA and Liverpool Victoria.

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## BENEVOLENT FUND

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**20.** During the year, 12 grants were made to the beneficiaries of members in financial need, to a total value of £13,000.

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## DEATH BENEFIT

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**21.** Death in service benefit was paid to the beneficiaries of 78 members during the year, to a total value of £79,106.

# 5 TRAINING AND SKILLS

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## PROSPECT LEARNING

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- 1.** The Learning Services team was integrated into the newly formed National Organising Recruitment and Development team in 2013. This will help ensure that the union's work on training and developing activists and representatives dovetails seamlessly with recruitment and organisation.
- 2.** Learning Services scheduled 43 national courses across the UK in 2013. Three courses were cancelled due to low participant numbers, adverse weather and/or travel disruption. York and Glasgow featured as new destinations for a number of courses. The GFTU's residential training facility at Quorn Grange, Leicestershire returned to Prospect's portfolio of training venues following an extensive refurbishment and upgrade.
- 3.** A one-day regional training course in Belfast in early December signalled a welcome return of our training offer to Northern Ireland. In the commercial sector, Prospect has developed a strong working relationship with the Radisson hotel group and is using their mid-range Park Inn branded properties for training events nationwide. Participant and tutor feedback has, thus far, been very positive.
- 4.** Learning Services developed a new, self-guided, e-learning mini-module entitled 'Understanding Prospect' using the Prezi software platform. This module will provide all new Prospect representatives and activists with foundation knowledge of the structure and workings of Prospect before they attend their first classroom-based training course.
- 5.** A link to the module will be sent to all new representatives and activists as soon as they enrol on their first introductory national education programme training course.

Reps can then work their way through this e-learning package at their own pace in the comfort of their home or office environment. The 'Understanding Prospect' e-learning mini module will roll out from early 2014.

- 6.** The content and delivery of Prospect's 'Introduction to Health and Safety' course underwent a comprehensive review. The course is now delivered over three days with formal tutoring beginning at lunchtime on day one and concluding at lunchtime on day three. This is supplemented by non-classroom based learning activities which can be completed before and after the formal tutoring sessions.
- 7.** A presentation on Prospect's education and learning offer was given to attendees at the Aspect group's biennial general meeting in Leicester in November.

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## MEMBERSHIP PARTICIPATION

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- 8.** More than 500 people participated in national education programme courses in 2013. These figures do not include learner participation in Prospect's externally-funded (ULF etc) projects. During 2013 the average course had 13 course participants with strong representations from National Trust, Ministry of Defence, EDF Energy, Department for Transport, BAE, Babcock and BT branches.
- 9.** Demand for branch and regional training remained strong. More than 350 participants attended courses run as part of Prospect's branch and regional training programmes. Prospect continued to deliver courses across the UK and on the Isle of Man/Channel Islands to ensure that reps from all branches benefit from union training.

**10.** The squeeze on employers allowing paid-release for reps to attend training courses, particularly in the civil service sector, meant that participation in the national education programme fell relative to previous years. Demand from reps in other sectors continued to be strong, however, with improved uptake among reps in the communications, media, digital and energy sectors.

**11.** Learning Services helped facilitate a comprehensive learning needs analysis exercise for the Isle of Man Government Officers Association branch. This will help the branch develop a customised, on-island, reps' training programme during 2014.

**12.** Demand for training and development opportunities offered through our partners in learning at TUC Education/Unionlearn and the General Federation of Trade Unions remained strong with Prospect uptake of certificate and diploma level courses particularly robust.

## FORMAL ACCREDITATION

**13.** Work continues to ensure that the last few remaining training courses in the 'specialist' category of our national education programme portfolio gain full CPD Certification Service accreditation. The union is aiming to CPD accredit all of its national education programme courses.

**14.** Prospect discontinued its relationship with the National Open College Network and this body no longer validates the union's courses.

## EUROPEAN WORKS COUNCILS

**15.** Learning Services and the Department of Communications and Research collaborated to develop and deliver Prospect's first training course on European Works Councils. The course, which was held at Prospect's Wimbledon office in May, was facilitated and delivered by two experts from the European Trade Union Institute based in Brussels. Participants came principally from the CMD, energy and nuclear sectors.

## TALENT RETENTION SOLUTION

**16.** Work to further develop Prospect's lifelong learning strategy is in progress taking account of changes in the external funding

environment. For example, in December the NEC agreed to strengthen Prospect's relationship with Talent Retention Solution.

## UNION LEARNING FUND PROGRAMME AND ULRS

**17.** During 2013, Prospect's externally funded project 'Digital cohesion: A union's approach to investment in skills' had four key programmes:

- to develop an apprenticeship app for Android and iOS platforms
- to refine and develop a mentoring programme
- to deliver a range of digital programmes to support the government's digital strategy
- to support and augment skills for a range of member groups, including women in STEM, unemployed members, shift workers and homeworkers.

**18. Apprenticeship app.** The Apprenticeship App is free. It is aimed at young people and those involved in developing and delivering apprenticeship programmes in workplaces.

**19.** The app has been a success with more than 7,000 downloads by December 2013. It has the largest selection of vacancies available on a mobile application. The vacancies are drawn from the National Apprenticeship Service and Not Going to Uni.

**20.** While much of the guidance is specifically related to England, it also links to information and signposts vacancies in Northern Ireland, Scotland and Wales. The app can be located via [www.prospect.org.uk/apprenticeships](http://www.prospect.org.uk/apprenticeships).

**21.** Project workers attended the Green Skills competition in Birmingham and the Excel careers show in London. As a result, more than 24 schools and colleges have asked for information and presentations on the apprenticeship agenda.

**22.** Prospect also submitted evidence to the Richards review on apprenticeships in England in May 2013.

**23. Mentoring programme –** Nine mentors were recruited in year one of the project (2011). These mentors eventually supported 23 members.

**24.** By 2013, the union had recruited and trained 13 mentors who are currently supporting 32 members.

**25.** The project outcomes included developing a mentor job description and specifications, regular continuing professional development activities and training and user feedback mechanisms. The programme's approach is to focus on the mentee's personal development objectives and is not an executive coaching model. In 2013:

- five mentees secured new jobs (two internal, two external and one consultancy role)
- three mentees were undertaking a course of study – two at post graduate level.

**26.** Prospect is exploring accreditation of the programme.

**27. Digital courses.** Thirty-eight members, including long-term unemployed and people close to retirement, attended digital courses in 2013.

**28. Science.** In May, Prospect worked in partnership with BIS-Go Science to deliver a careers fair for civil servants, attended by more than 80 people. Speakers included Sir Mark Walport, the government's chief scientific adviser, Baroness Margaret Wall of New Barnet and Professor Elliot Shubert of the Natural History Museum.

**29.** The project worked jointly with a range of employers including E.On, BRE, AWE and NPL to offer face-to-face CPD events, network opportunities and digital materials to women in STEM.

**30.** The project also supported a technician registration programme set up by unionlearn and the Gatsby Foundation. Prospect general secretary Mike Clancy spoke at the launch event in July.

**31. Development centre for civil servants.** In October and November, the project worked with sister union the FDA to trial a new Continuing Professional Development scheme for civil servants. Fifteen individuals took part and two members trained as assessors.

**32. Career podcasts.** Prospect has produced 26 career-themed podcasts, ranging from preparing for different types of interviews to considering working in a self-employed capacity. Figures indicate an average of 600 downloads per quarter.

**33.** The project has also worked collaboratively with colleagues to support the green workplace and corporate social responsibility agendas.

**34.** Project staff during this year included two Prospect members, Lindsay Chapman and Stephanie Lambert. As at December 2013, the project had three workers.

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## UNION LEARNING REPS

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**35.** Prospect continued to support its union learning reps and the Learning at Work initiative. During 2013, seven Prospect branches used funds to deliver a wide range of learning in their own work environments, engaging more 750 learners. Nine new ULRs were trained.

**36.** Lloyd Collier, Prospect ULR at Diamond Light Source received external recognition for his inspiring ULR work from the National Institute of Adult Continuing Education and the TUC's southern and eastern region (SERTUC).

**37.** Marjorie Newson at British Library was Prospect's ULR of the year. Diamond Light Source was the union's learning branch of the year.

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## SKILLS AGENDA

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**38.** Prospect continued to highlight the detrimental consequences of the government's public sector cuts programme for specialist skills and capacity. This was the focus of a new briefing 'Civil service reform: one year on', published in June, which was widely publicised and discussed with politicians.

**39.** Developments at Defence Equipment and Support, the Environment Agency, Forestry Commission and the Department for the Environment, Food and Rural Affairs all provided opportunities to highlight the adverse consequences of cuts to specialist skills on government capacity and capability. Prospect stressed the need for a new approach in discussions with the Cabinet Office, at departmental level and with the government's chief scientific adviser.

**40.** Prospect continued to work constructively with the Government Office for Science on issues including professional skills and career paths, and with the Campaign for Science and Engineering to ensure adequate resource funding. As the funding environment will continue to prove challenging throughout the next spending review period, Prospect has started to collate a dossier of public interest science at risk from loss of specialist skills.

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## GREEN JOBS AND SKILLS

**41.** Thirty-three new environment/sustainability reps were trained and became operational in 2013 with 48 members joining the environment network. A Union Learning Fund project enabled Prospect to research previous environment projects and develop models for future member engagement.

**42.** Green jobs and skills were a major focus throughout the year. Prospect contributed to a TUC conference on green growth, held in October, and to a conference on 'Building our green economic future' organised by Jean Lambert MEP in November. Following a period of dormancy, the Green Economy Council's green skills task group resumed work on a series of policy recommendations for government. Prospect played a significant role in this work through the Trade Union Sustainable Development Advisory Group, which is co-chaired by Sue Ferns, director of communications and research.

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## WORLD SKILLS

**43.** Prospect's work on the World Skills UK environmental science competition progressed successfully. The competition final

was again held at the NEC in Birmingham in November as part of The Skills Show. Six teams competed over three days and had to:

- route an oil pipeline through a region with minimum environmental impact
- build a renewable energy generator
- present a report to the judges to justify their solution and outline how they would win over members of the local community.

**44.** Coleg Sir Gar fielded the winning team. Staging the competition at the NEC provided very good opportunities to raise awareness of environmental skills and career paths to tens of thousands of visitors, raise Prospect's profile and promote the union's app for apprenticeship jobs and skills. The British Geological Survey, World Skills UK and SEMTA also supported the competition.

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## SECTOR SKILLS COUNCILS

**45.** Prospect continued to work with Sector Skills Councils operating in the union's core membership areas to maximise opportunities for involvement and influence over the strategic direction of UK skills development.

**46.** Prospect is represented at board level on Cogent, E Skills, Energy and Utility Skills, Lantra and SEMTA. Prospect is also represented at board level on the National Skills Academy for Power and National Skills Academy for Nuclear. The funding environment for SSCs changed significantly over the past year, with most awaiting the outcome of bids to form employer-led industrial partnerships.

# 6 AWARDS

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## LONG SERVICE AWARDS

The following members were granted a Long Service Award by the National Executive Committee during 2013:

**Howard Malin**  
Department of Health

**Chris Cummings**  
Westinghouse

**Liz Francis**  
Public Health England

**Peter Simpson**  
Fusion Energy

**John Dockery**  
Babcock Marine and Technology

**Don Campbell**  
Ordnance Survey

**Paul Vardy**  
Valuation Office Agency

**Judith Schofield**  
Valuation Office Agency

**Mr Erick Hill**  
Northern Ireland Electricity

**Ralph Spence**  
Parliamentary

**John Sullivan**  
Ofcom

# 7 OTHER ORGANISATIONS

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## TUC

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**1.** Prospect was well represented in September by a delegation of 15 at the Trades Union Congress in Bournemouth. Delegates made contributions and intervened on a wide range of issues including opposing further calls for a general strike and moving motions on women in male-dominated industries and employment rights. The union also intervened in debates of interest to Prospect members including public services and educational specialists.

**2.** Mike Clancy, Leslie Manasseh and Sue Ferns continued their positions on the TUC General Council, and Leslie Manasseh continued his position on the TUC Executive Committee.

**3.** In Scotland, Anne Douglas and Satnam Ner maintained their positions on the STUC General Council. In Wales, Gareth Howells continued to sit on the General Council of the Wales TUC. Prospect also continued to support events organised by the Irish Congress of Trade Unions and to take advantage of ICTU training opportunities.

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## INTERNATIONAL BODIES

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**4.** Prospect continued to support and raise awareness of the work of Justice for Colombia, War on Want and Action for Southern Africa.

**5.** Meetings were held with labour and trade union activists from Nigeria Labour Congress, South African Mine Workers and Bangladesh National Centre. Prospect was also pleased to host a trade union delegation from the Singapore National Trades Union Congress.

**6.** Prospect participates in numerous bodies that have a shared approach to international development, including:

- the TUC international officers group
- ministerial fora with the Department for International Development
- TUC Aid
- the Progressive Development Forum.

**7.** The union also participates in the Ethical Trading Initiative Trades Union Advisory Committee and the British Standards Institute. Sue Ferns, director of communications and research, is a trustee of TUC Aid.

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## INTERNATIONAL ADVOCACY AND SOLIDARITY

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**8.** Prospect engaged in discussions with the Shadow government's international development team and participated in working groups on climate change, energy, women's empowerment and decent work and the private sector as part of the post 2015 Millennium Development Goals framework and vision.

**9.** Contributions were made to both natural and human disasters including the conflict crises in Syria, the typhoon in Philippines and the factory disaster in Bangladesh. Advocacy on the role of trades unions in preventing deaths in Bangladesh was undertaken with both DFID and the Ethical Trading Initiative.

**10.** Prospect participated in research on corporate social responsibility in Europe and the International Labour Organisation's Asia guide to climate change.

**11.** The learning and experience gained from Prospect's partnership project with KETAWU was taken forward by Public Services International. PSI has established union to union sector networks on climate and energy policy. Prospect participated in workshops

organised by the European Federation of Public Service Unions/PSU to develop the action plan.

- 12.** Prospect also collaborated with the TUC to develop workplace guidance on violence against women and girls.
- 13.** The union participated in the petition and protest at the Colombian Embassy calling for the release of Colombian trade union leader Huber Ballesteros. Prospect also supported a range of calls for solidarity from the TUC, ITUC and campaign organisations.

**14.** Prospect was invited to Nelson Mandela's commemoration at the Houses of Parliament and to South Africa House to sign the book of condolence.

## OXFAM

**15.** 'Moving the stones' – the report of a baseline survey of women domestic workers in Mukuru, Nairobi, Kenya was published. A project proposal to meet the report's outcomes and recommendations is being drawn up. Prospect members have raised funds and contributed generously to the project.

## EUROPE

**16.** Inaugural work on European Works Councils began with the establishment of an e-network. Prospect also participated in discussions with German trades unions; a seminar on members on boards and held initial EWC training in conjunction with the European Trades Union Institute.

## AFFILIATED ORGANISATIONS

**17.** Prospect reviewed international affiliations in 2013 to catalogue the extent of its commitments and ensure value for money against profile. The review reconfirmed the importance of international and European activity in areas directly related to members' professional and industrial interests, most notably in aviation and energy.

**18.** The NEC noted the work of UNI – the global private sector international federation – and its alignment with several Prospect

sectors. The NEC accepted recommendations to modify affiliations to ensure that expenditure was controlled and focused on the most valuable areas for Prospect members.

**19.** Prospect maintains contact and is involved with a significant number of external organisations. Some of these are the result of conference decisions for direct affiliation, others are subscriptions for information or to exchange information and views. A list of these bodies is set out below together with the current headquarters contact for each organisation. NB this list is not exhaustive.

ORGANISATION	NEC/HQ CONTACT
AEI	John Ferrett
British Association for the Advancement of Science	Sue Ferns
Brake	Aveen McHugh
Campaign for Press and Broadcasting Freedom	Leslie Manasseh
Confederation of Shipbuilding and Engineering Unions	Garry Graham
European Transport Federation	Dai Hudd
European Public Service Unions	Dai Hudd
General Federation of Trade Unions	Ben Marshall
International Federation of Air Traffic Safety Electronics Associations (IFATSEA)	Dai Hudd
International Transport Workers Federation	Dai Hudd
Irish Congress of Trade Unions	Mike Clancy
Justice for Colombia	Mike Clancy
National Association of Pension Funds	Neil Walsh
National Campaign for the Arts	Alan Leighton
National Pensioners' Convention	Mike Clancy
National Trade Union Committee	Dai Hudd
Parliamentary and Scientific Committee	Sue Ferns/Nigel Titchen

ORGANISATION	NEC/HQ CONTACT
Public Services Pensioners' Council	Neil Walsh
Public Services International	Mike Clancy
Royal Aeronautical Society	Emily Boase
Scottish Pensions Forum	Neil Walsh
The Work Foundation	Sue Ferns
Trades Union Congress and related bodies	Mike Clancy, Leslie Manasseh, Sue Ferns
Trade Union International Research and Education Group	Sue Ferns
UK Flight Safety	John Ferrett
UNI Global Union (Worldwide)	Mike Clancy
UNI Global Union Europa	Leslie Manasseh
Unions 21	Sue Ferns
War on Want	Beverley Hall

**20.** Other bodies to which Prospect is linked:

ORGANISATION	NEC/HQ CONTACT
APESMA	Mike Clancy
BMA/Joint Committee	Geraldine O'Connell
British Veterinary Association	Geraldine O'Connell
Institute of Employment Rights	Mike Clancy
Museums Association	Alan Leighton
Parity	Neil Walsh
Penal Affairs Consortium	Alan Leighton
Trade Unions for Safe Nuclear Energy (TUSNE)	Mike Clancy
Workers' Educational Association	Sue Ferns

**1.** Total income for the year was £17,813,000 of which subscription income was £16,532,000. Income from investments and other non-operating income (net of losses and provisions) was £1,281,000.

**2.** Total expenditure in 2013 was £16,862,000. The difference between total income and total expenditure resulted in a net surplus for the year of £951,000, before taking into account changes in pension scheme liabilities. There was an operating deficit (before investment operations) for 2013 of £330,000.

**3.** Prospect operates two defined benefit pension schemes for its staff, the Prospect Pension Scheme (PPS) and the Connect Pension and Life Assurance Scheme (CP&LAS). To comply with the FRS17 standard, we are required to show the position of the schemes within Prospect's accounts each year. The pension schemes at the end of 2013 showed an aggregate deficit calculated on the FRS17 basis of £8,555,000. This resulted in a positive movement in the liabilities of both pension schemes compared to 2012 of £1,868,000. It should also be noted that the valuation on an FRS17 basis is not the same as a full actuarial valuation. The last full valuation for the PPS at 31 December 2011 showed a deficit of £14,500,000; and for the CP&LAS on 1 July 2011 the deficit was £3,324,000 (see also note 14 of the accounts).

**4.** The National Executive Committee is grateful for the assistance of all members, representatives and staff for their hard work, support and co-operation in securing the most economical and effective use of the union's financial resources.

**5.** The detailed report on income and expenditure for the year and balances as at 31 December 2013 is set out below.

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## INCOME

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**6. Income from subscriptions** was £16,532,000 after the transfer of £75,000 to the Prospect Political Fund.

**7. Income from investment operations and other sources** – Total income from investment operations and other sources was £972,000 (excluding sale of investments and movement in provisions). This included: dividends and interest received amounting to £489,000, rental income of £289,000 and other income of £194,000, which mainly consisted of £2,000 from credit card royalties, £75,000 from Membership Services, £58,000 net from VAT refunds for 2012/13 and £49,000 net income from journals. Total investment income included an increase in the provision against investments of £9,000 reflecting the change in the market value of investments in the past year and a net profit from sales of investments of £318,000 leaving a net income figure for investment operations and other sources of £1,281,000.

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## EXPENDITURE

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**8. Total expenditure** (excluding other non-operating income/[expenditure]) was £16,862,000. Additional pension contributions of £1,494,000 (included under employment costs) were made in the year to address the pension schemes' deficits.

**9. Committees and conferences** – £216,000. For 2013 this comprised the cost of Prospect's national committees £126,000 and £90,000 for Prospect's sector conferences. There was no national conference in 2013.

**10. Local democratic organisation and education** – £1,219,000. The figure includes expenditure for professional, departmental

and other groups of £143,000; branch and section expenditure of £841,000 and £235,000 for the members' education and training programme.

**11. Employment costs** – £11,936,000. The figure mainly comprises £9,477,000 for the cost of staff salaries, employer's national insurance and normal contributions to the staff pension scheme. It also includes £1,494,000 for additional employers contributions to the staff pension schemes for the deficit recovery programme; £650,000 for the cost of staff travel, subsistence and mobile phones and £315,000 for other staffing costs.

**12. Property costs** – £1,199,000. These include the running costs of all Prospect properties, including maintenance, rents, rates and the provision of property depreciation.

**13. Administration and other supplies** – £1,013,000. This includes equipment, printing, stationery and telephones; computer services, research publications and subscriptions; editorial publishing and publicity; general legal and professional fees.

**14. Benefits to members** – £1,279,000. Costs include affiliation fees of £479,000 and donations of £12,000; £485,000 for the cost of Prospect's journals; £79,000 for death benefit; £49,000 for net costs associated with the running of the members' legal, medical and professional aid scheme; £113,000 for costs associated with Prospect's website and £51,000 for recruitment/organisational expenditure.

**15. Surplus for the period** – £951,000. This is the surplus for the year. After taking into account the positive pension movement of £1,868,000, the net surplus for the year of £2,819,000 has been set against the general fund.

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## BALANCE SHEET

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**16. Tangible fixed assets** – £15,455,000 – This includes £14,753,000 for land and buildings (including New Prospect House and offices in Chertsey, Wimbledon and Lutterworth); £260,000 for office equipment and £442,000 for motor vehicles.

**17. Investments (net book value)** – £17,554,000 – The historical cost of investments is £17,675,000, but after provision for the diminution in value of investments (since purchase), the net book value is £17,554,000. A schedule of investments is set out on pages 43–44 of the Financial Statement.

**18. Current assets** – £3,182,000 – The main items contained in this figure are debtors and prepayments (£1,608,000). These are monies due for members' subscriptions deducted from December salaries and the amount collected by direct debit for December subscriptions. Both are received by Prospect in January. The bulk of the cash at bank and in hand (£1,574,000) is held in a deposit account and earns interest. This includes monies for the Disaster Fund (£34,000) and the Prospect Political Fund bank balance (£512,000).

**19. Current liabilities** – £881,000 – The main items contained in this figure are creditors and accruals (£771,000). This mainly comprises the amount due to various suppliers at the end of December 2013.

**20. General fund** – £26,151,000 – The general fund is the general reserve fund of the union which receives a transfer of the surplus/ (deficit) for the year. The combination of the net surplus of £951,000 transferred from the income and expenditure account and the positive pension schemes movements

of £1,868,000 has resulted in an overall increase in the general fund from £23,332,000 to £26,151,000.

**21. Political fund** – During the year, in order to comply with the relevant legislation, Prospect conducted a ballot of members on the continuation of the political fund and the result of the ballot was an overwhelming vote in favour. Subsequently, on 1 June 2013, the funds from both Prospect and Connect sector political funds were transferred into a single fund. The political fund is a separate fund which receives income from members who opt to contribute to it. Thirteen thousand and thirty nine members did not contribute in 2013. A total of £75,000 was transferred to the fund being income for 2013 from 102,597 members who contributed to it. Expenditure of £140,000 was incurred in the year and included £97,000 for the political fund ballot and other associated political fund costs; £20,000 net Pioneer calendar costs; £12,000 total writing for the web campaign; £2,000 Qinetiq campaign and other campaign costs of £9,000.

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## PROSPECT BENEVOLENT FUND

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**22.** The Prospect Benevolent Fund is not included in the Prospect balance sheet and has its own bank account.

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## IPMS (PROSPECT) EDUCATIONAL TRUST

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**23.** This was established by the 1990 IPMS Annual Delegate Conference. One grant was made from the fund during the year.

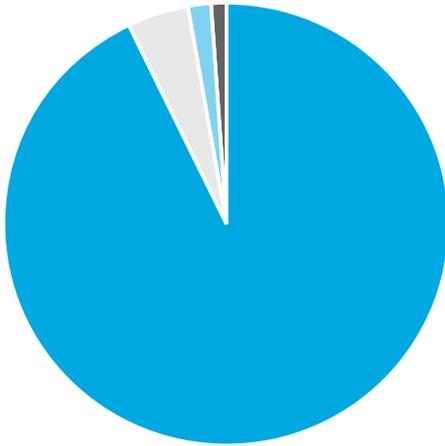
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## PROSPECT DISASTER FUND

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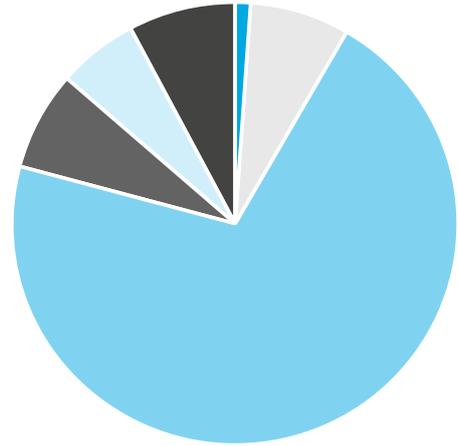
**24.** This was established by the NEC in 1992. Two grants were made from the fund during the year.

## income



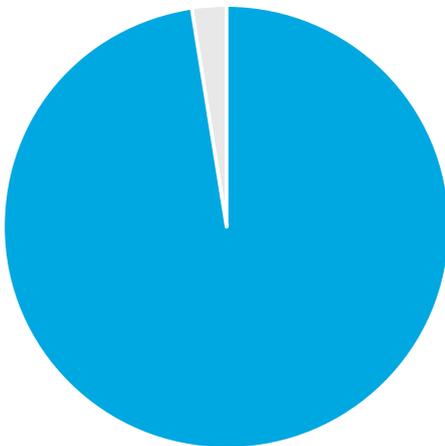
Subscriptions	£16,532,000
Investments	£798,000
Rental income	£289,000
Other income	£194,000
<b>TOTAL INCOME</b>	<b>£17,813,000</b>

## expenditure



Employment costs	£11,936,000
Benefits to members	£1,279,000
Local democratic organisation and education	£1,219,000
Property costs	£1,199,000
Admin and other supplies	£1,013,000
Committees and conference	£216,000
<b>TOTAL EXPENDITURE</b>	<b>£16,862,000</b>

## reserves



General fund	£26,151,000
Political fund	£604,000
<b>TOTAL</b>	<b>£26,755,000</b>

**The surplus for the year was £951,000**

**Movement in pension scheme liability £1,868,000**

**Surplus £2,819,000**

## assets



Investments	£17,554,000
Land and buildings	£14,753,000
Net current assets	£2,301,000
Office equipment, fixtures and fittings, motor vehicles	£702,000
Pension scheme liability	(£8,555,000)
<b>TOTAL</b>	<b>£26,755,000</b>

# ACCOUNTS

## Statement of responsibilities of the National Executive Committee

The legislation relating to trade unions requires the union to submit a return for each calendar year to the Certification Officer. This return contains accounts that must give a true and fair view of the state of affairs of the union at the year end and of its transactions for the year then ended. The accounts set out on the following pages have been prepared on the same basis and are used to complete the return to the Certification Officer.

In relation to Prospect, the requirement to prepare accounts that give a true and fair view is the responsibility of the National

Executive Committee. The National Executive Committee is responsible for preparing accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). In so doing, the National Executive Committee is required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed

- prepare the accounts on the going concern basis unless it is inappropriate to do so.

The National Executive Committee is responsible for keeping proper accounting records and establishing and maintaining a satisfactory system of control over its records and transactions in order to comply with the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended). It is also responsible for safeguarding the assets of the Union and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Report of the independent auditors to the members of Prospect

We have audited the financial statements of Prospect for the year ended 31 December 2013, set out on pages 3 to 17. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the union's members, as a body. Our audit work has been undertaken so that we might state to the union's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the union and the union's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of the Union's National Executive Committee and auditors

As explained more fully in the Statement of Responsibilities of the National Executive Committee above, the union's National Executive Committee is responsible for the preparation of financial statements

which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the union's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the union's National Executive Committee; and the overall presentation of the financial statements.

### Opinion on financial statements

In our opinion the financial

statements give a true and fair view of the state of the union's affairs as at 31 December 2013 and of its income and expenditure for the year then ended.

### Matters on which we are required to report by exception

We are required by the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) to report to you by exception in respect of the following matters if, in our opinion:

- A satisfactory system of control over transactions has not been maintained.
- The union has not kept proper accounting records.
- The financial statements are not in agreement with the books of account.
- We have not received all the information and explanations we need for our audit.

We have nothing to report to you in respect of the above matters.

**H W FISHER & COMPANY**  
**Chartered Accountants**  
**Statutory Auditor**  
**Acre House**  
**11/15 William Road**  
**London NW1 3ER**  
**Dated: 27 February 2014**

# PROSPECT INCOME AND EXPENDITURE ACCOUNT

## GENERAL FUND – Year Ended 31 December 2013

		2013		2012	
	Note	£'000	£'000	£'000	£'000
<b>INCOME</b>					
Subscriptions			16,532		16,685
<b>EXPENDITURE</b>					
Committees and conferences	1	216		565	
Local democratic organisation and education	2	1,219		1,276	
Employment costs	3	11,936		11,702	
Property costs	4	1,199		1,214	
Administration and other supplies	5	1,013		1,063	
Benefits to members	6	<u>1,279</u>		<u>1,534</u>	
			<u>(16,862)</u>		<u>(17,354)</u>
<b>OPERATING DEFICIT BEFORE INVESTMENT OPERATIONS</b>			<b>(330)</b>		<b>(669)</b>
<b>INCOME FROM INVESTMENT OPERATIONS</b>					
Investment income		489		356	
Rental income		289		235	
Other income	7	194		193	
Surplus on sale of investments		318		361	
(Increase)/decrease in provision against investments	9	<u>(9)</u>		<u>348</u>	
			<u>1,281</u>		<u>1,493</u>
<b>SURPLUS FOR THE YEAR</b>			<b>951</b>		<b>824</b>
<b>PENSION SCHEME LIABILITY/ASSET</b>					
FRS17 movement			789		276
Actuarial gain/(loss)	14		1,079		(6,720)
<b>GENERAL FUND AT 1 JANUARY 2013</b>				<u><b>23,332</b></u>	<u><b>28,952</b></u>
<b>GENERAL FUND AT 31 DECEMBER 2013</b>			<u><b>26,151</b></u>		<u><b>23,332</b></u>

The income and expenditure account has been prepared on the basis that all operations are continuing operations. There are no recognised gains and losses other than those passing through the income and expenditure account.

# PROSPECT INCOME AND EXPENDITURE ACCOUNT – (PROSPECT) POLITICAL FUND Year Ended 31 December 2013

	2013 £'000	2012 £'000
<b>INCOME</b>		
Subscriptions	<u>75</u>	<u>94</u>
	75	94
<b>EXPENDITURE</b>	<u>(140)</u>	<u>(38)</u>
<b>(DEFICIT)/SURPLUS FOR THE YEAR</b>	(65)	56
<b>POLITICAL FUND AT 1 JANUARY 2013</b>	<u>669</u>	<u>613</u>
<b>POLITICAL FUND AT 31 DECEMBER 2013</b>	<u><u>604</u></u>	<u><u>669</u></u>

During the year, in order to comply with the relevant legislation, Prospect conducted a ballot of members on the continuation of the political fund and the result of the ballot was an overwhelming vote in favour. Subsequently, on 1 June 2013, the funds from both Prospect and Connect sector political funds were transferred into a single fund.

# PROSPECT BALANCE SHEET AT 31 DECEMBER 2013

		2013		2012	
	Note	£'000	£'000	£'000	£'000
<b>FIXED ASSETS</b>					
Tangible Fixed Assets	8		15,455		15,726
Investments	9		<u>17,554</u>		<u>16,725</u>
			33,009		32,451
<b>CURRENT ASSETS</b>					
Debtors and prepayments		1,608		1,665	
Cash in bank and in hand		<u>1,574</u>		<u>1,391</u>	
		<u>3,182</u>		<u>3,056</u>	
<b>CURRENT LIABILITIES</b>					
Creditors and accruals		<u>881</u>		<u>1,083</u>	
<b>NET CURRENT ASSETS</b>					
			<u>2,301</u>		<u>1,973</u>
<b>NET ASSETS EXCLUDING PENSION LIABILITY</b>					
			35,310		34,424
Net pension scheme liability	14		<u>(8,555)</u>		<u>(10,423)</u>
			<u><u>26,755</u></u>		<u><u>24,001</u></u>
Represented by:					
<b>GENERAL FUND</b>	10		26,151		23,332
<b>POLITICAL FUNDS</b>			<u>604</u>		<u>669</u>
			<u><u>26,755</u></u>		<u><u>24,001</u></u>

Approved for issue to the members on 27 February 2014

**Mike Clancy**  
General Secretary

**Alan Grey**  
President

# PROSPECT CASH FLOW STATEMENT

## YEAR ENDED 31 DECEMBER 2013

		2013		2012	
	Note	£'000	£'000	£'000	£'000
<b>NET CASH INFLOW FROM OPERATING ACTIVITIES</b>	11		138		343
<b>RETURNS ON INVESTMENTS AND SERVICING OF FINANCE</b>					
Investment income		489		356	
Rent receivable		<u>289</u>		<u>235</u>	
Net cash inflow from returns on investments and servicing of finance			778		591
<b>CAPITAL EXPENDITURE AND FINANCIAL INVESTMENT</b>					
Payments to acquire tangible fixed assets		(247)		(341)	
Payments to acquire fixed asset investments		(3,887)		(9,322)	
Receipts from sale of tangible fixed assets		33		69	
Receipts from sale of fixed asset investments		<u>3,368</u>		<u>8,788</u>	
Net cash outflow from capital expenditure and financial investments			(733)		(806)
<b>ACQUISITIONS AND DISPOSALS</b>					
Cash acquired on transfer of engagements		<u>—</u>		<u>32</u>	
Net cash inflow from acquisitions and disposals					<u>32</u>
<b>INCREASE IN CASH</b>	12		<u><b>183</b></u>		<u><b>160</b></u>

# PROSPECT ACCOUNTING POLICIES

## YEAR ENDED 31 DECEMBER 2013

The accounts have been prepared in accordance with applicable accounting standards. The specific accounting policies adopted are set out below.

### Accounting convention

The accounts are prepared under the historical cost convention.

### Subscriptions

Subscriptions are accounted for on an accruals basis.

### Expenditure

All expenditure in the accounts is inclusive of VAT where applicable.

### Tangible fixed assets

Tangible fixed assets are stated at cost and depreciated as set out below.

### Depreciation

Depreciation is provided on all tangible fixed assets, except freehold land, to write off the cost less estimated residual value in equal annual instalments over the estimated useful economic lives of the assets. The estimated useful economic lives are as follows:

Freehold buildings – 50 years

Furniture and fittings – 10 years

Office equipment – 4 years

Motor vehicles are depreciated to reduce the book value of the vehicles to their realisable value at the balance sheet date.

### Pension costs

Pension scheme assets are measured using market values. Pension scheme liabilities are measured using the Projected Unit Method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liability. The net movements in the pension funds are transferred to the general fund and are made up of the following: the increase in the present values of the union's defined benefit pension schemes expected to arise from employee service in the period; finance charges which include the expected return on the schemes' assets and the increase during the period in the present value of the schemes' liabilities arising from the passage of time and the actuarial gains and losses are recognised.

### Corporation tax

Corporation tax is payable on interest income, rental income and chargeable gains arising on the disposal of properties and investments but only to the extent that these exceed expenditure on provident benefits.

### Branches

The transactions of the branches during the period are included in these accounts as are the net assets held directly by them at the balance sheet date.

### Investments

Investments are stated at cost less any provision for impairment.

### Leases

Assets held under finance leases and hire purchase contracts are capitalised and depreciated over the shorter period of the lease and the estimated useful economic lives of the assets. The finance charges are allocated over the period of the lease in proportion to the capital outstanding and are charged to the income and expenditure account. Operating lease rentals are charged to the income and expenditure account in equal instalments over the period of the lease.

# PROSPECT NOTES TO THE ACCOUNTS

## YEAR ENDED 31 DECEMBER 2013

	2013 £'000	2012 £'000
<b>1 COMMITTEES AND CONFERENCES</b>		
National committees	126	166
National and sector conferences	<u>90</u>	<u>399</u>
	<u>216</u>	<u>565</u>
<b>2 LOCAL DEMOCRATIC ORGANISATION AND EDUCATION</b>		
Professional, departmental and other groups	143	154
Branches and sections	841	904
Education and training	<u>235</u>	<u>218</u>
	<u>1,219</u>	<u>1,276</u>
<b>3 EMPLOYMENT COSTS</b>		
Staff salary costs	9,477	9,630
Additional pension contributions	1,494	1,155
Travel, subsistence and mobile phones	650	639
Other staffing costs	<u>315</u>	<u>278</u>
	<u>11,936</u>	<u>11,702</u>
<b>4 PROPERTY COSTS</b>		
Rent, rates and service charges	526	523
Light and heat	97	94
Decoration, repairs and maintenance	112	126
Cleaning and security	152	155
Property depreciation	247	247
Insurance and health and safety	<u>65</u>	<u>69</u>
	<u>1,199</u>	<u>1,214</u>
<b>5 ADMINISTRATION &amp; OTHER SUPPLIES</b>		
Equipment maintenance and repairs	61	80
Printing, stationery and postage	239	285
Telephone	83	79
Computer services	286	302
Other office services	90	86
Bank charges and collection of subscriptions	13	9
Research, publications and subscriptions	44	43
Editorial publishing and publicity	74	106
Legal, professional and audit fees	<u>123</u>	<u>73</u>
	<u>1,013</u>	<u>1,063</u>
<b>6 BENEFITS TO MEMBERS</b>		
Affiliations and donations	491	517
Members' benefits	737	931
Recruitment and organisation	<u>51</u>	<u>86</u>
	<u>1,279</u>	<u>1,534</u>
<b>7 OTHER INCOME</b>		
Membership services/net VAT recovered	135	135
Net journal income	48	50
Other Income	<u>11</u>	<u>8</u>
	<u>194</u>	<u>193</u>

# PROSPECT NOTES TO THE ACCOUNTS

## YEAR ENDED 31 DECEMBER 2013

<b>8 TANGIBLE FIXED ASSETS</b>	<b>Land and Buildings £'000</b>	<b>Office Equipment £'000</b>	<b>Motor Vehicles £'000</b>	<b>Total £'000</b>
<b>COST</b>				
At 1 January 2013	16,485	1,334	732	18,551
Additions	—	107	140	247
Disposals	—	(344)	(79)	(423)
<b>At 31 December 2013</b>	<u>16,485</u>	<u>1,097</u>	<u>793</u>	<u>18,375</u>
<b>Depreciation</b>				
At 1 January 2013	1,485	1,053	287	2,825
Charge for the year	247	128	106	481
Disposals	—	(344)	(42)	(386)
<b>At 31 December 2013</b>	<u>1,732</u>	<u>837</u>	<u>351</u>	<u>2,920</u>
<b>Net book value</b>				
<b>At 31 December 2013</b>	<u><u>14,753</u></u>	<u><u>260</u></u>	<u><u>442</u></u>	<u><u>15,455</u></u>
At 31 December 2012	<u><u>15,000</u></u>	<u><u>281</u></u>	<u><u>445</u></u>	<u><u>15,726</u></u>

## 9 INVESTMENTS

	<b>2013 £'000</b>
<b>Cost</b>	
At 1 January 2013	16,837
Additions	3,887
Disposals	(2,121)
Net movement in cash deposits	(928)
<b>At 31 December 2013</b>	<u>17,675</u>
<b>Provision for diminution in value</b>	
At 1 January 2013	112
Increase in provision	9
<b>At 31 December 2013</b>	<u>121</u>
<b>Net book value</b>	
At 31 December 2013	<u><u>17,554</u></u>
At 31 December 2012	<u><u>16,725</u></u>

	<b>2013 Net book value £'000</b>	<b>2013 Cost value £'000</b>	<b>Market value £'000</b>
Quoted equities and gilts	3,430	3,347	3,935
Unit trusts	13,699	13,903	18,864
Bank deposits	305	305	305
Unquoted shares	120	120	120
	<u><u>17,554</u></u>	<u><u>17,675</u></u>	<u><u>23,224</u></u>

# PROSPECT NOTES TO THE ACCOUNTS YEAR ENDED 31 DECEMBER 2013

## 10 GENERAL FUND

	2013 £'000	2012 £'000
Balance at 1 January	23,332	28,900
Surplus for the year	951	824
FRS17 movement	789	276
Actuarial gain/ (loss)	1,079	(6,720)
Transfer of engagements (Aspect)	—	52
Balance at 31 December	<u>26,151</u>	<u>23,332</u>
<b>Represented by:</b> Prospect general fund	34,706	33,755
Pension scheme deficit	<u>(8,555)</u>	<u>(10,423)</u>
	<u><b>26,151</b></u>	<u><b>23,332</b></u>

## 11 NET CASH INFLOW FROM OPERATING ACTIVITIES

	2013 £'000	2012 £'000
Surplus for the year:		
General fund	951	824
Political fund	(65)	56
Investment income	(489)	(356)
Rent receivable	(289)	(235)
Depreciation	481	445
Increase/(decrease) in provision on investments	9	(348)
Loss on disposal of fixed assets	3	13
Profit on disposal of investments	(318)	(361)
Movements in:		
Sundry debtors and prepayments	57	234
Sundry creditors and accrued expenses	(202)	71
Net cash inflow from operating activities	<u>138</u>	<u>343</u>

## 12 INCREASE IN CASH

	At 1 January 2013 £'000	Cashflow £'000	At 31 December 2013 £'000
Cash at bank	<u>1,391</u>	<u>183</u>	<u>1,574</u>

## 13 CONTINGENT LIABILITIES

The union is involved in numerous ongoing legal cases on behalf of its members, the outcome of which is inevitably uncertain. Provision has been made for the estimated unbilled costs where the union considers that they may not be totally recovered.

# PROSPECT NOTES TO THE ACCOUNTS

## YEAR ENDED 31 DECEMBER 2013

### 14 STAFF PENSION SCHEMES

The union currently operates two defined benefit pension schemes (Prospect and Connect) for its employees and officials. The assets for both are held in trustee administered funds separate from the union's finances. This note sets out the pension cost information required for Prospect to meet its pension obligations as specified under Financial Reporting Standard 17 (Retirement Benefits). The accounting date to which these disclosures relate is 31 December 2013.

The Prospect Pension Scheme (PPS) employs a building block approach in determining the long-term rate of return on pension plan assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns consistent with widely accepted capital market principles. The assumed long-term rate of return on each asset class is set out within this note. The overall expected rate of return on assets is then derived by aggregating the expected return for each asset class over the actual asset allocation for the Scheme at 31 December 2013.

The Connect Pension Scheme (CPS) assets are all invested in unit-linked policies. The expected return on assets is obtained by considering the expected return on risk free investments (primarily government bonds), the historic level of the risk premium associated with other asset classes and the expectations for future returns of each asset class. The expected return for each asset class was then weighted based on the underlying distribution of assets at 31 December 2013.

The last full actuarial valuation of the pension schemes was carried out using the projected unit method on 1 July 2011 for the Connect scheme (showed an actuarial deficit of £3,324,000) and 31 December 2011 for the Prospect scheme (showed an actuarial deficit of £14,500,000). The next full valuation is scheduled for 1 July 2014 for the Connect scheme and 31 December 2014 for the Prospect scheme.

Regular employer contributions to the Prospect scheme in 2014 are estimated to be £2.1m including deficit contributions and £521,000 to the Connect scheme.

The pension charge for the year was as follows:

	PPS		CPS	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
	2,400	1,941	494	418

There were no contributions outstanding at the year end.

The main financial assumptions used were:

	PPS		CPS	
	2013 %	2012 %	2013 %	2012 %
Rate of increase in pensionable salaries	4.1	3.5	4.2	3.5
Rate of increase in pensions in payments	3.6	3.0	5.0	5.0
Discount rate for scheme liabilities	4.6	4.2	4.6	4.2
Rate of inflation	3.6	3.0	3.7	3.0

#### Mortality assumption

The mortality assumptions are based on standard mortality tables which allow for future mortality improvements. The assumptions are that a member currently age 65 will live on average for a further 22.2 years (PPS) and 22.3 years (CPS) if they are male; and for a further 24.4 years (PPS) AND 24.6 years (CPS) if they are female.

# PROSPECT NOTES TO THE ACCOUNTS

## YEAR ENDED 31 DECEMBER 2013

### 14 STAFF PENSION SCHEMES (continued)

#### Net liabilities of the scheme

The net pension assets recognised in the union's balance sheet as at 31 December 2013 is as follows:

	PPS		CPS	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Equities	28,557	23,004	5,893	—
Government bonds	1,394	1,278	982	—
Property	4,182	4,473	982	—
Gilts	33,456	31,950	1,965	—
Cash/Other	<u>2,091</u>	<u>3,195</u>	<u>—</u>	<u>8,819</u>
Total market value of assets	69,700	63,900	9,822	8,819
Present value of liabilities	<u>(72,100)</u>	<u>(67,200)</u>	<u>(15,977)</u>	<u>(15,942)</u>
Scheme surplus/(deficit)	<u>== (2,400) ==</u>	<u>== (3,300) ==</u>	<u>== (6,155) ==</u>	<u>== (7,123) ==</u>

The expected long term rate of return was:

	PPS		CPS	
	2013 %	2012 %	2013 %	2012 %
	5.6	4.6	5.5	4.8

#### Analysis of FRS17 movement:

	PPS		CPS	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Current service cost	(1,600)	(1,300)	(265)	(187)
Past service cost	(100)	—	—	—
Contributions	2,400	1,900	494	418
Return on scheme assets	2,900	2,800	431	390
Interest on scheme liabilities	<u>(2,800)</u>	<u>(3,100)</u>	<u>(671)</u>	<u>(645)</u>
Net finance cost	<u>100</u>	<u>(300)</u>	<u>(240)</u>	<u>(255)</u>
FRS17 movement	800	300	(11)	(24)
Actuarial gain/(loss)	<u>100</u>	<u>(4,200)</u>	<u>979</u>	<u>(2,520)</u>
	900	(3,900)	968	(2,544)
FRS17 (liability)/asset brought forward	<u>(3,300)</u>	<u>600</u>	<u>(7,123)</u>	<u>(4,579)</u>
FRS17 (liability) carried forward	<u>== (2,400) ==</u>	<u>== (3,300) ==</u>	<u>== (6,155) ==</u>	<u>== (7,123) ==</u>

# PROSPECT NOTES TO THE ACCOUNTS

## YEAR ENDED 31 DECEMBER 2013

### 14 STAFF PENSION SCHEMES (continued)

Analysis of the amount that recognised on the statement of total recognised gains and losses:

	PPS		CPS	
	2013 £'000	2012 £'000	2013 £'000	2012 £'000
Actual return less expected return on pension scheme assets	2,700	—	280	150
— <i>As percentage of year end scheme assets</i>	3.87%	0%	2.85%	(1.7%)
Experience gains and (losses) arising on the scheme liabilities	0	1,500	(7)	(213)
— <i>As percentage of present value of year end scheme liabilities</i>	0%	2.23%	(0.04%)	(1.34%)
Changes in assumptions underlying the present value of scheme liabilities	<u>2,600</u>	<u>(5,700)</u>	<u>692</u>	<u>(2,457)</u>
ACTUARIAL GAIN/(LOSS) RECOGNISED	<u>100</u>	<u>(4,200)</u>	<u>979</u>	<u>(2,520)</u>
<i>As percentage of present value of year end scheme liabilities</i>	0.14%	(6.25%)	6.12%	(15.8%)

### Changes to the present value of the defined benefit obligation during the year

	PPS		CPS	
	Year ended 31/12/13 £'000	Year ended 31/12/12 £'000	Year ended 31/12/13 £,000	Year ended 31/12/12 £,000
Opening defined benefit obligation	67,200	60,800	15,942	12,570
Current service cost	1,600	1,300	265	187
Interest cost	2,800	3,100	671	645
Contributions by scheme participants	400	400	83	88
Actuarial (gains)/losses on scheme liabilities	(2,600)	(2,600)	(699)	2,670
Net benefits paid out	2,600	4,200	(285)	(218)
Past service cost	<u>100</u>	<u>0</u>	<u>0</u>	<u>0</u>
Closing defined benefit obligation	<u>72,100</u>	<u>67,200</u>	<u>15,977</u>	<u>15,942</u>

### Changes to the fair value of Scheme assets during the year

	PPS		CPS	
	Year ended 31/12/13 £'000	Year ended 31/12/12 £'000	Year ended 31/12/13 £'000	Year ended 31/12/12 £'000
Opening fair value of scheme assets	63,900	61,400	8,819	7,991
Expected return on scheme assets	2,900	2,800	431	390
Actuarial gains/(losses) on scheme assets	2,700	—	280	150
Contributions by the employer	2,400	1,900	494	418
Contributions by scheme participants	400	400	83	88
Net benefits paid out	<u>(2,600)</u>	<u>(2,600)</u>	<u>(285)</u>	<u>(218)</u>
Closing fair value of scheme assets	<u>69,700</u>	<u>63,900</u>	<u>9,822</u>	<u>8,819</u>

# PROSPECT NOTES TO THE ACCOUNTS

## YEAR ENDED 31 DECEMBER 2013

### 14 STAFF PENSION SCHEMES (continued)

#### History of experience gains and losses

	Year ended 31/12/13 £'000	Year ended 31/12/12 £'000	Year ended 31/12/11 £'000	Year ended 31/12/10 £'000	Year ended 31/12/09 £'000
Experience					
Gains/(losses) on					
Scheme assets – PPS	2,700	—	1,600	2,900	2,800
– CPS	280	150	(665)	(32)	720
Experience					
Gains/(losses)					
Scheme liabilities – PPS	—	—	—	1,600	(2,800)
– CPS	7	213	423	175	51

### 15 COMMITMENTS UNDER OPERATING LEASES

At 31 December 2013, Prospect had annual commitments under non-cancellable operating leases/hire agreements as follows:

	Land and buildings		Other	
	2013 £	2012 £	2013 £	2012 £
Expiry date:				
Within one year	27,248	11,533	67,859	—
Between one and two years	51,144	27,248	6,432	65,351
Between two and five years	29,100	62,112	—	47,352
More than five years	7,290	—	752	6,432

### INFORMATION TO BE PROVIDED TO MEMBERS UNDER THE TRADE UNION AND LABOUR RELATIONS (CONSOLIDATION) ACT 1992 (AMENDED)

Under the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended), the union is required to circulate all members with details of the salary and benefits provided to the General Secretary, the President and members of the National Executive Committee. The President and members of the National Executive Committee do not receive any salary from the union or any benefits. All members of the National Executive Committee and the President are reimbursed for any out of pocket expenditure incurred by them in the performance of their duties on behalf of the union, as is the General Secretary.

Name	Position	Details	Amount
M Clancy	General secretary	Salary	£106,626
		Pension contributions	£21,325
		Taxable benefit (car)	£2,638

### DECLARATION TO MEMBERS

We are also required by the Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) to include the following declaration in this statement to all members. The wording is as prescribed by the Act.

A member who is concerned that some irregularity may be occurring, or have occurred, in the conduct of the financial affairs of the union may take steps with a view to investigating further, obtaining clarification and, if necessary, securing regularisation of that conduct.

The member may raise any such concerns with such one or more of the following as it seems appropriate to raise it with: the officials of the union, the trustees of the property of the union, the auditor or auditors of the union, the Certification Officer (who is an independent officer appointed by the Secretary of State) and the police.

Where a member believes that the financial affairs of the union have been or are being conducted in breach of the law or in breach of rules of the union and contemplates bringing civil proceedings against the union or responsible officials or trustees, he should consider obtaining independent legal advice.

# PROSPECT SCHEDULE OF SUBSCRIPTIONS, DONATIONS AND AFFILIATION FEES Year Ended 31 December 2013

AFFILIATION AND MEMBERSHIP FEES	£	DONATIONS AND APPEALS	£
Aircraft Engineers International (AEI)	4,639	Show Racism the Red Card	2,500
Confederation of Shipbuilding & Engineering Unions (CSEU)	1,950	TUC Pride	1,200
European Federation of Public Service Unions (EPSU)	17,746	Unions 21	4,000
European Transport Federation (ETF)	3,070	Other donations under £1,000 (19)	3,816
Fairpension	2,000		<b>11,516</b>
General Federation of Trade Unions	9,200		=====
IFATSEA	1,500		
International Transport Workers Federation	7,253		
Irish Congress of Trade Unions	6,196		
National Pensioners Convention	1,500		
Public Services International PSI	43,617		
RYL Aeronaut Soc Aff	1,070		
Scottish TUC	12,686		
Trade Union Congress	310,784		
UNI Europa	9,640		
UK Flight Safety Commission	1,200		
UNI Global Union	39,900		
Work Foundation	1,800		
Other affiliation and membership fees under £1,000 (13)	2,278		
	<b>478,029</b>		
	=====		

# PROSPECT SCHEDULE OF INVESTMENTS

## AT 31 DECEMBER 2013

### SCHEDULE OF INVESTMENTS AT COST (A) EQUITIES AND GILTS

	Cost £'000		
		50,000	NB Global Rate Income Fd Floating C shs
		26,300	Newriver Retail Ltd
		5,200	Pennon Group Plc
		6,990	Providence Resources Plc
		6,850	Prudentail Plc
		214,029	Quindell Portfolio Plc
		1,615	Rio Tinto Plc
		365	Roche Holdings AG
		5,800	Rolls Royce Holdings Plc
		498,800	Rolls Royce Holdings plc C Shs
		2,300	Royal Dutch Shell Plc
		16,350	Sage Group Plc
		47,000	Schroder Oriental Income Fund
		2,700	Scottish & Southern Energy Plc
		8,700	Sky Deutschland AG
		45,000	Smartone Telecom
		50,000	Solentis Investment
		100,000	Standard Life Investments
		28,846	3I Infrastructure Plc
		6,500	Tullow Oil plc
		2,025	Unilever Plc
		27,524	UK Commercial Property
		35,200	Velocys Plc
		318.85	Veritas Funds Plc
		41,000	Vodafone Group Plc
		2,650	Weir Group Plc
		6,600	WPP Plc
			3,003
			<b>SCHEDULE OF INVESTMENTS AT COST</b>
			<b>(b) Unit trusts</b>
			<b>Managed by Sarasin &amp; Partners</b>
		69,953.09	GAM Star Global Rates GPP Acc
		699.86	Salar Fund plc CIGPB Dist Inc
		42,676	Twenty Four Income Fund
		49,325.17	Sarasin Agrisar – XP Inc
		2,540,904.68	Sarasin Equisar UK Thematic I Inc
		274,526.94	Sarasin Equisar – UK Thematic Opportunities – I Inc
		490,974.68	Sarasin Equisar Global Thematic (Sterling Hedged) I Inc
		1,230,154	Sarasin Global Dividend 1 INC
		519,997	Sarasin Global Higher Dividend (Sterling Hedged) Inc
		1,950	Sarasin IE Emerging Markets Systematic USD Class 1
		31,026.86	Sarasin IE Real Estate Equity Global (GBP) - I Inc
			336
<b>SCHEDULE OF INVESTMENTS AT COST</b>	<b>Cost</b>		
<b>(A) EQUITIES AND GILTS</b>	<b>£'000</b>		
<b>Managed by Sarasin &amp; Partners</b>			
1,457,864.10	Sarasin Sterling Bond CLS 'B' Inc	1,504	
350	Muzinich Enhanced Yield Short Duration Fund	36	
6,200	BH Macro Ltd	120	
64,800	Bluecrest Allblue Fund Ltd	109	
82,328	Bacit Ltd	95	
490	Gold Bullion Securities Ltd	52	
87,000	International Public Partnership Ltd	100	
91,120	3I Infrastructure Plc	106	
		2,122	
<b>Managed by Rathbones</b>			
100,000	6.0% Barclays Bank Plc Var Pref 2017	98	
3,400	ABB Ltd	50	
21,750	Afren Plc	25	
325	Amazon Com Inc	50	
2,350	Amec Plc	19	
130	Apple Inc	48	
24,340	Avanti Communication	61	
4,750	BG Group Plc	56	
9,000	BH Global Ltd	100	
2,000	BHP Billiton Plc	38	
61,807	Bilfinger Berger Global Infra NPV	68	
96,223.379	BNY Mellon Asset Management	82	
108,309.868	Capita Financial Managers Ltd	103	
9,089.24	Capital International	101	
12,486	Centrica Plc	27	
2,950	Diageo Plc	53	
16,160	Elements plc	40	
3,520	ENI SPA	50	
3,400	GlaxoSmithKline Plc	57	
20,200	GKN Plc	40	
89,000	HSBS Bank Plc	85	
8,480	HSBC Holdings Plc	54	
54,000	Jo Hambro Capital Mgmt	51	
37,750	ITV Plc	30	
23,976	Just Retirement Group plc	50	
25,200	Legal & General Group Plc	34	
70,500	LondonMetric Property Ltd	77	
80,000	Morgan Stanley 5 yrs FTSE	78	
114,250	NB Global Rate Income Fd Floating	120	



# PROSPECT BENEVOLENT FUND – Statement of financial activities for the Year Ended 31 December 2013

	Unrestricted funds 31.12.2013 £	Unrestricted funds 31.12.2012 £
<b><u>Incoming resources from generated funds</u></b>		
Voluntary Income	51,437	544
Investment income	13,904	14,876
Tax unrecoverable	—	<u>(5,594)</u>
<b>Total incoming resources</b>	<u>65,341</u>	<u>9,826</u>
<b><u>Resources expended</u></b>		
<b>Costs of generating funds</b>		
Investment management costs	<u>1,748</u>	<u>2,482</u>
<b>Net incoming resources available</b>	<u>63,593</u>	<u>7,344</u>
<b>Charitable activities</b>		
Welfare	<u>12,412</u>	<u>12,391</u>
<b>Total resources expended</b>	<u>14,160</u>	<u>14,873</u>
<b>Net incoming/(outgoing) resources</b>	51,181	(5,047)
<b>Other recognised gains and losses</b>		
Gains on investment assets	<u>66,797</u>	<u>33,975</u>
<b>Net movement in funds</b>	117,978	28,928
Fund balances at 1 January 2013	<u>449,057</u>	<u>420,129</u>
<b>Fund balances at 31 December 2013</b>	<u><b>567,035</b></u>	<u><b>449,057</b></u>

## BALANCE SHEET AS AT 31 DECEMBER 2013

	£	2013	£	£	2012	£
Investments			523,141			432,000
Current assets	43,894			18,097		
Creditors: amounts falling due within one year	—			<u>(1,040)</u>		
<b>NET CURRENT ASSETS</b>			<u>43,894</u>			<u>17,057</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			<u><b>567,035</b></u>			<u><b>449,057</b></u>
Represented by:						
<b>FUNDS</b>						
Unrestricted funds			<u>567,035</u>			<u>449,057</u>
			<u><b>567,035</b></u>			<u><b>449,057</b></u>

# PROSPECT BENEVOLENT FUND Statement of financial activities for the Year Ended 31 December 2013

## **TRUSTEES' STATEMENT ON THE SUMMARISED ACCOUNTS**

These summarised accounts are extracted from the full unqualified audited accounts which will be approved by the Trustees at their next meeting. The accounts will then be submitted to the Charity Commission. The summarised accounts may not contain a full understanding of the financial affairs of the charity. For further information, the full accounts, the auditors' report on those accounts and the Trustees' Annual Report should be consulted; copies of these can be obtained from New Prospect House, 8 Leake Street, London SE1 7NN.

Signed on behalf of Trustees

27 February 2014

A Grey

C Marshall

D McGuire

R Arrowsmith

P Kemball

## **Auditors' report on the summarised accounts**

### **Auditors' statement to the trustees of the Prospect Benevolent Fund**

We have examined the summarised financial statements set out on page 45.

### **Respective responsibilities of trustees and auditors**

You are responsible as trustees for the preparation of the summarised financial statements. We have agreed to report to you our opinion on the summarised statements' consistency with the full financial statements, on which we reported to you on 27 February 2014.

### **Basis of opinion**

We have carried out the procedures we consider necessary to ascertain whether the summarised financial statements are consistent with the full financial statements from which they have been prepared.

### **Opinion**

In our opinion the summarised financial statements are consistent with the full financial statements for the Year Ended 31 December 2013.

H W Fisher & Company  
Chartered Accountants  
Registered Auditor  
11-15 William Road  
London NW1 3ER  
27 February 2014

## PROSPECT BENEVOLENT FUND

### Schedule of investments At 31 December 2013

	HISTORIC COST £	MARKET VALUE £
<b>Managed by Sarasin &amp; Partners Associates</b>		
587,139 Alpha CIF for Endowments (Income Units)	511,180	523,141

## IPMS (PROSPECT) EDUCATIONAL TRUST

### Balance sheet for Year Ended 31 December 2013

	2013 £	2012 £
Balance brought forward 1 January 2013	11,376	12,221
<b>INCOME</b>		
Interest	—	—
<b>EXPENDITURE</b>		
Grants	(870)	(845)
Balance carried forward 31 December 2013	<b>10,506</b> =====	<b>11,376</b> =====
<b>Represented by:</b>	_____	_____
Balance at bank	<b>10,506</b> =====	<b>11,376</b> =====

## PROSPECT DISASTER FUND

### Balance sheet for Year Ended 31 December 2013

	2013 £	2012 £
Balance brought forward 1 January 2013	35,170	35,170
<b>INCOME</b>		
Donations	—	—
<b>EXPENDITURE</b>		
Grants	(1,524)	—
Balance carried forward 31 December 2013	<b>33,646</b> =====	<b>35,170</b> =====
<b>Represented by:</b> Due from Prospect	<b>33,646</b> =====	<b>35,170</b> =====

# 9 EXECUTIVE, OFFICERS AND SUB-COMMITTEES

## NATIONAL EXECUTIVE COMMITTEE

1 January – 31 December 2013  
(6 meetings)

Name	Meetings attended
F Brown	5
V Butler	3
B Carson	0
D Carty	5
P Clements	6
J Colclough	5
B Digweed	4
C Donaldson	5
A Grey	6
J Halliday	4
G Henderson	6
N Hope-Collins	5
G Hutchinson	5
C Marshall	5
D McGuire	6
A Mooney	3
S Ner	5
H Phillips	5
N Titchen	4
K Trapp	4
M Upfield	5
A Uppington	5
T Zodiatas	4
<b>Retired Members' Group Representatives</b>	
G Perks	6
M Wastall	5
<b>Aspect Group Observers</b>	
M Hardacre	3
V Hallan	3

## PRESIDENTIAL TEAM

1 January – 31 December 2013

### President

A Grey

### Vice-President

D McGuire

### Deputy Vice-President

C Marshall

## OFFICERS

### General Secretary

M Clancy

### Deputy General Secretary

D Hudd

### Deputy General Secretary

L Manasseh

### Deputy General Secretary

G Graham

### Director of Communications and Research

S Ferns

### Resource Director

D Pelly

## TRUSTEES

1 January-31 December 2013

**J Longworth** (chair)

R Humphreys

P Kemball

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## AUDITORS

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H W Fisher

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## NEC ADVISORY SUB-COMMITTEES

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**The presidential team are ex-officio members of all sub-committees, groups and panels. The following sub-committees report to the National Executive Committee. NEC members and lay representatives were elected to the various committees as follows:**

### Finance and Audit

D McGuire (*chair*)

N Hope-Collins

C Marshall

A Mooney

N Titchen

A Uppington

T Zodiates

### Committee for Organisation, Recruitment and Education (CORE)

A Grey (*chair*)

M Graham (*secretary*)

B Carson

J Colclough

C Donaldson

G Hutchinson

D McGuire

N Titchen

#### Lay representatives

C Collins (Office for Nuclear Regulation)

D Lakin (Department for Transport)

J Leppard (Atomic Weapons Establishment)

J Lines (Ordnance Survey)

P O'Rawe (BT Development Belfast)

## Communications and Campaigns

C Marshall (*chair*)

S Ferns (*secretary*)

F Brown

N Hope-Collins

A Mooney

H Phillips

N Titchen

M Upfield

#### Lay representatives

D O'Sullivan (Met Office)

P Stewart (National Trust)

B Worth (Connect Greater London West)

## Equal Opportunities

F Brown (*chair*)

S Ferns (*secretary*)

M Hardacre

S Ner

H Phillips

N Titchen

#### Lay representatives

S Forde (Environment, Food and Rural Affairs)

M Gavet

L Hibbitt (Ministry of Defence Air)

S Stelfox (Electricity North-West)

J Swaney (Scottish Agricultural College)

## Health and Safety

V Butler (*chair*)

G Graham (*secretary*)

R Carson

C Donaldson

N Hope-Collins

G Hutchinson

K Trapp

#### Lay representatives

K Evans (Department for Transport)

C Gourlay (Babcock)

B Jones (EDF Energy)  
B Pye (Environment, Food and Rural Affairs)  
T Yates (Joint Nature Conservation Committee)

**Ex-Officio**

J Crookes (Health and Safety Executive)

**Pensions**

A Uppington (*chair*)  
N Walsh (*secretary*)  
J Coclough  
M Hardacre  
M Moriarty (RMG)  
S Ner  
H Phillips  
T Zodiates

**Lay representatives**

K Flett (BT Central London HQ)  
D Rawlings (Atomic Weapons Establishment)  
J Rowlinson (Scottish and Southern Energy)  
D Simpson (Scotland Regional)

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## NUCLEAR DECOMMISSIONING GROUP

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**I Clark** (*chair*)

A Uppington (*vice chair*)  
G Graham (*secretary*)  
F Butler  
I Clark  
C Collins  
C Cummings  
C Fisher  
D Gregory  
R Hill  
S Holdroyd  
C Holt  
D Hughes  
D Illing  
J Jones

R Knight  
D Lamb  
S Laycock  
G McAlpine  
S Nicholson  
S Norris

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## DEFENCE, MARITIME AND LOGISTICS GROUP

---

**A Grey** (*chair*)

G Graham (*secretary*)  
S Barber  
W Bennett  
R Brown  
J Brown  
A Clarke  
G Clarke  
P Davies  
T Day  
J Dockery  
R Edwards  
D Farrell  
S Finney  
N Forgham  
P Hale  
S Higgins  
T James  
S Jenkins  
M Jordan  
B Lewthwaite  
G Mallalieu  
M McKibbens  
S Ner  
D Northcott  
C Percy  
F Pote  
M Reading

J Riglar  
G Ritchie  
G Robinson  
N Sadler  
A Talmage  
R Taylor  
E Turney  
I Williams

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## BRANCH RULES WORKING PARTY

---

**C Marshall** (*chair*)

R Smith (*secretary*)  
N Hope-Collins  
A Mooney  
H Phillips

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## SCIENCE, ENGINEERING AND SUSTAINABILITY ADVISORY COMMITTEE

---

**N Titchen** (*chair*)

S Ferns (*secretary*)  
C Donaldson  
N Hope-Collins

**Lay representatives**

P Brough (Sellafield)  
P Brown (Met Office)  
W Middleton (Environment, Food and  
Rural Affairs)  
M Swift (Sellafield)  
D Simpson (Scotland Regional)

H Snaith (Natural Environment Research  
Council)  
C Walmsley (Countryside Council for Wales)

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## RETIRED MEMBERS' GROUP

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**National Committee**

G Perks (*president*)  
A Hedgecock (*vice-president*)  
G Graham (*secretary*)  
J Attree  
A Bavister  
G Betke  
R Borthwick  
A Boulter  
D Forrester  
P Gilroy  
J Gilthorpe  
E Hayes  
L Holly  
D Jackson  
S Kordys  
N Marlow  
M Moriarty  
R Ridoutt  
A Ruffhead  
H Sharrock  
J Streeter  
M Wastall  
S Welch

# PROSPECT BRANCHES

As at December 2013

Code	Name
S094	ABL
M187	ADAS
J180	AEA Technology
A437	AES Ballylumford
J024	Agriculture & Horticulture Development Board
A011	Air Traffic Systems Specialists
M405	Alstom
K026	AMEC Energy Branch
F181	Archaeologists
A430	Ascertiva
C258	Association of Guernsey Civil Servants
A286	Association of Licensed Aircraft Engineers
J285	Atlas Elektronik UK
J124	Atomic Weapons Establishment
E217	Atos Origin
M061	Audit Commission Staff
A204	Aviation
M176	Babcock HCS
S219	Babcock Marine & Technology (Clyde)
A199	Babcock REME Training
A276	BAE Surface Ships
K133	BAE Systems -Global Combat Systems
M198	Big Lottery Fund (NOF)
H002	Biotechnology and Biological Sciences Research Council
A182	British Airports Authority
E042	British Board Of Agreement
F006	British Library
A043	British Maritime Technology
F192	British Museum
E214	British Veterinary Association
E200	Building Research Establishment
J015	CAB International
E069	Cabinet Office/Treasury
S454	Cable & Wireless
J191	Canberra UK
H086	Cangen Treftadaeth Cymru/Wales Heritage

Code	Name
A166	Carillion Services
K283	Cavendish Nuclear
M410	Centrica
A012	Civil Aviation Authority
J249	Civil Nuclear Police Authority
K275	Cobham Defence
F707	College of Policing
J045	Commonwealth War Graves Commission
K250	Computer Sciences Corporation
A242	Debut Services
C264	Defence Acquisition & Maritime (South)
C143	Defence Infrastructure Organisation
C202	Defence Science and Technology Laboratory
C236	Defence Support Group
C112	Defence Training and Education
E064	Dental Reference Service
E018	Department for Business Innovation and Skills (BIS)
E274	Department for Communities and Local Government
E017	Department for Education
E279	Department for Energy and Climate Change
E188	Department for Transport
E145	Department for Work and Pensions
E063	Department Of Health
H132	Devonport Royal Dockyard
H254	Diamond Light Source
S282	Downreay
M404	Drax Power
E078	DTI Insolvency Service
M436	E.ON UK
K414	EA Technology Ltd
M245	East Midlands Airport
F457	EDF Energy
M463	Eggborough Power Limited
K459	Electricity North West
H174	Engineering and Physical Sciences Research Council

Code	Name
F194	English Heritage
H164	Environment Agency
E001	Environment, Food and Rural Affairs
M704	Fire Service College
A243	Flagship Training
V278	Food Standards Agency
C128	Foreign & Commonwealth Office (HQ)
M185	Forensic Science Service
S019	Forestry Commission
M417	Freedom Group of Companies
J004	Fusion Energy
B130	GCHQ
E003	GE Healthcare Biosciences (Amersham plc)
S162	Glasgow Prestwick International Airport
A294	Global Infrastructure Partners
V062	Government Actuary's Department
K137	Government Officers' Association
K291	Government Procurement Services
C419	Guernsey Electricity
K050	Health & Safety Executive
S227	Highlands & Islands Airports Ltd
S226	Historic Scotland
F065	Home Office
K464	Horizon Nuclear Branch
M462	HP Enterprise Services
J022	HR Wallingford
H111	Hydrographic Office
K255	Iggesund Paperboard
F221	Imperial War Museum
V458	Intergen (UK) Ltd
K423	International Power
A165	Interserve
J259	Inutec Ltd
K298	Isle of Man - Whitley
K272	Isle of Man General Branch
C290	Jersey Civil Service Association
C425	Jersey Electricity
J173	Johnson Controls Ltd
E238	Joint Nature Conservation Committee
F203	Justices' Clerks/Chief Executives
A153	Laboratory of the Government Chemist
M268	Land Instruments
A240	Landmarc Support Systems
P271	London Fire and Emergency Planning Authority
F068	London Magistrates Clerks Association
E428	London Waste
K281	Low Level Waste Repository Ltd - Drigg
K408	Magnox Nuclear Branch

Code	Name
K424	Manx Electricity Authority
K251	Menter Mon
H115	Met Office
F070	Metropolitan Police
C104	MOD: Air
C263	MOD: Central
C105	MOD: Fire Service Officers
C092	MoD: Information Systems and Services
C239	MOD: LAND
F025	Museum Of London
K703	National Football Museum
S230	National Galleries of Scotland
F260	National Gallery
M429	National Grid
S232	National Library of Scotland
E156	National Measurement Office
K158	National Museums Liverpool
S231	National Museums Scotland
K008	National Nuclear Laboratory
J155	National Physical Laboratory
F708	National Portrait Gallery
H220	National Trust
S205	National Trust For Scotland
M151	National Unilever Managers Association
A009	NATS Air Traffic Control Officers
H028	Natural Environment Research Council
F007	Natural History Museum
H705	Natural Resource Wales
M273	Nord Anglia
A449	Northern Ireland Electricity
S225	Northern Lighthouse Board
M431	Northern Powergrid
K257	Nuclear Decommissioning Authority
J211	Nuvia Limited
V077	OFCOM
A072	Office for National Statistics
K046	Office for Nuclear Regulation Branch
M267	Office of Rail Regulation
A073	Ordnance Survey
H150	Ortho-Clinical Diagnostics
E074	Parliamentary
K256	Peel Holdings Airport
H299	Planning Inspectorate
F186	Prison Service
A027	Public Health England
J172	QinetiQ
H292	Quotient Bioresearch
E041	RAGT (formerly Plant Breeding International)

Code	Name
J289	Research Sites Restoration Limited
A456	Rolls Royce
S131	Rosyth Royal Dockyard
M248	Royal Armouries
S229	Royal Botanic Garden Edinburgh
E032	Royal Botanic Gardens
S224	Royal Commission on the Ancient and Historical Monuments of Scotland
H033	Royal Mint
F212	Royal Museums Greenwich
H422	RWE
H035	Science and Technology Facilities Council
S409	Science Applications International Corporation
F189	Science Museum Group
S177	Scottish Agricultural College
S438	Scottish and Southern Energy
S037	Scottish Government
S161	Scottish Natural Heritage
S206	Scottish Parliament
S440	Scottish Power
S228	Scottish Prison Service
S036	Scottish Research Establishments
K280	Sellafield Limited
J293	SERCO FSE/PME
J261	Serco General
J099	Serco Marine
F208	Serious Fraud Office
C088	Services Sound and Vision Corporation
A460	SONI
F702	Sports Professionals
F021	Stationery Office
F247	Tate Gallery
F241	The National Archives
E297	The Work Foundation
E201	Transport for London
J234	Transport Research Laboratory Branch
J296	Trescal
E039	Trinity House
F040	Trustee Museums and Galleries
S154	TUV NEL
A190	UK Accreditation Service
H079	UK Intellectual Property Office
F416	UK Power Networks
A196	Unicorn/Babcock
K447	United Utilities
F269	Universities UK
A031	University of Greenwich Branch
K178	Urenco
E067	Valuation Office Agency

Code	Name
S277	Vector Aerospace
M434	Veolia
F213	Victoria & Albert Museum
A450	Vosper Thornycroft
H246	Wales Audit Office
Ho87	Welsh Government
M451	Western Power Distribution
K284	Westinghouse
Ao85	WRc
A169	WS Atkins

#### COMMUNICATIONS, MEDIA AND DIGITAL SECTOR

M601	Accenture
V602	Airwave
V603	APSOLVE
V604	Asidua
V605	AT&T
T502	BT Adastral Park A
T503	BT Adastral Park B
T504	BT Adastral Park C
T505	BT Birmingham
T506	BT Brentwood
T507	BT Brighton
T508	BT Central London HQ
T509	BT Cornwall & Plymouth
T510	BT Coventry
T511	BT Development Belfast
T512	BT Devon & Somerset
T513	BT Doncaster
T514	BT DP Cardiff
T515	BT DP Harmondsworth
T516	BT East Essex
T517	BT East of Scotland
T518	BT Leavsdon
T519	BT Leicester
T520	BT Liverpool
T521	BT London Central East and South
T522	BT London East
T523	BT London North East
T524	BT London North West
T525	BT London Southern
T526	BT London West
T527	BT London West Central
T528	BT Manchester & District
T529	BT Mid Wales
T530	BT Mid Yorkshire
T531	BT Milton Keynes
T501	BT MoD Contract

Code	Name
T532	BT Newcastle & Middlesbrough
T533	BT North Anglia
T534	BT North Downs
T535	BT North of Scotland
T536	BT Northern Ireland
T537	BT Nottingham
T538	BT Oswestry
T539	BT Overseas
T540	BT Peterborough
T541	BT Radianz
T542	BT Senior Managers
T543	BT Severn
T544	BT Sheffield
T545	BT South Wales
T546	BT Stoke on Trent
T547	BT Suffolk
T548	BT Surrey
T549	BT Swindon
T550	BT Thames & Wey Valley
T551	BT Wessex
T552	BT West Midlands
T553	BT West Of Scotland
T554	BT West Pennines
C606	C&W Channel Islands
V630	Capita CMD
V607	Computacenter
M608	Ericsson
M609	Ericsson Managed Services
M610	Ericsson MBNL
V611	Everything Everywhere
V612	Fujitsu Telecommunications
V613	HCL Technologies (Northern Ireland)
V614	Hewlett Packard
V629	Hibu
V628	Huawei
V615	Inmarsat
V616	Kingston Communications
K617	Manx Telecom
V618	Steria
V619	Tata Consultancy Services
V620	Tech Mahindra
V621	Telefonica UK North East
V622	Telefonica UK North West
V623	Telefonica UK Scotland & Northern Ireland
V624	Telefonica UK South
V625	Telereal
V626	Vodafone
V627	Yell

Code	Name
<b>ASPECT GROUP</b>	
M701	Aspect Group
<b>REGIONAL BRANCHES</b>	
R350	Connect Greater London East & Essex
R351	Connect Greater London West
R352	Connect London Central
R353	Connect Midlands Wales & West
R354	Connect North of England
R355	Connect Scotland & Northern Ireland
R356	Connect South
R306	London & South East
R301	Midlands
R303	N West/N Wales
R302	North East
R304	Northern Ireland
R305	Scotland
R307	South West/South Wales
R308	Virtual

<b>RETIRED MEMBERS GROUP AREAS</b>	
D330	AGCS
D326	Avon Valley
D321	Central Southern
D316	CMMDI
D317	East Anglia
D318	East Midlands
D331	Isle of Man
D323	London Central
D314	North East
D313	North West
D312	Northern Ireland
D329	Overseas
D309	Scotland North
D310	Scotland South
D325	SE England
D322	SE Midlands
D328	South West
D327	Southern
D320	SW Midlands
D324	Thames Valley
D311	Wales
D319	West Midlands
D315	Yorkshire

# 2013 PAY SETTLEMENTS NEGOTIATED BY PROSPECT

EMPLOYER	AMOUNT	DATE
ABL Alliance †	3.00	01/08/13
ADAS	3.00	01/01/13
AES Ballylumford	3.00	01/01/13
AMEC Energy - Ex AMEC NNC	2.50	01/01/13
ATOS Origin*	2.00	01/07/13
Audit Commission*	1.00	01/04/13
Babcock BES (Rosyth Royal Dockyard) †	5.00	01/04/13
Babcock Engineering Academy	2.50	01/08/13
Babcock Nuclear	3.00	01/04/13
Babcock REME Training (Bordon and Arborfield)	2.25	01/04/13
BAE Land Systems Munitions	3.00	01/01/13
BAE Surface Ships	3.00	01/04/13
BAE Systems Land Systems Shared Services	3.00	01/01/13
BAE Systems Land Systems Vehicles	3.00	01/01/13
British Veterinary Association*	0.00	01/01/13
BT Reward Framework	2.80	01/06/13
Cabinet Office*	1.00	01/08/13
Cassidian	1.50	01/08/13
Centrica Energy Operations †	1.00	01/04/13
Cobham Aviation*	1.50	01/04/13
Cobham Defence	2.50	01/01/13
CSC ex Urenco Staff	1.50	01/07/13
CSC ex National Grid	1.50	01/07/13
Deeside Power Station	2.50	01/04/13
DEFRA*	1.00	01/07/13
Department of Health*	1.00	01/08/13
Devonport Royal Dockyard †	2.00	01/10/13
Department for Education*	1.00	01/04/13
Diamond Light Source	1.00	01/10/13
Drax Power †	3.50	01/01/13
Defence Science & Technology Laboratory*	1.50	01/06/13
Eggborough Power Station †	3.17	01/04/13

EMPLOYER	AMOUNT	DATE
Electric Mountain	2.50	01/04/13
Electricity North West †	2.75	01/08/13
Foreign and Commonwealth Office*	1.00	01/04/13
FCO Services*	1.00	01/04/13
First Hydro Company †	3.20	01/04/13
Flagship Training	2.00	01/04/13
Food and Environment Research Agency*	1.00	01/08/13
Government Actuary's Department*	1.00	01/08/13
House of Lords*	1.00	01/04/13
Insolvency Service*	1.87	01/08/13
Kilroot Power Station	3.00	01/01/13
Landmarc Support Services †	3.50	01/04/13
London Waste Plc	3.00	01/04/13
Low Level Waste Repository	2.75	01/04/13
Magnox Electric Ltd	2.60	01/07/13
Marine Management Organisation*	1.00	01/08/13
MKCTS*	2.00	01/07/13
Ministry of Defence*	1.00	01/08/13
National Nuclear Laboratory	3.00	07/03/13
National Trust (England)	2.25	01/04/13
National Trust for Scotland*	1.30	01/03/13
Natural History Museum*	1.00	01/08/13
Natural Environment Research Council*	1.00	01/07/13
Nord Anglia Harrogate	2.50	01/04/13
Northern Ireland Electricity	3.30	01/04/13
Northern Lighthouse Board*	1.00	01/04/13
Northern Powergrid †	3.10	01/04/13
O2	2.50	01/03/13
OFCOM	2.90	01/07/13
Oil and Pipelines Agency	1.00	01/08/13
Ortho Clinical Diagnostics	3.10	01/03/13
Plymouth Marine Laboratory	3.90	01/04/13

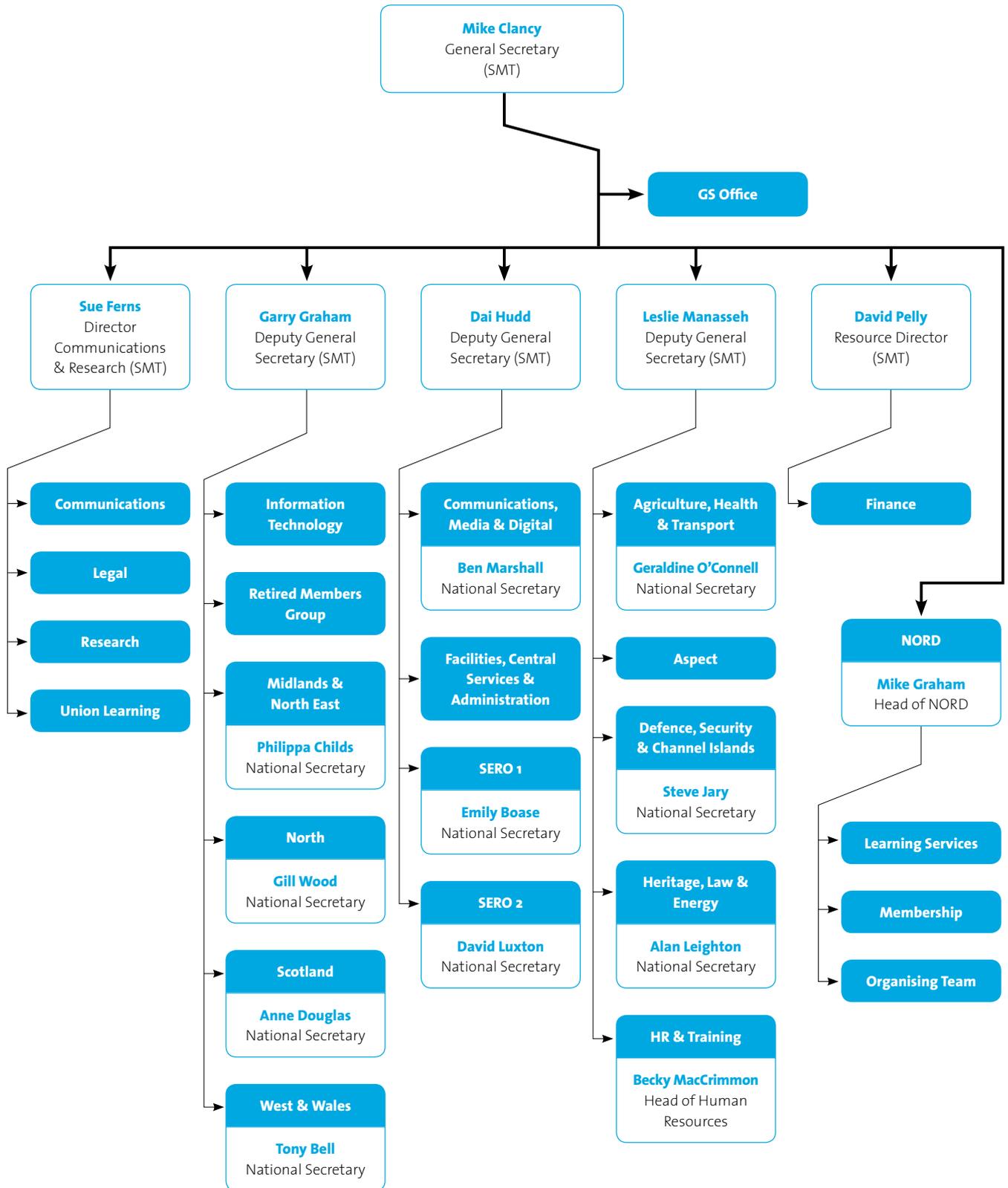
EMPLOYER	AMOUNT	DATE
Prestwick Airport	0.00	01/04/13
RBG Edinburgh	1.00	01/08/13
Rheidol Power Station †	3.50	01/06/13
Royal Household	1.00	01/04/13
Royal Parks*	1.19	01/09/13
RPA-HMI*	0.00	01/07/13
Royal School of Military Engineering	2.00	01/08/13
Rugely Power Ltd	2.20	01/04/13
Scottish Government*	1.00	01/08/13
Scottish Natural Heritage*	1.00	01/08/13
Scottish Prison Service*	1.00	01/10/13
Sellafield Ltd	2.90	01/04/13
Serco DSTL FM Services †	1.00	01/04/13
SONI	3.30	01/04/13
Springfields Fuels Ltd	2.70	01/04/13
Scottish and Southern Energy	4.50	01/04/13
Stansted Airport	3.00	01/01/13
Telereal Trillium	1.50	01/06/13
The Work Foundation	3.76	01/08/13
Transport for London	3.20	01/04/13
Trinity House	1.00	01/08/13
TSO*	0.00	01/01/13
UKAS	2.00	01/04/13
Universities UK (UUK)	2.00	01/08/13
WRc	4.00	01/07/13

\* = imposed pay settlement

† = multi-year deal

# Prospect organisation chart

How our teams fit together is reflected in this organisation chart



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