



working together

OUR WORK IN 2018

ANNUAL REPORT



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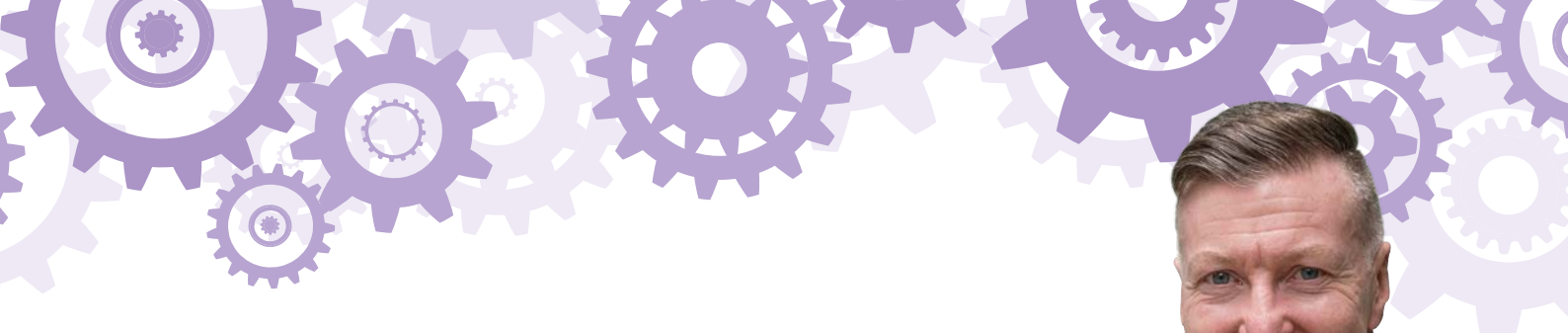
2018 annual report

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Introduction

A measure of a union's success is whether it is growing. Increasing membership not only supports financial stability but conveys a sense that we are doing something right to representatives, staff and commentators.

So I can start this annual report by saying that Prospect grew in 2018 with a net increase in working membership of 1,747 by the end of the year – an excellent performance.

Our membership stands at around 144,000 and we represent a diverse array of occupations and workspaces. As ever, recruitment and organising is an endless task but we can take pride in our achievements in 2018.

We are now one of the largest affiliates to the Trades Union Congress and our voice reaches across the economy.

Why are we bucking the trend? In the past year we have upped our communications output in all areas.

Being digital by default has enabled us to operate with more agility across the various channels.

We are ensuring that our union voice is heard and we have to relentlessly communicate in succinct form for members who are very often time poor.

We have introduced change across the union through our 'Step Up' programme. This has driven investment in systems, the creation of the contact centre and ongoing work on brand, reps' education and development and new ways to support members in the diverse occupations and workspaces that we operate in.

That work is continual because as members face constant change, their union must also adapt what it provides.

We work with employers where they work with us – but we oppose them in situations which warrant it.

This annual report illustrates our collective campaigning on Brexit and its consequences, fighting for fairness on pay and representing and winning in the courts for members who have been wronged.

We are a 'go to' union. We are influential because of our evidence and arguments – but we will also bite where we perceive unfairness.



We must build a union that is resilient and capable of navigating the waters ahead. To do that we will need to bring together Prospect and BECTU's strengths, interpret and adapt them for the future and ensure we build a new generation of workplace activists capable of supporting members"

Brexit

Inevitably, Brexit has been the backdrop to much of our campaign and lobbying work. We have pursued the policy established by national conference to argue that the deal to leave should be put to a second and final vote.

Evoking the union principle of consulting members on deals or matters that affect them long into the future, other unions took up the same call after our conference decision.

By the time we write the 2019 annual report, decisions on Brexit will have been taken. I expect that the need for unions will be greater than ever, but the conditions we will face may be even harsher.

Pay

Our public service members remained those who received the least when it came to progress on pay and the suggestion that the pay cap has been lifted is not borne out by the evidence of the past year.

This is untenable and it will be difficult to avoid a collision with government unless there is a fundamental shift and more funding is found.



In contrast, we achieved good and improving pay outcomes across the private sector and our growing freelance membership is now served by ground breaking collective agreements in film and TV.

We are showing that with positive and sensible responses across the negotiating table, we can create deals that work for members and their employers or engagers.

Equalities

Our work on equalities – whether it's our theatre diversity action plan or our voice on eradicating sexual harassment – demonstrates that we are attuned to conventional union issues like pay, but also the factors that shape the working environment.

We must build a union that is resilient and capable of navigating the waters ahead. To do that we will need to bring together Prospect and BECTU's strengths, interpret and adapt them for the future and ensure we build a new generation of workplace activists capable of supporting members.

As ever, I finish by thanking my colleagues for all their hard work in 2018. I particularly want to thank our representatives for the incredible work they do as volunteers. We can look ahead with confidence while acknowledging the challenges we face.

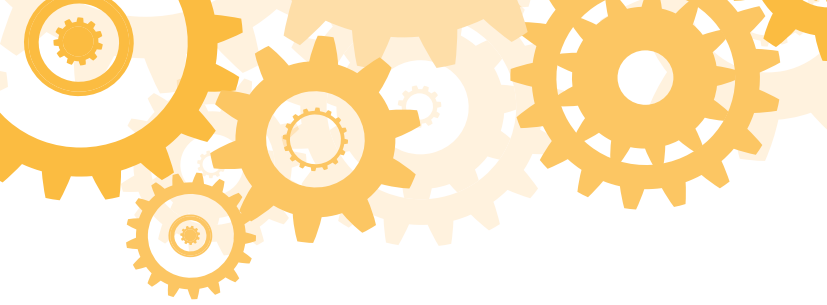
Mike Clancy

General Secretary

Highlights of the year

1





Brexit

Brexit was again the backdrop to much of the union's activity in 2018 and dominated debates at biennial national conference in June.

Prospect conference

Delegates backed motions on topics including the UK's membership of Euratom, the European atomic energy community; the rights of non-UK EU nationals and the union's policy on Brexit.

A rep from Fusion Energy highlighted the impact of leaving Euratom on the Joint European Torus experiment at Culham which employs more than 1,000 people. Leaving Euratom could put the UK's participation in the follow-up project to JET at risk and potentially cost the UK hundreds of millions of pounds.

Many delegates highlighted the contribution that EU nationals have made – both in their workplaces and to the economy as a whole. The motion committed Prospect to continue to speak up for these members to secure their current rights up to and beyond Brexit.

Delegates backed a motion from Environment, Food and Rural Affairs branch calling on the union to oppose hard Brexit and a motion stating that Prospect should:

- campaign to ensure the rights and interests of Prospect members are expressed to government and policy-makers while the Brexit negotiations are taking place
- produce guidance for members on the terms of the EU exit deal once it is published
- argue that the public should be given a say on the results of the negotiations and to ensure a democratic stamp of approval on the final outcome – deal or no deal
- if the Government's proposed final outcome is rejected, Prospect should argue for an extension of the transitional arrangements to ensure new negotiations or a return to the status quo before the referendum.

A panel discussion featured Hilary Benn MP, chair of the House of Commons Brexit select committee; CBI chief economist Rain Newton-Smith and Martin Rolfe, the chief executive of NATS (formerly National Air Traffic Services). The panel was chaired by broadcaster Ayesha Hazarika.

Martin Rolfe explained how in aviation, there is desperate need to remain part of the European regulatory framework, but set out his concerns that the UK would be left following the rules without a say in them.

Rain Newton-Smith explained that businesses shared this fear, that



Many delegates highlighted the contribution that EU nationals have made – both in their workplaces and to the economy as a whole. The motion committed Prospect to continue to speak up for these members to secure their current rights up to and beyond Brexit”

they would follow EU regulations in order to export but would not be able to shape those rules.

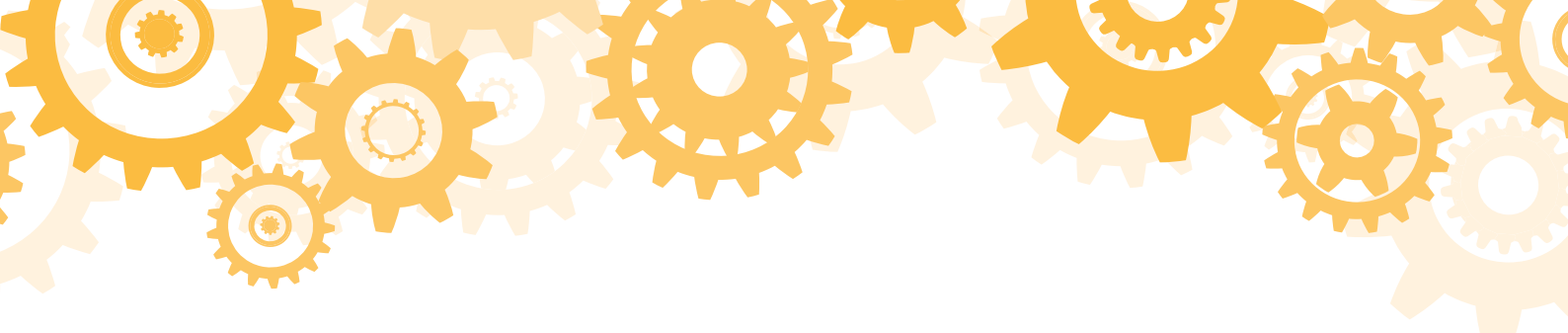
Resources

Regular updates for members and briefings covering key sectors were produced, including:

- Implications of Brexit for agriculture and the environment <https://library.prospect.org.uk/download/2018/01755>
- Issues for aviation in a no-deal Brexit <https://library.prospect.org.uk/download/2018/01766>
- Brexit withdrawal agreement – update for Prospect members <https://library.prospect.org.uk/download/2018/01992>

Submissions

The union responded to Public Accounts Committee inquiries into the Department for Business, Energy and Industrial Strategy's preparedness and delivery of Brexit and a progress review inquiry into Brexit and the UK border.



Prospect survey

In August, a Prospect survey of members working in the civil service or for government agencies found that fewer than 5% of civil servants were satisfied with the government's approach to Brexit.

Members were also asked if they were confident that a good Brexit deal could be negotiated; 77% of civil servants said they were either 'not confident' or 'not confident at all' and fewer than 6% said they were either 'confident' or 'very confident'.

Settled status

In August, senior deputy general secretary Sue Ferns wrote to the minister of state for immigration, Caroline Nokes, calling for more support for EU nationals applying for settled status.

Prospect called on the government to publicly encourage employers to meet the cost of settled status applications for their staff by leading the way and meeting the cost for its own employees.

A number of employers where Prospect has members, including the Scottish Government and Building Research Establishment, had already agreed to do this.

The letter also called for more information on how settled status proposals might be affected by a no deal Brexit and how the UK will continue to attract EU nationals after any transition period has finished.



The union followed this up in October with guidance on settled status for EU nationals.

In November, Sue Ferns and 14 MPs sent an open letter to the minister reiterating Prospect's call for the government to commit to meeting the cost of settled status applications for all EU citizens working for the public sector and to publicly encourage private sector employers to do the same.

In January 2019, the government announced that EU nationals wishing to preserve their right to live and work in the UK after Brexit through the settlement scheme would not have to pay the fee.

Impartiality of the civil service

Early in the year, senior government ministers and a number of MPs called the impartiality of the civil service into question and suggested that civil servants were engaged in a deliberate campaign to undermine the government on Brexit.

Prospect said misrepresentation of the civil service by politicians was unacceptable and demoralising, especially when public servants were working hard to deliver government policy.

The union urged members to write to their MPs asking them to publicly show their support for the civil service by signing early day motion 925.

Theatre diversity action plan



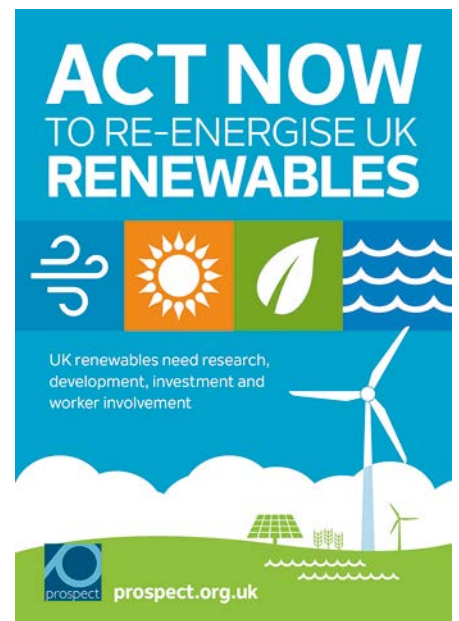
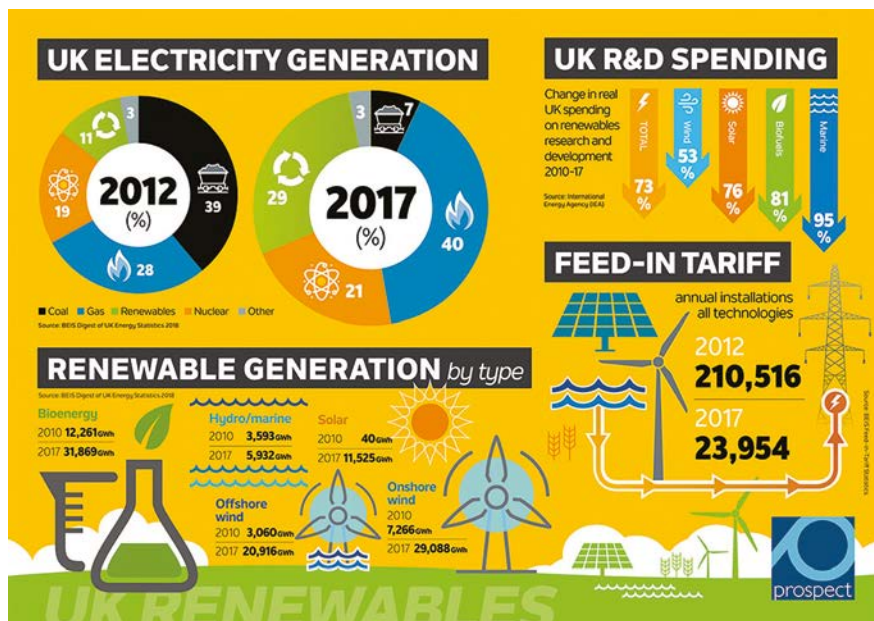
The action plan was launched on 27 November and kindly hosted by the English National Opera. New BECTU head Philippa Childs was joined by the Mayor of London Sadiq Khan and more than 100 guests from the theatre industry and the unions.

Leading theatres across England and Scotland signed up to a ground-breaking plan by BECTU, the union's media and entertainment sector, to address the lack of diversity in their workforces.

Developed over two years, the action plan brought together more than 100 theatres and theatrical producers to increase diversity across the theatre workforce, from front-of-house teams to backstage staff.

BECTU diversity officer Janice Turner, who developed the plan, persuaded Arts Council England to publish the equality monitoring data of their client theatres. The data revealed substantial under-representation of black, Asian and minority ethnic workers in most theatres.

BECTU talked to experienced theatre reps from English and Scottish theatres, and members of BECTU's black members' committee, about the reality of theatre recruitment to establish how it really works.



December saw Prospect launch its renewables leaflet at a Parliamentary event – download from <http://bit.ly/renewables-actnow>

Once the sector had the information, it put together an informed plan of action for recruiters in theatres to help them ensure that the industry reflects the society we live in.

BECTU has invited the employers to join a working group to identify new sources of BAME talent – dividing the work up and pooling the results.

The search will include identifying areas where there are people with appropriate skills working outside mainstream theatre or in other industries.

BECTU's plan is also supported by Arts Council England, UK Theatre, the Society of London Theatre and the Equality and Human Rights Commission.

Legal action against government on civil service pay

Prospect, PCS and the FDA challenged the government's failure to consult unions when setting the pay remit guidance governing civil service pay by launching a judicial review in 2018.

The government's pay guidance for 2018 – 2019 removed the 1% pay cap but limited the average pay awards to government departments to 1-1.5%.

Other similar bodies, the NHS, local government and the Scottish government managed to award greater pay increases.

The pay remit guidance was issued without any meaningful

consultation. The unions wrote to the government in July warning of legal action if the guidance was not withdrawn. Despite this invitation, the government failed to respond in any meaningful way.

Although the legal challenge failed, evidence heard in court exposed the government's dishonest handling of civil service pay.

Legal wins

Niki Savvides wins her claim of pregnancy discrimination against the British Museum – Niki Savvides was subjected to pregnancy discrimination when the British Museum dismissed her. Niki had been working on a project to train and develop archaeologists in Iraq. Towards the end of her fixed term contract she told her managers she was pregnant.

The Museum decided to change the emphasis of the role and said Niki could apply when it was advertised externally. Niki applied, but did not get the job because she was unable to attend the interview as she was off sick with pregnancy complications. The tribunal found she had been unfairly dismissed and upheld her claim of pregnancy discrimination.

BECTU reps at Ritzzy win re-instatement – Two BECTU sector union reps who were dismissed from their jobs at the Ritzzy Cinema, in the context of the long-running industrial action against Picture House's failure to pay the minimum wage, won their tribunal case. The tribunal ordered they be reinstated (this case was run by Thompsons solicitors).

Equal pay at the Met Office – a long-running equal pay claim



against the Met Office involving 76 members was finally concluded in early 2018 with a revised pay structure and uplifts in pay and compensation for the claimants.

A health and safety inspector won her case for unfair dismissal

– Loraine Charles had worked for the Health and Safety Executive for more than 16 years and was very well respected by colleagues. Following an incident in 2016 she was dismissed for failing to comply strictly with procedures on one inspection. Many of her colleagues were so outraged by the dismissal that they held workplace protests.

Prospect supported Loraine’s case of unfair dismissal and the case was eventually heard over three days early in the year.

The judge found the dismissal was unfair because the manager dealing with the original decision to dismiss and the appeal manager had not followed a fair procedure. New matters were included in the reasons for rejecting Loraine’s appeal that had not been put to Loraine.

Compensation for retired member diagnosed with terminal mesothelioma

– Prospect helped secure compensation for retired member Bob Milner after he was diagnosed with terminal mesothelioma in early 2018. Sadly, Bob passed away on 23 January 2019.

Mesothelioma is a type of cancer, usually linked to exposure to asbestos, a construction material now banned but widely used until the 1990s.

It was only because Bob stayed with Prospect after he retired that the union was able to help. After his diagnosis, Bob got in touch with David Luxton, secretary of the union’s retired members group, who immediately contacted Prospect’s solicitors, Pattinson & Brewer.

Frances McCarthy, a senior partner and head of personal injury at P&B, visited Bob at home in May to talk to him about his work history and assess his financial needs.

Within a month, she had secured an interim settlement of £50,000 for Bob. He received confirmation of his final settlement of £170,000 (including the interim payment) in November.

Supporting renewable energy

Prospect members, MPs and industry leaders attended an event in the House of Commons in December for the launch of a new Prospect pamphlet to support the renewable energy sector.

“Act now to re-energise UK renewables” includes five key recommendations for the government to support and expand the sector. They are to:

- work with unions and industry to take action on the energy skills crisis

- support an accelerated rollout of renewable energy infrastructure
- expand public investment in research and development for renewables
- enforce and ensure the highest standards of health and safety across UK renewables
- urgently provide a coherent, whole system approach to energy policy.



Left to right: Sue Ferns, Rachel Reeves MP, Diana Johnson MP, Matthieu Hue, chief executive of EDF Energy Renewables and Prospect member Ajai Ahluwalia

The event was hosted by Diana Johnson MP. One of the highlights of the event was Ajai Ahluwalia, a young Prospect member who works for Equinor at the Dudgeon offshore wind farm.

“We really do have a win-win scenario where, with an ambitious approach, we can address climate change, while providing high quality and rewarding jobs that literally help keep the lights on,” Ajai said.

The senior electrical engineer also emphasised the importance of health and safety. Read his blog at <http://bit.ly/prospect-ajai>.

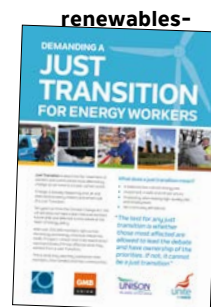
Download the leaflet from <http://bit.ly/renewables-actnow>

The union also issued its first renewables email newsletter at the end of the year – <http://bit.ly/renewables-newsletter>

Just transition

In December, four key unions, including Prospect, who together represent 200,000 members across the energy sector, launched a joint “just transition” initiative.

Just transition is about the fair treatment of workers and





Young defence workers (left to right): Ashley James (Babcock), Ben Jordan (Babcock), Wayne David MP, Tayo Sanwo (BAE), Stuart Andrew MP, Luke Pollard MP, Philip Dunne MP, Rebecca Waring (AWE), Michael Everett (AWE)

communities who will be most affected by the energy sector's increasing shift towards a lower carbon world.

You can download "Demanding a just transition for energy workers" from <https://library.prospect.org.uk/download/2018/02124>.

Young defence workers take their message to Parliament

More than 20 young Prospect members from a range of defence employers in the private and public sectors, heard from a number of MPs at the Palace of Westminster and at New Prospect House, during a special programme of talks and meetings about the future of defence jobs.

The event in September was triggered by the findings of a Prospect survey of members in the defence sector which showed that workers were overwhelmingly more pessimistic about the industry and feeling less secure in their own jobs.

Speakers included Luke Pollard MP, whose constituency encompasses Devonport dockyard, the largest naval base in Western Europe; Paul Everitt, the head of ADS, the trade body that represents the UK aerospace, defence, security and space sectors. Shadow defence secretary Nia Griffith MP led a round-table discussion with delegates.

Philip Dunne MP, the former defence procurement minister, pointed out that 500,000 people are involved in defence in the UK. Half of them are in uniform and the civil servants that support them. The other half are in industry supporting defence manufacturers.

Rights at work

2





Legal cases

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 and 29 new tribunal claims were presented.

During 2018, the union recovered more than £900,000 for members as compensation payable – either as a result of a settlement after a tribunal claim had been presented or a win at the tribunal. This included a tribunal award of more than £52,000 to one member following a successful sex discrimination case in 2017.

Many cases settle before reaching a hearing, often just a few days before the hearing. These included cases of unfair dismissal, sex discrimination, redundancy, racial harassment, disability discrimination and claims for unpaid wages.

As well as the examples listed in chapter one, other notable examples of casework during 2018 included:

Two BECTU sector members who were engaged as freelancers succeeded in arguing that they were entitled to statutory employment rights. One obtained redundancy pay and the other compensation for being dismissed when he asked for holiday pay.

A member working for the Prison Service brought a tribunal claim of constructive unfair dismissal and sex and disability discrimination after being refused the opportunity to work part time. The case settled the evening before the first day of the tribunal.

Five successful applications for trade union recognition were made through the Central Arbitration Committee.

A member won his appeal tribunal for industrial injuries disablement benefit. He had suffered from Raynaud's syndrome which arose because of his occupational use of vibratory tools.

The union lodged two separate tribunal claims on shared parental leave. In these cases, the fathers were only paid statutory parental pay whereas women on maternity leave in their workplaces would have had enhanced contractual maternity pay. We contended this was discriminatory and both cases settled for full compensation.

For more information on these cases and other employment law news, see *Legal Eye*, the legal team's regular newsletter, visit www.prospect.org.uk/library/browse/type/national-newsletter.

Employment law

Prospect legal continued to advise and represent members, train and inform representatives and officers and produce briefings and publications.

Prospect and BECTU's legal services have been managed by the central Prospect team since June 2018.

During 2018, the team had the large, but pleasant, task of reclaiming all the employment tribunal fees that Prospect had paid between 2013 and 2017.

This followed the Supreme Court ruling that the fees imposed by the government in 2013 were unlawful and should be refunded.

Guidance and publications

In the light of the #MeToo campaign, the legal team worked with colleagues to produce new guidance on challenging sexual harassment at work and provided training for officers and reps on the law on harassment.



A new factcard on rights at work for LGBT+ members was produced to coincide with the first LGBT in science, technology, engineering and maths (STEM) day on 5 July.

Brexit was again a key issue throughout the year. The legal team:

- produced information, guidance and briefings
- spoke at branch meetings about the threat to workers' rights
- worked on how Brexit will affect EU nationals living and working in the UK.

Submissions

Prospect made submissions to a number of government consultations on potential changes to the law during 2018, including:

- employment status
- new enforcement powers for the Certification Officer
- reforming employment tribunals
- a review of employment tribunal fees, and
- labour market enforcement provisions.

These are all available at www.prospect.org.uk/resources/submissions-briefings/

Health and safety

3





Mental health

Stress and mental health continued to dominate the union's health and safety work in 2018, with the vast majority of Prospect respondents to the TUC's health and safety representatives' survey identifying it as the main issue in their workplace.

A new guide on stress, which focuses on prevention and how employers should carry out a stress risk assessment using the HSE's management standards methodology, was published in October.

The guide also examined new research into psychosocial risk and how branches can utilise it in their efforts to tackle stress.

Psychosocial risk factors are things that may affect workers' psychological response to their work and workplace conditions (including working relationships with supervisors and colleagues). Examples are:

- high workloads
- tight deadlines
- lack of control of the work and working methods.

The guide was rolled out towards the end of the year and talks and workshops with members were held during Union Week in November.

Training

Stress was also incorporated into our training for health and safety representatives.

Prospect continued to run its mental health awareness course after a successful launch in 2017. The course enables participants to build knowledge around mental health so they are able to support colleagues, raise awareness and work with employers to build more positive workplaces. Forty-two members were trained over the year.

Mental health in the civil service

In June, Prospect was invited to attend the first civil service conference on mental health, which aimed to build momentum on mental health support within the civil service. This followed the publication of an independent review of mental health at work in October 2017 – the Farmer/Stevenson report.

Prospect continued to engage centrally and locally on the civil service's roll-out of the report's standards of organisational support, while pressing employers to take a more proactive approach to addressing stressors such as workloads, long hours, bullying and harassment.

Creative Industries Safety Passport course

The BECTU sector has been running the Creative Industries Safety Passport course (CRISP) for six years. It is a bespoke, one-day safety course aimed predominately at sole traders and small businesses in the TV, film, advertising, theatre and live event industries. It is approved by the Institution of Occupational Safety and Health.

It has proved to be a very successful recruitment tool in hard to reach areas. 477 people passed the course in 2018 and some colleges and universities have added the course to their syllabus.

Health and safety in the energy sector

Powering Improvement

Prospect continued to be a key stakeholder in the energy sector's "Powering Improvement" campaign. Senior deputy general secretary Sue Ferns and Peter Emery, chief executive of Electricity North West, acted as joint champions of the campaign.

In October, Prospect's electricity supply industry group organised a seminar on human and organisational factors – the theme of "Powering Improvement" in 2018.

Sue Ferns chaired a session at the Energy Networks Association health, safety and environment conference in May. She also spoke at Energy UK's health and safety conference in October.

RIIO-2

RIIO-2 will set price controls on the companies that run the gas and electricity networks in Great Britain to ensure that existing and future consumers get the network services they require at a fair price.

In its evidence to OFGEM, Prospect called for a workforce resilience output measure in the RIIO-2 framework and a supplementary requirement to report on, and set targets, for reducing working hours lost due to work-related accidents or illness.

The union also called for local health and safety committees (HESACs) to report annually on the health and safety performance of their respective companies.

Learning and skills

4





BAME barbering skills for Afro and Asian hair course run at BECTU offices in Clapham

JESS HURD/REPORTDIGITAL.CO.UK

National education programme

One year on from BECTU's merger with Prospect, the education team presented a coordinated development programme for Prospect and BECTU representatives. These were:

- Prospect rep courses: essential skills, helping and advising people at work, handling cases and negotiating skills
- BECTU rep courses: part 1 and part 2.

Some courses on the programme were opened up to all reps for the first time, including: introduction to employment law, mental health awareness and the effective health and safety representative.

More than 500 reps participated in 45 courses across the UK. Many branches hosted courses from this programme for their reps in their own workplaces.

The education team also launched an e-notes course to coincide with the introduction of the new gender pay reporting regulations. E-notes are self-contained modules that contain a mix of text, video and quizzes. More than 970 users accessed the course during the year.

Venues and hotels

The education team brought the sourcing of course venues and hotels in-house and discontinued its working relationship with Red Meet Event Services.

Vocational training and continuing professional development

The union's key way of securing vocational training and continuing professional development for members has been through specific projects funded by the union learning funds (ULF) in England, Scotland and Wales.

In 2018, the lifelong learning teams secured further funding from all three learning funds.

England

The ULF project in England is staffed by Rachel Bennett, Alison Surtees, Kate Antoniou and Alisdair Cairns.

They support and help deliver the core vocational training programme and liaise with members, reps and branches to find out what they would like to pursue to augment their skills and ultimately, their productivity.

More than 40 courses were delivered to 948 members through the ULF project between November 2017 and September 2018.

Highlights of the year included:

- expansion of the peer-to-peer mentoring programme
- delivering a "First aid in remote locations" course



One year on from BECTU's merger with Prospect, the education team presented a coordinated development programme for Prospect and BECTU representatives”

- delivering a wider vocational training programme for freelancers and people working in the creative and culture sectors; a number of them attracting national accreditation
- continuing to deliver a range of short, continuing professional development sessions for the wider membership
- training two mental health first aid trainers to support delivery of MHFA training for freelancers.

The union's new, three-year bid was approved in late December 2018 and will start in April 2019.

Wales

The Wales ULF, branded the “Cult Cymru” project was awarded further funding in April 2018.

The funding is for two, one- year Federation of Entertainment Unions' projects with BECTU as the lead union.

These projects deliver heavily-subsidised courses across two strands:

- Business, digital and essential skills for creatives – focusing on delivering bespoke workshops, particularly to atypical workers across the creative sector
- Employability skills for creatives – focusing on practical workshops and activities for craft and technical workers, stage managers, writers and performers.

Highlights included: piloting the mental health first aid workshop and delivering coaching and mentoring training that is endorsed by the Institute of Leadership and Management.

The projects delivered support to 241 participants over 17 different courses. Fifty-nine learners were formally accredited and a further 14 people received one-to-one information, advice and support.

The project was scheduled to deliver a further nine courses

between November 2018 and January 2019. For further information, visit www.cultcymru.org

The union was successful in winning funding for a further three years – essentially a continuation bid that follows the current framework as an FEU project, with BECTU as the contract holder.

Scottish funding for BECTU sector

BECTU Vision is funded by Scottish Union Learning in partnership with the Scottish government and has the core aim of creating safer, fairer workplaces for an up-skilled and sustainable workforce in Scotland.

The Scottish learning project is managed by Paul McManus; Linda Fraser and Amy Shaw job share as drama talent managers.

BECTU Vision is a completely subsidised training project which works in partnership with the BBC and Creative Skillset. It is open to members and non-members. Funding is secured from a range of sources.

The project delivered 15 short courses to 184 learners, covering everything from safe management of production, to freelance skills and mental health first aid.

The project has set up a twitter account to raise its profile: <https://twitter.com/BectuV>



Staffing

There was a small turnover of vocational training staff over the year. Alison Goring left the BECTU sector to head up the National Film and Television School Scotland in early 2018. Linda Fraser and Amy Munro Shaw replaced Alison as joint Scotland ULF-funded drama talent managers.

Rachel van Koningsveld left the WULF project in February 2018 and was replaced by Siwan Jones as project co-ordinator, working alongside Wales ULF project manager, Siân Gale.

Kate Elliott left the union and Lezli Everett retired in mid-2018.



Benefits and services


5






A GUIDE TO PROSPECT

LEGAL ADVICE



 *Your voice at work*
prospect.org.uk/legal

Legal services

Prospect's legal team continued to work with the union's solicitors to ensure that members receive a high quality, efficient and responsive service.

The union now has two main firms of solicitors providing legal services. BECTU sector members continue to be represented by Thompsons and during 2018 Thompsons also became our solicitors for members in Northern Ireland. The rest of the membership in England, Scotland and Wales are represented by Pattinson & Brewer.

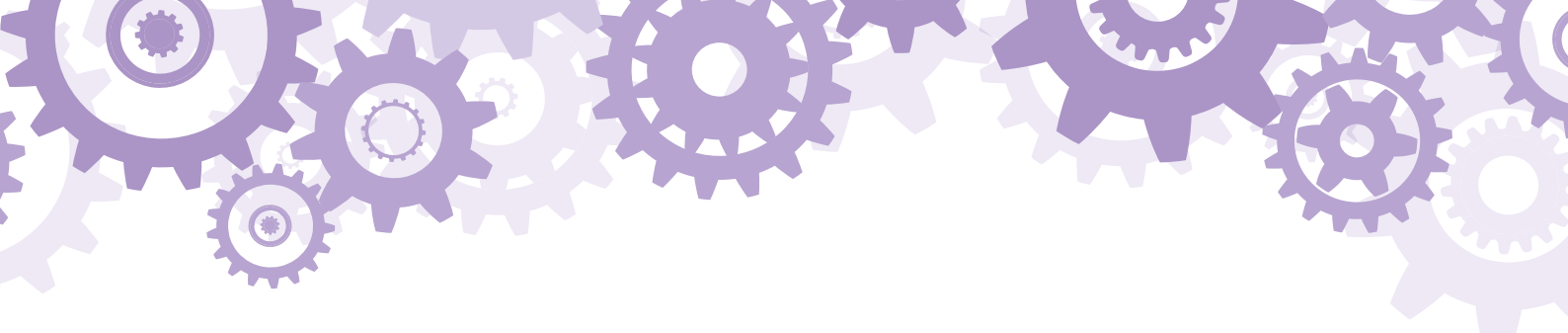
To ensure that all members have a similar level of legal advice and assistance, Prospect also has arrangements with local firms for the Isle of Man and the Channel Islands.

Prospect's legal team has managed legal services for the BECTU sector since June 2018.

The Legal Advice lines run by our solicitors have advised more than 1,000 members on non-work related issues, such as family law, consumer problems and tenancy issues.

Prospect's guide to legal advice describes the full range of advice and assistance available and the conditions of the service:

<https://library.prospect.org.uk/download/2015/01155>



More than £5.5 million was recovered in compensation for 124 members with personal injury claims in 2018. The amounts in each individual case varied enormously depending on the nature of the injury and claim”

Personal injury scheme

More than £5.5 million was recovered in compensation for 124 members with personal injury claims in 2018. The amounts in each case varied enormously depending on the nature of the injury and claim.

Almost 200 (196) new applications for legal advice in respect of personal injury were received in 2018. The types of cases include asbestos-related illnesses, stress, repetitive strain injury, occupational diseases and accidents at work.

These figures include the Bectu sector cases from June 2018.

Examples of successful personal injury cases are reported in the legal team newsletter *Legal Eye*. These demonstrate the range of cases, including in the last year, a member who had an injury in a gym but recovered sufficiently to win the over-70s British Body Building Championship and another member who had an accident on a bridge while on an established mountain bike trail in the Isle of Man.

Prospect Plus

Prospect Plus, the affinity benefits scheme offering discounts and special offers for Prospect members, was launched in June 2018. Parliament Hill was awarded the contract after a tender process

The benefits available cover a range of areas:

- lifestyle – discounts on cinema tickets and attractions in the UK and abroad
- motoring – car hire, breakdown cover
- shopping – Apple discounts, cashback cards
- travel – package holidays, mini-breaks, car hire
- insurance – including: car, home, travel and life
- business – emergency childcare, tax returns
- special offers.

Parliament Hill backs many of the benefits by offering:

- a national price promise, which indicates that Prospect members will get the best rates in the UK for that product or service
- a provider price promise, which indicates that Prospect members will get the best rates that provider gives to any group.

The savings calculator on the Prospect Plus website also provides members with the opportunity to see the potential savings that can be made via the scheme.

Prospect Energy Club

Prospect’s new Energy Club was also launched in June 2018. The scheme uses the power of the collective to access exclusive energy tariffs for members who have registered to be part of the switch process.

Registration periods run throughout the year. The company then negotiates deals and informs all registered members of the best tariffs. There is no obligation to switch. Between 17 October 2017 and 29 November 2018, 10% of members of the switch saved £688 or more.

Financial advice

Lighthouse Financial Advice has been providing Prospect members with professional financial advice since 2007. It has more than 200 advisers across the UK.

Prospect members are entitled to a no-obligation, complimentary consultation with one of Lighthouse’s professional advisers at home, at work or elsewhere. In 2018 they ran 708 advice sessions in Prospect workplaces; 496 members took up the offer of one-to-one consultation outside the workplace.

Asbestos and respirable crystalline silica registers

Prospect continued to publicise the importance of its asbestos register. An entry on the register provides enhanced information in the event of a claim. Whether members have registered their details or not, they can still access Prospect’s personal injury scheme should they be the subject of a latent occupational health issue.

1,672 members were on the register at the end of 2018. To register, contact asbestos@prospect.org.uk or log in to the website to download a form: <http://library.prospect.org.uk/id/2009/00095>

A leaflet which explains the scheme is at: <https://library.prospect.org.uk/download/2015/00101>



Respirable crystalline silica register

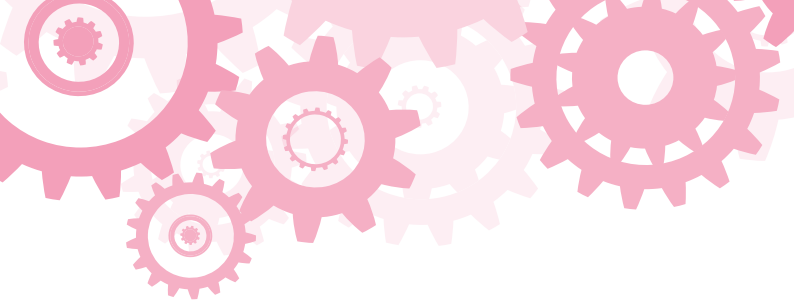
Prospect's respirable crystalline silica register is now in operation, after agreeing a form to record cases of exposure to the substance with the union's solicitors in 2016. At the year end, one person was on the register.

The form and associated information is on the website's health and safety pages: www.prospect.org.uk/help-at-work/health-and-safety/respirable-crystalline-silica

Membership, recruitment and organisation

6





Prospect's total membership grew in 2018 and was 143,865 at the end of the year.

The changes on the 2017 figures	
Prospect members on 31 December 2017	142,486
(includes BECTU members in the five divisions, but not C&D, on 31 December 2018)	30,128
plus new members recruited in 2018	16,255
The changes on the 2017 figures	
less members (died, left or lapsed)	14,868
Total on 31 December 2018	143,865

These figures endorse our approach to recruitment and the steps taken to improve retention.

One of our key campaigns was Union Week, which was held in November. This received widespread support from branches and representatives and included an excellent range of activities for members and potential members.

The campaign was successful, with 2,384 new members recruited in November, improving on the previous year's figure of 2,331.

The Member Recruit Member scheme continued to be an effective recruitment tool. More than 3,600 new joiners were recruited via the scheme in 2018.

Organisation

The organising team worked across sectors to think of innovative opportunities to recruit, retain and organise to grow Prospect's working membership.

All teams engaged in new planning processes and made good use of data, such as the union's members' survey and Member Recruit Member information to find members who want to become more active in the union.

Equalities

Equality remained a priority for Prospect with positive work carried out across the union to increase the diversity of our membership and embed new approaches in the workplace.

Women

In Spring 2018, Prospect launched an online training tool to highlight new legislation around the gender pay gap and help reps ensure that pay equality is on the agenda for local bargaining. We continued to raise the profile of the gender pay gap and supported individual members taking discrimination cases to employment tribunals.



PAUL HERRMANN

More than 60 delegates attended the annual YPN forum in Manchester for a weekend of training to give members the skills and confidence to represent and organise in their workplaces”

We also built on our work around challenging gender and career stereotyping at work. In January, we launched a new Prospect video on breaking the bias barrier at an event at the Institute for Education, where our guest speaker was the Deputy Mayor of London, Joanne McCartney.

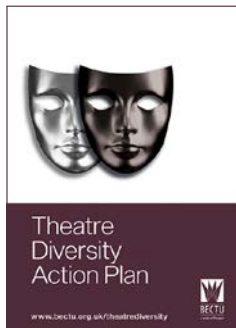
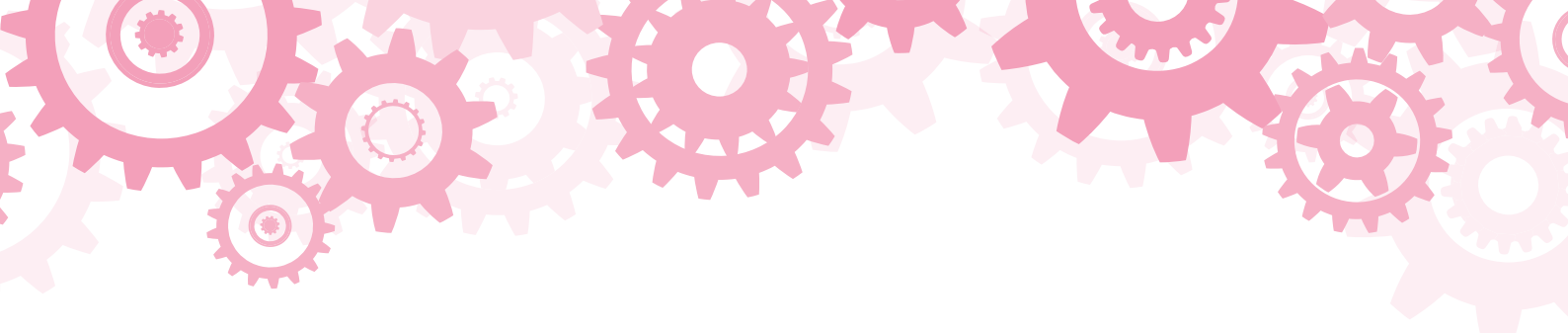
We updated our training resources and materials for branches on tackling sexual harassment in the workplace.

This followed a survey of members which showed that a third of women had experienced workplace sexual harassment.

The survey was completed by nearly 7,000 people working in a variety of highly-skilled roles across the private and public sectors. The respondents who took part were 40% female and 60% male.

More than a third of women (35%) reported sexual harassment, with young women reporting the highest incidence at 62%.

Tackling sexual harassment, whether it is aimed at women or men, is a priority for the union as we seek to create better workplaces for all members.



Black, Asian and Minority Ethnic

The launch of the BECTU sector's theatre diversity action plan in November, with more than 100 theatres signed up to improve the diversity of their workforce, was a highlight of the year (see chapter one)

The plan was the culmination of significant work by BECTU's black workers' committee and attracted widespread support in the entertainment industry.

Prospect continued to develop its black, Asian and minority ethnic (BAME) network and to co-ordinate work with the BECTU black workers' committee.

In the summer, Prospect held a BAME development event in Brighton aimed at encouraging a more diverse set of members to come forward to be union representatives.

A BAME working group continued to steer work in this area, including a membership survey in early 2018 on the extent of racism and racial stereotypes in the workplace. The results showed there is still a lot more work to do to create inclusive workplaces and featured in a special report by Channel 4 News.

Neurodiversity

Neurodiversity was widely discussed at Prospect's biennial conference in June 2018 with delegates from Prospect and the BECTU sector highlighting the importance of neurodiversity as a union issue.

The union's web resources have been widely used and a short half-day training course to help reps take up issues around neurodiversity was piloted ahead of a wider rollout in 2019.

LGBT+ network

Prospect's LGBT+ network and BECTU's LGBT committee were among our most active groups in 2018. Together, they organised a special showing of the film *Pride* and a discussion on LGBT+ equality at the Queen's Film Theatre in Belfast for LGBT history month in February.

Another history month event was held at Prospect's head office in London featuring BECTU member and the Mayor of London's night time economy tsar, Amy Lamé. We added to our support for branches with the introduction of an LGBT training event that was piloted in different parts of the country.

The union had a strong presence at a range of Pride events including in London, Manchester, Plymouth and Norwich.

Young members

Christian Sokolov, Dan Fahey and Maurice Bottomley represented Prospect's Young Professionals Network and BECTU's Young Members' Forum at the TUC young workers' conference in March.

BECTU's Young Members' Forum

The Young Members' Forum held its annual general meeting at the freelancers' fair in April. An open call for nominations to the young members' committee, as well as to new active members to get engaged, was sent to everyone aged 35 and under.

This resulted in the largest young members' committee in BECTU's history and a significant increase in freelance members. This now means the committee can better represent BECTU's more freelance divisions.

Christopher Underhay and Rebecca Jarvis are joint co-chairs of the committee; Rosanna Armenante is vice chair and Alex Harris-MacDuff is secretary.

The committee is working on an organising strategy and helped develop a new YMF flyer which includes advice on the "Top five things you should know before you start work".

The first meeting set a number of goals – the priority for the year





was to develop guidance on the difference between genuine and useful work experience and illegal unpaid labour. The aim is to dispel the myth that people coming into the industry must work for free.

A campaign around unpaid work versus work experience was launched during Young Workers' Week in November. The week ended with 19 members attending a successful young activist training day which was followed by an evening social at the National Theatre.

The YMF connected with Prospect's Young Professionals Network at a union-themed scavenger hunt and dinner at Prospect's national conference in June.

BECTU young members were offered access to a union mentorship program for the first time. The scheme is funded by the Union Learning Fund and co-ordinated by Kate Antoniou. Almost half (12) of the 25 participants in the programme have identified as young members.

A joint runners and young members' event was held in Salford in June. A panel of professionals discussed how to get into, and progress, in the industry.

The event helped to raise the profile of the YMF and BECTU in the North and within the huge runners' community. Twenty members were recruited on the back of the event. The organising team would like to thank Alison Surtees, Carwyn Donovan, Rebecca Jarvis, Dave Cooke and Alex Harris-MacDuff for their work on this.

Committee member Thomas Cave was a delegate to the European Trade Union Institute education course in Prague which focused on the Living Wage and European policies affecting working people.

Two of our committee members, Rosanna Armenante and Dave Cooke, helped on the BECTU stand at the Professional Lighting and Sound Association show. They recruited new members, promoted the union and the YMF held a social event at the end of the event.

A WhatsApp group for committee communications has been established and there are plans to start an YM Instagram account.

Prospect Young Professionals Network

More than 60 delegates attended the annual YPN forum in Manchester for a weekend of training to give members the skills and confidence to represent and organise in their workplaces.

The network is growing – increasing numbers of young professionals are joining Prospect and members have established local networks in 11 branches including Heathrow, Nuvia and AWE.

The YPN focused on recruiting new members by showcasing how Prospect can positively support them through their careers and

has held workshops on CV writing, networking and financial advice.

The national executive committee agreed to increase the national age limit to 35 and make the YPN a sub-committee of the NEC.

YPN committee members continued to attend as observers at national executive committee and CORE meetings. BECTU young workers hosted a social event to welcome young members to national conference and the YPN hosted a fringe session on improving private sector housing for young people.

The committee met four times and continues to set the direction of work for Prospect young members.

The network launched its recruitment campaign for #TalkProspect union week with avocado stress balls. These proved surprisingly popular and were in demand. Almost half (43%) of new members recruited during #TalkProspect were aged 35 and under.

Retired members' group

Prospect's retired members' group (RMG) is open to all members who are leaving employment – whether because of age, sickness or redundancy. You don't even have to be age 60 or over. The group represents their views and concerns through a network of 21 area representatives.

A national committee meets four times during the year. Group secretary, David Luxton, also attended some area annual general meetings in the autumn, providing an opportunity to meet RMG members, many of whom were active representatives before retiring.

Communication with members

Three editions of *WiseEye* were published in 2018. The RMG also has a dedicated area on the union's website:

www.prospect.org.uk/be-involved/retired

RMG involvement in Prospect

The national committee nominates 12 representatives to attend Prospect's biennial national conference. Two of its representatives also attend Prospect national executive committee meetings.

Awards

7





The National Executive Committee granted awards to the following members in 2018:

Gold distinguished service award

Member	Branch
Ray Arrowsmith	West Midlands Retired Members' Group
Catherine Donaldson	Environment, Food and Rural Affairs
Graeme Henderson	London and South East regional
Dai Hudd	Deputy general secretary, retirement
Denise McGuire	BT London West Central
David Simpson	Scotland regional

Silver distinguished service award

Member	Branch
Jane Colclough	Communications and Digital, Midlands Wales and West
Dave Carty	Air Traffic Control Officers
Peter Clements	Sellafield Limited
Geoff Fletcher	Health and Safety Executive
Heather Phillips	Department for Transport
Ken Trapp	National Grid

Long service awards

Member	Branch
Michael Briggs	Cobham Defence
John Burford	Communications and Digital, South
Linda Clements	Sellafield Limited
Philip Didsbury	Sellafield Limited
Stephen Evemy	Insolvency Service
Roy Foord	Communications and Digital, Greater London East and Essex
Jonathan Kiely	Historic England/English Heritage
Frederick Mint	AMEC Foster Wheeler Plc
Dave Oldfield	London Energy
Martin Pennycook	Defence Equipment and Support
Eric Pirie	Health and Safety Executive
Andy Pratt	BAE Systems – Global Combat Systems
Andrew Saunders	Defence Equipment and Support
Neil Scott	Defence Equipment and Support
Tom Smyth	East Midlands Retired Members' Group
Colin Thompson	Ministry of Defence, Fire Service Officers
Philip Williams	Communications and Digital, London Central
Barry Woodrow	UK Power Networks

Pay

8





Bargaining unit	Effective date	Headline % increase
AES Ballylumford	01/01/18	3.58
AMCO	01/01/18	2.50
AMEC Energy - ex AMEC NNC	01/04/18	2.00
Arqiva	01/07/18	2.50
Birmingham Airport Air Traffic Ltd	01/04/18	3.70
Babcock BES (Rosyth Royal Dockyard)	01/04/18	2.00
Babcock DSG	01/04/18	2.00
Babcock Media Services and Communications <i>Note: Range, minimum increase 3.75</i>	01/04/18	<i>see note</i>
Babcock REME Training (Lyneham and Sultan)	01/04/18	2.00
BAE Land Systems Munitions	01/04/18	2.50
BAE Land Systems Munitions	01/04/18	2.50
BAE Systems Land Systems Shared Services	01/04/18	2.50
BAE Systems Land Systems Weapons	01/04/18	2.50
BBC	01/08/18	2.00
BBC Atos	01/04/18	1.90
Birmingham Royal Ballet	01/04/18	3.00
Bournemouth Airport	01/04/18	2.70
BRE	01/08/18	1.50
Brewery Arts Centre	01/04/18	3.00
British Veterinary Association	01/01/18	2.60
BT	01/06/18	2.50
CABI	01/07/18	3.00
Care Quality Commission	01/09/18	1.50
Cavendish Nuclear	01/04/18	2.70
Centre for Environment, Fisheries and Aquaculture Science*	01/04/18	1.50
Centre for Health and Disability Analysis (Maximus)*	01/03/18	2.00
Centrica Energy Operations	01/04/18	2.30
Certsure	01/04/18	3.00
Chatham House	01/10/18	2.30
City of Birmingham Symphony Orchestra <i>Note: Consolidated amount of £825 across the board</i>	01/04/18	<i>see note</i>

Bargaining unit	Effective date	Headline % increase
Clearcast	01/01/18	2.50
College of Policing*	01/07/18	1.50
Cottam Power	01/04/18	2.30
Coventry Belgrade	01/04/18	2.50
Ministry of Housing, Communities and Local Government*	01/08/18	1.50
Defence Equipment & Support*	01/08/18	2.20
Department of Health*	01/07/18	1.50
Department for Education*	01/04/18	1.50
Drax Power	01/01/18	3.80
Drax Power (Senior Production Group)	01/01/18	3.80
DSRL (Dounreay)	01/04/18	2.50
Defence Science and Technology Laboratory*	01/06/18	1.50
Department for Work and Pensions*	01/07/18	1.50
E.ON CHP Blue Collar	01/04/18	3.50
E.ON CHP Blue Collar	01/04/18	3.50
E.ON CHP White Collar	01/04/18	3.50
E.on E,C and R	01/04/18	3.50
E.ON EC&R CHP Blue Collar	01/04/18	3.50
E.ON EC&R Generation White Collar	01/04/18	3.50
E.ON Energy Solutions (White Collar)	01/04/18	3.50
E.ON Generation White Collar	01/04/18	3.50
E.ON IT	01/03/18	3.50
EDF Energy Nuclear Generation	01/04/18	3.00
Electricity North West	01/08/18	3.40
English Heritage*	01/04/18	2.75
English National Opera <i>Note: Lump sum increases in April, July and August 2018 for staff on permanent, seasonal and fixed term contracts</i>	01/04/18	<i>see note</i>
Fire Service College	01/02/18	Range 0% to 4%
Flybe	01/04/18	2.00
Forensic Archive Ltd	01/04/18	2.00
Food Standards Agency*	01/08/18	1.50
Government Actuary's Department*	01/08/18	1.00

Bargaining unit	Effective date	Headline % increase
Gatwick GIP	01/10/18	2.70
GE Healthcare Biosciences (Amersham PLC)	01/04/18	3.00
Glyndebourne	01/01/18	2.50
Heathrow Airport Limited	01/07/18	2.75
Highlands and Islands Airports	01/04/18	3.00
Historic Environment Scotland	01/04/18	3.00
Home Office*	01/07/18	1.50
House of Commons	01/04/18	1.00
House of Lords	01/04/18	3.00
HR Wallingford Ltd	01/04/18	3.00
Insolvency Service	01/08/18	1.50
Intellectual Property Office	01/08/18	2.65
Interserve Plc	01/07/18	2.00
Isle of Man Government - Social Care	01/04/18	3.00
IOM Government Officers' Association <i>Note: Increase 0.55p per hour (range increase 7.08% to 1.06%)</i>	01/04/18	<i>see note</i>
IoM Government - Whitley <i>Note: Increase 0.55p per hour (range increase 7.08% to 1.06%)</i>	01/04/18	<i>see note</i>
IoM Health MPTC	01/04/18	3.00
ITV plc	01/01/18	2.75
Joint Nature Conservation Committee*	01/08/18	1.50
Kilroot Power Station	01/01/18	3.58
Kings Place Music Foundation	01/04/18	2.00
Land Instruments	01/04/18	2.50
Lime Pictures	01/01/18	Range 1.75 to 3
London Waste Plc	01/04/18	3.85
Low Level Waste Repository	01/04/18	2.90
Lufthansa Technik	01/04/18	3.00
Magnox Electric Ltd	01/04/18	2.50
Manx Electricity Authority	01/04/18	2.75
Marine Management Organisation*	01/07/18	1.50
Menter Mon	01/04/18	2.00

Bargaining unit	Effective date	Headline % increase
Metropolitan Police	01/08/18	2.50
MLCSL Ltd	01/04/18	1.50
Ministry of Defence*	01/08/18	1.50
Museums Association*	01/04/18	3.00
National Archives*	01/04/18	1.50
National Galleries of Scotland	01/04/18	3.00
National Grid	01/07/18	3.30
National Library of Scotland	01/04/18	3.00
National Lottery Community Fund	01/04/18	1.50
National Museums of Scotland*	01/04/18	3.00
National Nuclear Laboratory	01/04/18	2.20
National Physical Laboratory	01/04/18	2.75
National Portrait Gallery*	01/04/18	1.00
NATS ATCO (Air Traffic Control Officers)	01/01/18	3.70
NATS ATSS (Air Traffic Systems Specialists)	01/01/18	3.70
Natural England*	01/08/18	1.50
Natural History Museum*	01/08/18	1.75
Natural Resources Wales	01/01/18	1.00
National Museums and Galleries of Wales	01/04/18	2.25
Nord Anglia Harrogate	01/04/18	2.10
Northern Ireland Electricity	01/04/18	2.50
Northern Powergrid	01/04/18	3.50
Norwich International Airport	01/04/18	2.70
National Quality Assurance - NTS	01/04/18	2.00
Nuvia Ltd	01/01/18	2.50
Oil and Pipelines Agency	01/04/18	2.00
Ordnance Survey	01/04/18	2.60
Ortho Clinical Diagnostics	01/03/18	2.50
Plymouth Marine Laboratory	01/04/18	2.50
Prestwick Airport	01/04/18	2.50
RaceTech	01/01/18	3.00
RBG Edinburgh	01/04/18	3.00
Ricardo E&E	01/01/18	2.30



Bargaining unit	Effective date	Headline % increase
Rothamsted Research	01/04/18	1.00
Royal Botanic Gardens Kew	01/10/18	2.50
Royal Household	01/04/18	2.00
Royal Museums Greenwich	01/04/18	2.00
Royal Parks	01/09/18	2.40
Royal Shakespeare Company	01/04/18	2.00
Royal School of Military Engineering	01/04/18	2.00
Science Museum Group*	01/04/18	1.50
Scottish Criminal Cases Review Commission	01/04/18	2.00
Scottish Government	01/04/18	3.00
Scottish Natural Heritage	01/04/18	3.00
Scottish Parliament	01/04/18	4.11
Scottish Prison Service	01/04/18	3.00
Sellafield Ltd	01/04/18	2.90
Sheffield Theatres	01/04/18	3.00
Society of London Theatre	01/11/18	3.50
Scottish and Southern Energy	01/04/18	3.30
Stansted Airport	01/04/18	3.00
Telefonica (O2)	01/03/18	2.50
UK Theatre	02/04/18	Range 3 to 4.7
UKAS*	01/04/18	2.30
UK Hydrographic Office*	01/08/18	1.50

Bargaining unit	Effective date	Headline % increase
UKRI	01/04/18	1.50
Uniper Business Services and UK Centre	01/04/18	2.25
Uniper Generation	01/04/18	2.25
Uniper IT	01/04/18	2.25
Uniper PES <i>Note: £500 consolidated increase to all base salaries</i>	01/04/18	<i>see note</i>
Uniper UGC	01/01/18	2.25
Uniper UTG <i>Note: £500 consolidated increase to all base salaries</i>	01/04/18	<i>see note</i>
United Utilities North West	01/04/18	3.00
Universities UK*	01/08/18	2.50
URENCO	01/01/18	3.00
Victoria & Albert Museum	01/04/18	2.00
Valuation Office*	01/09/18	1.50
Veolia Environment	01/01/18	2.25
Wales Audit Office	01/04/18	2.00
Watershed, Bristol	01/04/18	2.00
West Burton Power	01/04/18	2.30
Western Power Distribution	01/04/18	3.70

*imposed

MEAN AVERAGE	2.48%
MEDIAN	2.5%

Averages are for headline percentage increases only.

Other organisations

9





Trades Union Congress

Prospect was well represented at the 100th Trades Union Congress, held in Manchester in September. The delegation consisted of 22 staff and members.

The union submitted two motions on regulation and collective bargaining and put forward amendments to motions on a Just transition and sexual harassment. The delegation also seconded an amendment to a fracking motion submitted by the Bakers, Food and Allied Workers Union.

Delegates also spoke on a wide range of issues, reflecting the depth of knowledge and expertise within its membership, including:

- industrial strategy
- local casting
- automation
- strategy for a low-carbon transition
- continuing the fight against insecure working
- abortion rights

- equal pay/gender pay gap
- Carillion
- public sector pay
- civil service impartiality
- food security and sustainability.

As part of Unions 21's new Commission on Collective Voice, Prospect supported a fringe meeting exploring what collective voice and bargaining should look like in the 21st century. Speakers included: Rachel Reeves MP; Jon Skewes, Executive Director, Unions 21; Mike Clancy, Prospect; Patrick Roache, NASUWT; Amy Leversidge, FDA.

General secretary Mike Clancy and deputy general secretary Sue Ferns are both members of the TUC Executive Committee.

In Scotland, Satnam Ner completed his tenure as STUC president – a matter of great pride for Prospect. Prospect national secretary, Richard Hardy is a member of the STUC General Council.

In Wales, Gareth Howells, Sian Gale and Charanjit Pabla sit on the General Council of the TUC Cymru.



Affiliations and linked organisations

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; other affiliations provide information or the opportunity to exchange views. A list of these bodies is set out with the current headquarters contact for each organisation. NB this list is not exhaustive.

Organisation	Prospect contact
Action for Southern Africa	Jonathan Green
Aircraft Engineers International (ALAE)	Steve Jary
Confederation of Shipbuilding and Engineering Unions	Garry Graham
European Federation of Public Service Unions	Garry Graham
European Transport Workers' Federation	Garry Graham
GASCo Abu Dhabi Gas Industries Ltd (ALAE affiliation)	Garry Graham
Howard League	Alan Leighton
Irish Congress of Trade Unions	Richard Hardy
International Federation for Air Traffic Safety Electronics Associations	Garry Graham
Institute of Welsh Affairs	Gareth Howells
International Transport Workers' Federation	Garry Graham
Justice for Colombia	Mike Clancy
Mechanics Institute	Dai Hudd
National Pensioners Convention	David Luxton
Public Service Pensioners Council	Neil Walsh
Pensions and Lifetime Savings Association (formerly NAPF)	David Pelly
Royal Aeronautical Society	Garry Graham
Scottish Pensioners' Forum	Neil Walsh
Scottish Trades Union Congress	Richard Hardy
ShareAction	Sue Ferns
Thames Valley Pensioners Convention	David Luxton
Trades Union Congress	Mike Clancy
TUC Sheffield	Garry Graham
UK Flight Safety Committee	Garry Graham
Uni Europa – the European services workers union	Philippa Childs
Union Network International and Uni Mei	Philippa Childs
Wales TUC	Mike Clancy

Irish Congress of Trade Unions

Prospect also supported events organised by the Irish Congress of Trade Unions including:

- attendance at the ICTU NI biennial delegate conference in April 2018
- a range of training and educational events and
- the ongoing ICTU "Better Work Better Lives" campaign.

Prospect is now co-located with the ICTU and negotiations officer Angela Moffatt works closely with ICTU colleagues in their Belfast office.

Oxfam appeal

Prospect members donated £18,800 to Oxfam in 2018. They have contributed almost £1m to Oxfam in a 30-year partnership. The appeal was launched after a famine swept across east Africa in the early 1980s. One of Prospect's predecessor unions, IPMS, set up the fund in 1986.



Organisation	Prospect contact
War on Want	Jonathan Green

Other bodies to which Prospect is linked

Organisation	Prospect contact
Professionals Australia	Mike Clancy
British Medical Association/Joint Committee	Geraldine O'Connell – Dave Allen from Oct 2018
British Veterinary Association	Geraldine O'Connell – Dave Allen from Oct 2018
Museums Association	Alan Leighton
Parity	Neil Walsh
Trade Unions for Safe Nuclear Energy	Gill Wood
Workers' Educational Association	Sue Ferns

The background features a light pink color with several gear icons of varying sizes and colors (white and light pink) scattered across the top. A large, semi-transparent gear graphic is positioned on the left side, partially overlapping the text.

Managing the union

10





In 2018, the MCC dealt with:
27,091 telephone calls,
30,766 emails, 1,603 webchats
(since launch on 1 June) and
10,682 new applications.

Ninety-seven per cent of all calls were answered within 90 seconds and 95% of all emails were responded to within 24 hours”

Member Contact Centre

The Member Contact Centre has been established for 18 months and has made it easier for members to get in touch for advice or support – the helpline – 0300 600 1878 – is open between 8:30am and 7pm Monday to Friday.

Webchat was implemented in 2018 to provide another channel for members to easily contact the union.

In 2018, the MCC dealt with:

- 27,091 telephone calls
- 30,766 emails
- 1,603 webchats (since launch on 1 June)
- 10,682 applications for membership.

Ninety-seven % of calls were answered within 90 seconds and 95% of all emails were responded to within 24 hours.

The department provides employment law advice on a wide range of topics and practical support including updating contact details and helping members with their subscriptions.

All contacts are logged using a case management system, which means any advisor can look up and help a member with an ongoing query or case.

The team can now take subscription payments over the phone via credit card making it easier for members to pay their subscriptions

or to join Prospect. The union has the highest level of security when processing payments.

BECTU's membership team was integrated into the MCC in 2018 meaning we have one centralised team for all membership enquiries and we successfully passed the Membership Audit Certificate for both teams in March.

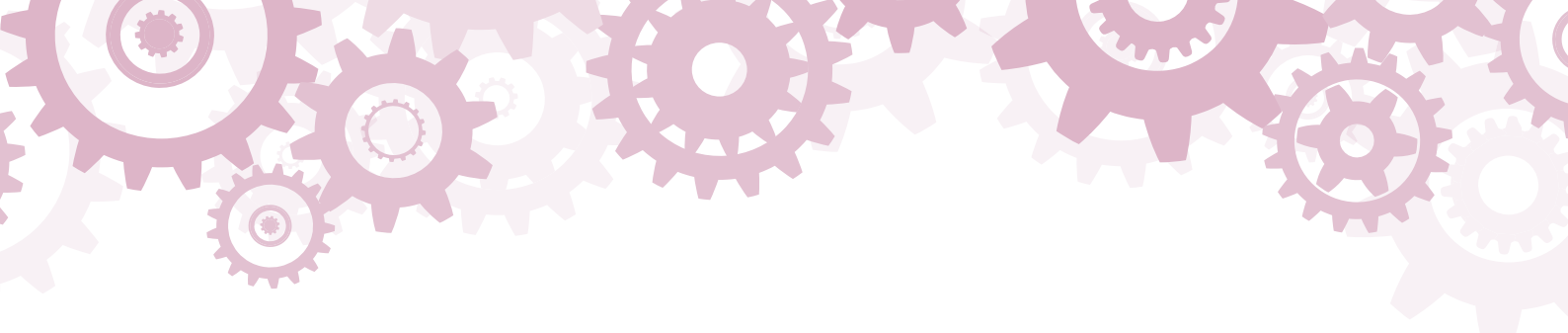
Membership Audit Certificate

The Trade Union and Labour Relations (Consolidation) Act 1992 and Part 3 of the Transparency of Lobbying, Non-Party Campaigning and Trade Union Administration Act 2014 impose a duty on trade unions in relation to their register of members.

The 2014 act introduced a new statutory duty on unions to supply an annual assurance to the Certification Officer about their register of members.

The annual assurance takes the form of a Membership Audit Certificate that all unions who are required to make an annual return need to supply to the Certification Officer every year, irrespective of their size.

In the opinion of the assurer approved by Prospect, both BECTU and Prospect successfully passed their Membership Audit Certificate requirements for the reporting period 1 January to 31 December 2017.



This was the first reporting year of MAC engagement for BECTU with Prospect appointed assurers and the second reporting year for Prospect

Case management system

The case management system continued to be used across Prospect allowing all confidential files to be stored on one secure, central system.

In 2018, 5,665 advice files, 3,036 membership advice files and 36,661 personal case files were logged on the system. System developments in 2018 included the creation of new file types and reports, allowing colleagues to manage personal cases and advice files with ease. We are continuing to develop the system to improve the efficiency and speed of our resources.

Health and safety (staff)

A group of internal staff have been trained as mental health first aiders and names are available on the intranet for staff who would like to speak to this team. Meetings of the health and safety committee were reconvened during 2018.

Stress and well-being

Prospect has an established stress and well-being policy for staff. Staff have been offered an online assessment to help identify and manage the symptoms of stress. The union also provides online and other resources to:

- promote well-being at work
- provide support and guidance to achieve working in a healthy manner
- enable staff to maintain a good work life balance
- provide support and guidance to managers.

Employees are encouraged to:

- understand what health and well-being support is available and to seek clarification from management where required
- consider the stress policy while completing work-related duties and at any time while representing Prospect
- support fellow employees in their awareness of health and well-being and managing stress
- support and contribute to Prospect's aim of providing a safe, healthy and supportive environment for all employees.

Managers have a responsibility to ensure that all Prospect employees are made aware of the stress policy and are encouraged to actively support and contribute to the health and well-being of employees.

This policy is supported by trained mental health first aiders, stress awareness training and support for managers as well as a confidential employee support line.

Employee salaries

Motion 39 from 2014's national conference instructed the NEC to present in the annual report the number of employees, in salary bands of £10,000 steps, from £10,000 up to the salary of the general secretary. This is reflected in the table below, but please note:

- these steps do not reflect the Prospect grading structure or the salary ranges attached to each grade
- the figures include the full-time equivalent salaries for those currently working part-time hours
- the general secretary's salary is a spot rate and can be found at end of the Prospect Notes to the Accounts section.

Salary band	Number of staff
£10,000-£19,999	1
£20,000-£29,999	34
£30,000-£39,999	77
£40,000-£49,999	45
£50,000-£59,999	65
£60,000-£69,999	16
£70,000-£79,999	8
£80,000-£89,999	4
£90,000-£99,999	1
Total	251

Data protection

The General Data Protection Regulation and the Data Protection Act came into force on 25 May 2018. However, the work to ensure the union complied with the regulations began in 2017 when a GDPR working party, made up of representatives from all relevant departments, was set up. Andrew Pakes, director of communications and research is the data protection officer and Tracey Hunt is the data protection compliance officer (DPCO).

The union has implemented the following policies since May 2018:

- Prospect data protection
- staff data protection and privacy notice
- Prospect privacy notice
- special category data
- data breach and notification procedure
- data protection impact assessment procedure
- retention and disposal schedule
- subject access request procedure.

The union also set up the following recording processes in order to comply with its obligations under the regulations:

- data mapping and record of processing register
- register of privacy notices
- a record of controller and processor contracts and contact list
- data impact assessment reports record
- data breach register
- subject access request register.

Data breaches, subject access requests and complaints

Eighteen data breaches by staff and reps were reported to the DPCO in 2018. The majority were minor incidents and the most common breaches involved emails.

Three, serious, high-risk breaches were reported to the Information Commissioner's Office. The ICO reported back and no action was taken against the union.

The DPCO responded to four subject access requests during 2018. The union received three complaints from members about the use of their data and responded in the required time; one case led to a subject access request.

Actions

New processor agreements have been circulated to relevant companies along with processor compliance questionnaires.

The DPCO produced a draft data sharing agreement for branches to use if they are using their employer's computer and email systems.

Forms have been created for the following processes:

- new membership forms
- consent form for photography at events
- non-member attendance form for events

Are you about to share information about a Prospect member?

Think

- Who am I giving this information to?
- Is this information sensitive?
- Am I sharing only what I need to?
- Do I have permission to share this information?

Check

- If you're not sure if, or how, you can share information, contact us at dataprotection@prospect.org.uk

Share

- After consideration and checks, you should be in a position to share information appropriately



GDPR WILL COME INTO EFFECT ON 25TH MAY 2018

It is the responsibility of all Prospect employees and reps to make sure personal data is kept secure and confidential – see our blog at <https://bit.ly/pro-gdpr>



- personal case compliance letters.

Staff

The union has implemented the following policies for staff:

- employee privacy notice
- staff privacy policy
- GDPR training policy.

Training

All staff did training in 2018 to update their knowledge of the new regulations. The GDPR pages on the staff intranet went live in October 2018 and enable staff to access policies, procedures and forms on data protection.



Jane Copley from the union's legal team trained branch committees, representatives and staff in GDPR processes and practices.

Next steps

Complying with GDPR is an ongoing process. The DPCO will do a data audit of the union in 2019 in order to meet obligations under GDPR. This will primarily assess the extent to which the union is meeting the regulations' principles.

Property

The sale of the Flaxman House office in Chertsey, South West London, was completed in November 2018 and the staff relocated to a smaller, leased office in Chertsey.

The fifth floor of New Prospect House, London was let to new tenants on a five-year lease from February 2018.

The lease on Prospect's office in Landore Court, Cardiff ended in June 2018. The staff moved to a new office in Fitzalan Place. They were joined by staff working on the Wales Union Learning Fund project.

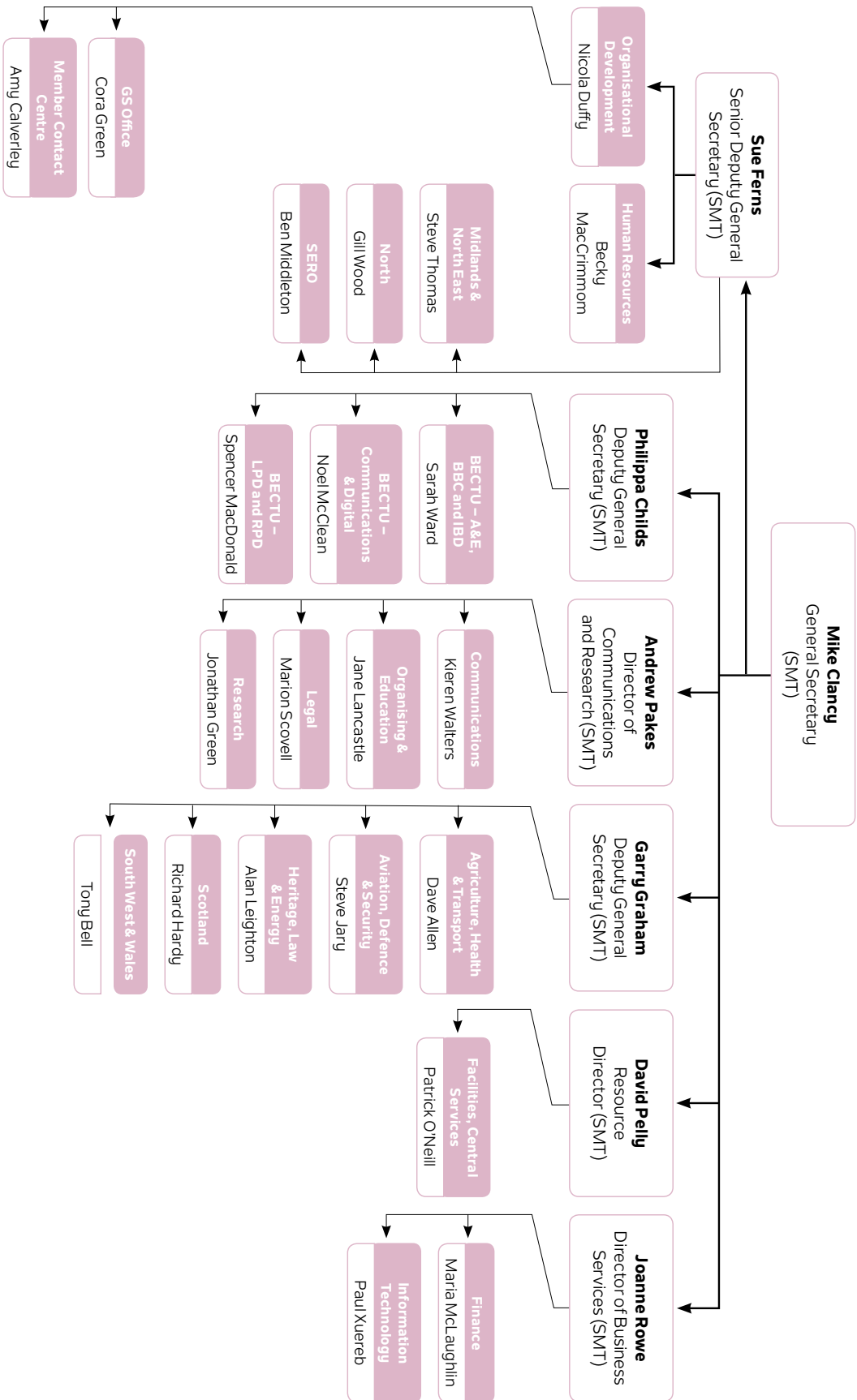
The lease on Prospect's office in Liverpool terminated in July 2018 and the staff moved into a new office in Brunswick Buildings in Liverpool. All moves were carried out with minimum impact on service to members.

A new Prospect office was opened in Belfast, Northern Ireland, in August. It will be initially located in the office of the Irish Congress of Trade Unions.

Prospect organisation chart 31 December 2018

This organisation chart reflects how our teams fit together

SMT = senior management team



NEC, officers and
sub-committees

11





National Executive Committee

1 January – 31 December 2018

NEC meetings held: 5

Member	Meetings attended
Freddie Brown	4
Mike Dick	4
Andrea Gauld	5
Alan Grey	4
Steve Grey	4
Jim Henderson	5
Gordon Hutchinson	5
Neil Hope-Collins	4
James Leppard	4
Andy Mooney	5
Satnam Ner	5
Philip O'Rawe	5
Ian Stewart	3
Gary Swift	4
Nigel Titchen	4
Audrey Uppington	3
Tasos Zodiates	4
To June 2018	
Dave Carty	2
Peter Clements	1
Jane Colclough	2
Catherine Donaldson	1
Geoff Fletcher	1
Heather Phillips	0
Ken Trapp	1
From June 2018	
Rebecca Cummings	2
Christine Danniell	3
Steven Dickson	2
Elinor Harrison	3
Tom James	3
Steven Nicholson	3
George Ryall	3
Alan Smith	3
Retired Members' Group observers	
Peter Gilroy	1
Robbie Ridoutt	4
From June	
Stan Kordys	3
YPN observers	
Abigail Rumsay	1
Gary Best	1
Elinor Harrison (until June 2018)	2
Samuel Oyaletor	1
Dan Fahey	1

Presidential team

To May 2018

- President – Denise McGuire
- Vice-president – Craig Marshall
- Deputy vice-president Ann Jones
- Deputy vice-president Eleanor Wade

From May 2018

- President – Craig Marshall
- Vice-president – Eleanor Wade
- Deputy vice-president – Neil Hope-Collins
- Deputy vice-president Ann Jones

Officers

- General secretary – Mike Clancy
- Senior deputy general secretary – Sue Ferns
- Deputy general secretary – Dai Hudd (to June 2018)
- Deputy general secretary – Gerry Morrissey (to October 2018)
- Deputy general secretary – Garry Graham
- Deputy general secretary – Philippa Childs (from October 2018)
- Resource director – David Pelly
- Director of Business Services – Joanne Rowe
- Director of Communications and Research – Andrew Pakes

Trustees

1 January – 31 December 2018

- Phil Kembell (Chair)
- Raymond Humphries
- David Simpson

Auditors

- H W Fisher

Finance and audit

- Joanne Rowe (secretary)
- Neil Hope-Collins
- Craig Marshall
- Andy Mooney
- Nigel Titchen
- Tasos Zodiates



- Steve Crothers – UKRI
- Catherine Donaldson – EFRA
- Brian Lewthwaite – Ministry of Defence
- Ken Trapp – National Grid

Nuclear development group

- Audrey Uppington (chair)
- Ian G Clark
- Barbara Shepherd
- Catherine Collins
- David Marsh
- Gary Swift
- Dr James Honeywill
- Roger Hill
- Glyn Russell
- Dr Simon Norris
- Stephen Laycock
- Steven Nicholson
- Susan Kirkby

To June 2018

- Louise Coulter
- David Gregory
- Dai Hudd
- Laurence Hobden
- Susan Holdroyd
- Alistair Holt
- Charles Holt
- Ben Hughes
- Janet Jones
- Iain Mathieson
- Frederick Mint
- Colin Turnbull

From June 2018

- Clive Buckenham
- Colin Clarke
- Dawn Davies
- Helen Edwards
- John Lloyd
- Thelma MacKenzie
- Kate Newton
- Simon Norris
- Dik Third
- Lloyd Wells
- Richard Wilkinson

Science, engineering and sustainability advisory committee

- Sue Ferns (secretary)

NEC members

- Neil Hope-Collins (chair)

To June 2018

- George Ryall
- Gary Swift
- Nigel Titchen
- Eleanor Wade

From June 2018

- Rebecca Cummings
- Elinor Harrison
- James Leppard
- George Ryall

Lay reps

- Martin Aylett – BT Adastral Park
- Philip Brown – Met Office
- Helen Snaith – UKRI
- Marcus Swift – Sellafeld Limited

To June 2018

- Dr Stephen Collins – Diamond Light Source
- Juan Herreros – Environment, Food and Rural Affairs
- Frederick Mint – AMEC Energy
- Alison Smith – Welsh Government

From June 2018

- Aiden Dryden – Environment, Food and Rural Affairs
- Ayoe Buus Hansen – Met Office
- Andrew Meadley – Western Power Distribution
- Marcus Swift – Sellafeld Ltd

Pensions

- Jackie Moonan – secretary

NEC members

- Audrey Uppington – chair
- Christine Danniell
- Steve Dickson
- Tom James
- Craig Marshall
- Satnam Ner
- Nigel Titchen
- Tasos Zodiates

Lay reps

- Tony Cox – Connect regional
- Keith Flett – BT
- Philip Hooley – London Production Division (from June 2018)
- Peter Lewis – AWE
- Mike Morriarty – Retired Members
- Jeff Rowlinson – Scottish regional
- Andrew Meadley – Western Power Distribution

Retired members' group national committee

- Robbie Ridoutt – president
- Peter Gilroy – vice-president
- John Attree – South West Midlands
- John Augoustis – Cheshire, Manchester, Deeside
- Arthur Bavister – Thames Valley
- George Betke – Yorkshire
- Charlie Bruce – Scotland North
- Graham Clarkson – Wales
- Iain Findlay – South East England
- Don Forrester – North West
- David Harding – South West
- Ann Hedgecock – Central Southern
- Laurence Holly – Northern Ireland
- Stan Kordys – East Anglia
- Nigel Marlow – South East Midlands
- Mike Moriarty – Southern
- Gerald Perks – West Midlands
- Andrew Ruffhead – London Central
- David Sim – Scotland South
- Don Stickland – East Midlands
- John Streeter – Avon Valley
- Peter Wild – North East

Branch rules working party

- Ann Jones (chair)
- Neil Hope-Collins
- George Ryall
- Eleanor Wade

To June 2018

- James Henderson
- Heather Phillips

Branches

12





Code	Branch name
AEH	A & E Hold
1ATH	Aberdeen Theatres (S)
S094	ABL
V601	Accenture
M187	ADAS
I437	AES Ballylumford
D330	AGCS - Retired Members' Group
J024	Agriculture & Horticulture Development Board
C009	Air Traffic Control Officers
C011	Air Traffic Systems Specialists
V602	Airwave
ALJAZE	Al Jazeera International
N405	Alstom
ATGW	Ambassadors Theatre Group Woking
K026	Amec Foster Wheeler Plc
ANBR	Animation & New Media
APBIR	Apollo Birmingham
APMAN	Apollo Manchester
APYOR	Apollo York
V603	Apsolve
F181	Archaeologists
ARQC	Arqiva Central
AQCEB	Arqiva Climbing Engineers
CRCT	Arqiva Crawley Court
EMOOR	Arqiva Emley Moor
ABH	Arqiva Holding Branch
ALSE	Arqiva London and The South East
STMAN	Arqiva Managers
ARQN	Arqiva North
ARQNE	Arqiva North England
ARQNS	Arqiva North Scotland (S)
ARQNI	Arqiva Northern Ireland (NI)
AQREB	Arqiva Rigging Engineers
ARQSS	Arqiva South Scotland (S)
ARQSW	Arqiva Southwest
ARQWWE	Arqiva Wales & W England (W)
AWDB	Arqiva Warwick and Daventry
ARTBR	Art Department
ARTEC	Art Technicians
ASMB	Ascent Media
V604	Asidua
ADS	Assistant Directors
APTN	Associated Press Television News
J258	Association of Guernsey Civil Servants
C286	Association of Licensed Aircraft Engineers
M741	Association of School And College Lecturers
V605	AT&T
J285	Atlas Elektronik Uk Ltd
C204	Aviation
D326	Avon Valley Retired Members' Group
J124	AWE
1AYR	Ayrshire (S)
C176	Babcock Aerospace
C236	Babcock DSG
MERBR	Babcock London

Code	Branch name
S219	Babcock Marine & Technology (Clyde)
S288	Babcock MCS Offshore
C733	Babcock MCS Onshore
J199	Babcock REME Training
C715	Babcock RSME
SKELT	Babcock Skelton
N465	BACM
J276	BAE Surface Ships
K133	BAE Systems - Global Combat Systems
BANGO	Bangor (W)
BAR	Barcud (W)
BXST	Baxter Storey
ABERD	BBC Aberdeen (S)
ATOS	BBC Atos
BIRM	BBC Birm & WM
BRIST	BBC Bristol & West
CAR	BBC Cardiff (W)
BBCCA	BBC Caversham
BBCCGB	BBC Contractors General
BBCNM	BBC Digital London
BBCEA	BBC East
BBCEM	BBC East Midlands
EDINB	BBC Edinburgh (S)
ESPG	BBC Engineering Studios Post Group
BFOB	BBC Finance & Operations
GLAS1	BBC Glasgow No 1 (S)
HIGH	BBC Highland (S)
BBCH	BBC Hold
BBCIM	BBC Immediate Media
BBCJC	BBC Interserve London
BBCLL	BBC London
LLAB	BBC London Library/Archive
BBCMNW	BBC Media City & North West
BBCMB	BBC Millbank
BBCNBO	BBC Newsgathering
BBCNBC	BBC Newsroom
NEWCUM	BBC North East & Cumbria
PLYM	BBC Plymouth & South West
BPSM	BBC Policy Strategy & Marketing
KINGW	BBC R&D
BBCRMO	BBC Radio & Music Operations London
BRMB	BBC Radio & Music Production
BBCROB	BBC Radio Obs
BBCSOT	BBC South
BBCSE	BBC South East
MAILS	BBC Swiss Post
CLET	BBC Technology London
BBCTL	BBC Television London
BBCW10	BBC W1 Operations
V720	BBC Weather
BBCGNB	BBC World Service
WTVP	BBC Worldwide TV & Publishing
BBCYL	BBC Yorks & Lincs
BBCY	BBC Yorkshire
E731	BEIS

Code	Branch name
BELGE	Belfast General (NI)
BGOH	Belfast Grand Opera House (NI)
NFT	BFI Southbank
M198	Big Lottery Fund (Nof)
M713	Birds Eye
3BHT	Birmingham Hippodrome
BMREP	Birmingham Rep Theatre
BRBH	Birmingham Royal Ballet
BLOOM	Bloomberg TV
BOOM	Boomerang Holding
C735	Bournemouth International Airport Ltd
3BRA	Bradford Leisure
3BRT	Bradford Theatres
BAC	Brewery Arts Centre
BRDOME	Brighton Dome and Festival
4BRI	Bristol
E042	British Board of Agreement
F006	British Library
F192	British Museum
E214	British Veterinary Association
N722	Bronte Museum
T502	BT Adastral Park A
T503	BT Adastral Park B
T504	BT Adastral Park C
T505	BT Birmingham
T506	BT Brentwood
T507	BT Brighton
T555	BT Brunel
T508	BT Central London HQ
T509	BT Cornwall & Plymouth
T510	BT Coventry
T511	BT Development Belfast
T512	BT Devon & Somerset
T515	BT DP Harmondsworth
T516	BT East Essex
T517	BT East Of Scotland
T519	BT Leicester
T521	BT London Central East And South
T522	BT London East
T518	BT London North
T523	BT London North East
T525	BT London Southern
T526	BT London West
T527	BT London West Central
T528	BT Manchester & District
T520	BT Mersey Dee & Area
T530	BT Mid Yorkshire
T531	BT Milton Keynes
T501	BT Mod Contract
T532	BT Newcastle & Middlesbrough
T533	BT North Anglia
T534	BT North Downs
T535	BT North Of Scotland
T536	BT Northern Ireland
T537	BT Nottingham

Code	Branch name
T538	BT Oswestry
T539	BT Overseas
T540	BT Peterborough
T541	BT Radianz
T542	BT Senior Managers
T529	BT Shrewsbury
T545	BT South Wales
T544	BT South Yorkshire
BTSPOR	BT Sport
T556	BT Sport
T546	BT Stoke On Trent
T547	BT Suffolk
T550	BT Thames & Wey Valley
T551	BT Wessex
T552	BT West Midlands
T553	BT West Of Scotland
T554	BT West Pennines
E200	Building Research Establishment
C012	CAA
J015	Cab International
E069	Cabinet Office/Treasury
S454	Cable & Wireless
CAMBR	Camera Department
J191	Canberra Uk Ltd
H086	Cangen Treftadaeth Cymru/Wales Heritage
V630	Capita CMD
CPR	Capital Radio
4CAD	Cardiff & District (W)
E711	Care Quality Commission
K283	Cavendish Nuclear
CBSO	CBSO
D321	Central Southern Retired Members' Group
N410	Centrica
GRIBR	Certified Grips & Crane Techs
M430	Certsure
CHF	Channel Four
C717	Chatham House
CPHB	Chiswick Park RBM Holding
CINLSE	Cinemas London
CINMI	Cinemas Midlands
CINNEA	Cinemas North East
CINNO	Cinemas North West
CINSC	Cinemas Scotland (S)
CINWW	Cinemas Wales
CINEEM	Cineworld East Midlands
DART	Civic Theatre Darlington
J249	Civil Nuclear Police Authority
BACC	Clearcast
V350	CMD Greater London East & Essex
V351	CMD Greater London West
V352	CMD London Central
V353	CMD Midlands Wales & West
V354	CMD North Of England
V355	CMD Scotland & Northern Ireland
V356	CMD South



Code	Branch name
D316	CMMDI Retired Members' Group
K275	Cobham Defence
E707	College of Policing
J045	Commonwealth War Graves Commission
V607	Computacenter
CWBR	Costume & Wardrobe
3COV	Coventry Theatres
K291	Crown Commercial Services
V250	CSC
CURZH	Curzon Cinemas
PHOE	Daisy IT
C736	Defence
C714	Defence Electronics And Components Agency
C264	Defence Equipment & Support
RAD	Deluxe London
E064	Dental Reference Service
E017	Department for Education
E145	Department for Work and Pensions
E063	Department of Health
3NDT	Derby Theatres
DDSTLC	Devon, Dorset & Somerset TLCHolding
H132	Devonport Royal Dockyard
E188	Department for Transport
H254	Diamond Light Source
DIGHO	Digital Holding Branch
E217	Disability Analysts
E732	Department for International Trade
M719	DNV GL
S282	Dounreay
N404	Drax Power
C202	Dstl
LANT	Dukes Playhouse Lancaster
1DUN	Dundee (S)
M436	E.ON UK / Uniper
K414	EA Technology Ltd
EA	East Anglia
D317	East Anglia Retired Members' Group
EM	East Midlands
M245	East Midlands Airport
D318	East Midlands Retired Members' Group
EENDS	Eastenders
3EAC	Eastern Counties
F457	EDF Energy
1EDC	Edinburgh Leisure (S)
1EDN	Edinburgh Theatres
N701	Education and Children's Services Group
E001	Environment, Food and Rural Affairs
K459	Electricity North West
K423	Engie
5ENM	English Nat Opera Managerial
ENB	English National Ballet
5ENO	English National Opera
5ENAD	English National Opera Admin
H164	Environment Agency
N463	EP UK Investments (EPUKI)

Code	Branch name
BBCBRD	Ericsson BMS
V608	Ericsson Field Services Organisation
V609	Ericsson Managed Services Non Recognised
ETLCH	Essex Tlc Holding
ECI	European Captioning Institute
V611	Everything Everywhere
EXBBC	Ex BBC
FABR	Film Artistes
J721	Fire Leaders Association
M704	Fire Service College
FSEC	First Security London
J243	Flagship Training
H730	Flybe Cabin Crew
E278	Food Standards Agency
C128	Foreign & Commonwealth Office (HQ)
M185	Forensic Archive
S019	Forestry Commission
N417	Freedom Group Of Companies
V612	Fujitsu Telecommunications
GTCH	Gala Theatre & Cinema Holding
GAMES	Games Holding
E003	GE Healthcare Biosciences (Amersham Plc)
C294	GIP
1GLB	Glasgow Bingo (S)
GCHB	Glasgow Cineworld Holding Branch
CSGL	Glasgow Life (S)
S162	Glasgow Prestwick International Airport
1GLT	Glasgow Theatres (S)
GLYND	Glyndebourne Opera
E062	Government Actuary's Department
K137	Government Officers' Association
GPN	Grampian TV (S)
GRIPH	Grips and Crane Technicians Holding
J419	Guernsey Electricity
V613	HCL Technologies (Northern Ireland) Ltd
HQ1	Headquarters No 1
K050	Health & Safety Executive
C182	Heathrow Airport Ltd
S227	Highlands & Islands Airports Ltd
F194	Historic England/English Heritage
S226	Historic Environment Scotland
E065	Home Office
K464	Horizon Nuclear
E274	Housing, Communities and Local Government
V614	HP
J022	HR Wallingford
V631	NHS Digital
V628	Huawei
3HUL	Hull
H111	Hydrographic Office
IAWF	IAWF
IBH	IB Hold
IMID	IB Midlands Radio/Cable
INE	IB North East Radio/Cable
IRE	IB Radio/Cable Ireland (NI)

Code	Branch name
H728	IBERS
I2PMS	ICA
IWHS	Ideal World Home Shopping
ILL	ILR London
INW	ILR North West
F221	Imperial War Museums
ITFC	Independent TV Facilities Cen
V615	Inmarsat
E078	Insolvency Service
V458	Intergen (Uk) Ltd
K738	International Nuclear Services
J165	Interserve
J259	Inutec Ltd
I1NV	Inverness Theatre (S)
K716	Isle of Man Health MPTC
D331	Isle of Man Retired Members' Group
K298	Isle of Man - Whitley
K272	Isle of Man General
K709	Isle of Man Social Care NJC
ITN	ITN
ANN	ITV Anglia
BOR	ITV Border
CEB	ITV Central Birm
CEN	ITV Central Nott
GDM	ITV Granada
LWT	ITV LWT
MERS	ITV Meridian
ITVSEC	ITV Security
TYN	ITV Tyne Tees
HTC	ITV Wales (W)
HTB	ITV West
YOR	ITV Yorkshire
J290	JCSA
J425	Jersey Electricity
E238	JNCC
M729	John Innes Centre
KENPAB	Kennington Park
5KAS	Kent and Sussex
KINGSP	Kings Place Music Foundation
V616	Kingston Communications
LABSG	Labs General
N268	Land Instruments
J240	Landmarc Support Systems
3LGT	Leeds Grand Theatre
3LED	Leeds Tlc
3LEI	Leicester Leisure
3LET	Leicester Theatre
C718	Leidos
J153	LGC
LTECH	Lighting Technicians
MERSEY	Lime Pictures
LMT	Liverpool And Merseyside Theatres
APLIV	Liverpool Empire Theatre
LSSUP	Location Security And Support
NLMB	Locations Department

Code	Branch name
R306	London & South East Regional
LALHB	London Arts & Leisure Holding
CABSA	London Cable & Satellite
D323	London Central Retired Members' Group
E428	London Energy
LIFS	London Film School
E271	London Fire & Emergency Planning Authority
LTHB	London Theatres & Freelance Holding
LVTEC	London Venue Technicians Hold
K281	Low Level Waste Repository Ltd - Drigg
LOWRY	Lowry Centre Holding
PRODG	LPD Holding Branch
C734	Lufthansa Technik
BELF	Lyric Theatre Belfast (NI)
K408	Magnox Nuclear
MFT	Malvern Festival Theatres
MANT	Manchester Theatres
MUTV	Manchester United TV
K424	Manx Electricity Authority
K617	Manx Telecom
4MAY	Mayflower Theatre
MHBR	Media Hair and Makeup
K251	Menter Mon
H115	Met Office
C070	Metropolitan Police
M301	Midlands Regional
F710	Ministry Of Justice
C104	Mod: Air
C143	Mod: Defence Infrastructure Organisation
C112	Mod: Defence Training and Education
C105	Mod: Fire Service Officers
C287	Mod: Head Office and Corporate Services
C263	Mod: Joint Forces Command
C239	Mod: Land
C270	Mod: Navy
MHC	Moray House College (S)
F025	Museum of London
H467	MVV Environment
M151	N U M A
K303	N West/N Wales Regional
NFTS	National Film/TV School
K703	National Football Museum
S230	National Galleries of Scotland
F260	National Gallery
M429	National Grid
S232	National Library of Scotland
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
NVA	National Visual Artists
F007	Natural History Museum



Code	Branch name
H705	Natural Resources (Wales)
NEWEN	New Entrants/Graduates
NFMB	New Filmmakers
APOXF	New Oxford Theatre
NTC	New Theatre Cardiff (W)
NVHRT	New Victoria Hall & Regent Theatre
3NVT	New Victoria Theatre
2NTR	Newcastle Theatre Royal
2NEC	Newcastle TLC
NFTVA	NFTV Archives
N727	NIAB EMR Ltd
I449	NIE
N302	North East Regional
D314	North East Retired Members' Group
5NLO	North London TLC
WN	North Wales (W)
4WN	North Wales TLC Holding (W)
NW	North West
2NWL	North West Leisure
D313	North West Retired Members' Group
2NWT	North West Theatres
3NOR	Northampton
3NTH	Northampton Theatre
N	Northern
NOTC	Northern Transmissions Centre
IN	Northern Ireland Freelance (NI)
I304	Northern Ireland Regional
D312	Northern Ireland Retired Members' Group
1NIR	Northern Ireland TLC (NI)
S225	Northern Lighthouse Board
N431	Northern Powergrid
3NDL	Nottingham & Derby Leisure
3NPT	Nottingham Playhouse
3NTR	Nottingham Royal Centre
M466	NQA
NTLFE	NTL Field Engineers
REIBX	NTL Holding
NTLNET	NTL Networks
H712	Nuclear Construction
K257	Nuclear Decommissioning Authority
J211	Nuvia Limited
OFCOM	Ofcom
V077	Ofcom
J072	Office for National Statistics
K046	Office for Nuclear Regulation
M267	Office of Road and Rail
OVHB	Old Vic Holding Branch
3ONT	Opera North
J073	Ordnance Survey
H150	Ortho-Clinical Diagnostics
OVS	Overseas
D329	Overseas Retired Members' Group
OXPL	Oxford Playhouse Holding
E074	Parliamentary
K256	Peel Holdings Airport

Code	Branch name
PERTH	Perth Theatres (S)
H292	Pharmaron UK (Quotient)
BPHH	Picturehouse Brighton Holding
PHHB	Picturehouse Central
PHCEH	Picturehouse Crouch End Holding
PHEDH	Picturehouse East Dulwich Holding
HPIHO	Picturehouse Hackney
PUHB	Picturehouse UK Holding Branch
PIN	Pinewood Group
H299	Planning Inspectorate
PLSBR	Plasterers
PCTLC	Plymouth & Cornwall TLC Holding
PPFBR	Post Production and Facilities
F186	Prison Service
PACC	Production Accountants Holding
PRSUP	Production
CHAP	Professional Chaperones & Tutors
PRPBR	Props
J027	Public Health England
J172	Qinetiq
N726	Quadram Institute Bioscience
5HOR	Queens Theatre Hornchurch
QVC	QVC
RTSBR	Racetech
RADIO	Radio
K737	Radioactive Waste Management
REGH	Regional Hold
D333	Retired Members' Group
J180	Ricardo Energy & Environment
RIGBR	Riggers
RITZY	Ritzzy Cinema
J456	Rolls Royce
S131	Rosyth Royal Dockyard
J725	Rothamsted Research
N248	Royal Armouries
5RAH	Royal Albert Hall
S229	Royal Botanic Garden Edinburgh
E032	Royal Botanic Gardens
REXCH	Royal Exchange Manx Holding
H033	Royal Mint
F212	Royal Museums Greenwich
5NAT	Royal National Theatre
5ROH	Royal Opera House
ROHTM	Royal Opera House Tech Managers
3STR	Royal Shakespeare Company
J289	RSRL
RHB	Runners Holding Branch
H422	RWE
SCF	S4C (W)
5SWT	Sadlers Wells Theatre
H035	Science & Technology Facilities Council
F189	Science Museum Group
D309	Scotland North Retired Members' Group
S305	Scotland Regional
D310	Scotland South Retired Members' Group

Code	Branch name
S177	Scotland's Rural College
S438	Scottish & Southern Energy
S706	Scottish Football Referees
SC	Scottish Freelance (S)
S037	Scottish Government
S161	Scottish Natural Heritage
S206	Scottish Parliament
S440	Scottish Power
S228	Scottish Prison Service
S036	Scottish Research Establishments
SCT	Scottish TV (S)
SCUL	Sculptors
D325	SE England Retired Members' Group
D322	SE Midlands Retired Members' Group
K280	Sellafield Limited
J293	Serco FSE/PME
J099	Serco Marine
F208	Serious Fraud Office
SERP	Serpentine Gallery
BBCSUT	Servest W1
CLUB	Servest W12
SCBR	Set Crafts
SGTH	Shakespeares Globe Theatre
3SHE	Sheffield Leisure
3SHEF	Sheffield Theatres
SIS	SIS
SKYDUN	Sky Dunfermline (S)
SKYLIVING	Sky Livingston (S)
SKYLONDON	Sky London
SKYREG	Sky Regions
SKYSW	Sky South Wales (W)
STU	Soho Film Lab
I460	SONI
V618	Sopra Steria
SDBR	Sound
5SEE	South East Essex
SETLCH	South East TLC Holding
5SLO	South London & Surrey
STLCH	South TLC Holding
WS	South Wales (W)
D328	South West Retired Members' Group
H307	South West/South Wales Regional
SWE	South Western Region
4SOU	Southampton
IS	Southern Ireland (ROI)
D327	Southern Retired Members' Group
SFXBR	Special Effects
SPEC	Spectrum Radio
F702	Sports Professionals
C088	SSVC
STGBR	Stagehands
F021	Stationery Office
3STO	Stoke On Trent
R360	Students
2SUN	Sunderland

Code	Branch name
V606	Sure Telecoms
D320	SW Midlands Retired Members' Group
4SWA	Swansea (W)
V619	Tata Consultancy Services
F247	Tate Gallery
V620	Tech Mahindra
TEC	Technicolor
V621	Telefonica UK North East
V622	Telefonica UK North West
V623	Telefonica UK Scotland & Northern Ireland
V624	Telefonica UK South
TELENT	Telent Holding Branch
M166	Telent Technology Services Ltd
V625	Telereal
D324	Thames Valley Retired Members' Group
FARM	The Farm Group
F241	The National Archives
J724	The Pirbright Institute
N273	TQ
E201	Transport for London
J234	Transport Research Laboratory
E039	Trinity House
F040	Trustee Museums & Galleries
S154	TUV NEL
TYNSID	Tyneside Cinema
H079	UK Intellectual Property Office
F416	UK Power Networks
H739	UK Research and Innovation
J004	UKAEA
J190	UKAS
ULS	Ulster TV (NI)
UGRPBR	Uncertified Grips & Crane Techs
K447	United Utilities
F269	Universities UK
J031	University of Greenwich
K178	Ureenco
E067	Valuation Office Agency
M434	Veolia
VIAHO	Viacom Holding Branch
F213	Victoria & Albert Museum
BELLS	Virgin Media Bellshill (S)
NTLMAN	Virgin Media Manchester
R308	Virtual Regional Branch
VFXH	Visual Effects
V626	Vodafone
H246	Wales Audit Office
WMC	Wales Millennium Centre (W)
D311	Wales Retired Members' Group
WDTB	Walt Disney Theatrical
9PMS	Watermans
WSHBH	Watershed Bristol Holding
H087	Welsh Government
4WNO	Welsh National Opera (W)
5WECT	West End Commercial Theatres
WETBOB	West End Ticketing and Box Office

To June 2018

- Denise McGuire
- Heather Phillips

From June 2018

- Ann Jones (joint chair)
- Eleanor Wade (joint chair)
- Christine Danniell
- Audrey Uppington

Appeals Committee

- Jenni Hircock
- Suresh Tewari
- David Grant (to 31 December 2018)
- Three vacancies to be filled in 2019

Organisation, recruitment and education (CORE)

- Jane Lancaster – secretary

NEC members

- Alan Grey
- James Leppard
- Philip O'Rawe
- Alan Smith

To June 2018

- Denise McGuire – chair
- Jane Colclough
- Gordon Hutchinson

From June 2018

- Craig Marshall – chair

Lay reps

- Barbara Shepherd – Sellafeld Ltd

To June 2018

- David Linton – Rosyth Royal Dockyard
- Sarah Reilly – Historic England
- Debbie Wilson – Sellafeld

From June 2018

- Lloyd Collier – Diamond Light Source
- Honey Lansdowne – BT
- Mark Steele – BT

Communications and campaigns

- Andrew Pakes – secretary

NEC members

- Eleanor Wade – chair
- Geoff Fletcher
- Alan Grey
- Neil Hope-Collins
- James Leppard
- Andy Mooney

To June 2018

- Heather Phillips
- Nigel Titchen

From June 2018

- Ann Jones
- Steve Nicholson

Lay reps

- Lloyd Collier – Diamond Light Source
- Richard Hogben – Met Office
- Barrie Worth – CMD South

To June 2018

- David Hunter – Scottish Government

From June 2018

- Paul Sharples – BT Adastral Park C
- Debbie Wilson – Sellafeld

Defence maritime and logistics group

- Garry Graham (secretary)
- Satnam Ner (chair, until May 2018)
- Thomas James (chair from July 2018)
- Michelle Armour
- Stephen Barber
- William Bennett
- Simon Bracchi
- Jeanette Braginton
- Simon Finney
- Alan Grey
- Chris Hopper
- Alun Jackson
- Graham Jickells
- Peter Lawrence
- Brian Lewthwaite
- David Linton
- Gary Mallalieu
- Patrick McKee
- Stephen McLoone
- David Newman
- Del Northcott
- Mick Payne
- David Price
- Garry Ritchie

- Grahame Robinson
- William Searle

Equal opportunities

- Andrew Pakes (secretary)

NEC members

- Freddie Brown (chair)
- Neil Hope-Collins
- Eleanor Wade

To June 2018

- Denise McGuire
- Heather Phillips

From June 2018

- Christine Danniell
- Ann Jones
- Satnam Ner
- Nigel Titchen

Lay reps

- Amy Bishop – AWE
- Alan Gooden – BT Leicester
- Claire Mullaly – BT Northern Ireland

To June 2018

- Phillip Didsbury – Sellafeld Limited

From June 2018

- Linda Ford – Scottish Research Establishments
- Rod Owen – UKRI

Health and safety

- Garry Graham – secretary

NEC members

- Gordon Hutchinson – chair
- Neil Hope-Collins
- James Henderson

To June 2018

- Gary Swift

From June 2018

- Tom James
- Ian Stewart

Lay reps

- Ben Pye – Environment, Food and Rural Affairs
- Balbir Singh – BT West Midlands

To June 2018

- Brian Jones – EDF Energy

From June 2018

- Richard Clatworthy – Western Power Distribution



Code	Branch name
WM	West Midlands
3WMS	West Midlands Leisure
D319	West Midlands Retired Members' Group
3WMT	West Midlands Theatre
4WOE	West of England TLC
WTLCH	West TLC Holding
3WYP	West Yorkshire Playhouse
WE	Western
M451	Western Power Distribution
K284	Westinghouse
M723	WHRI- Warwick
3WOL	Wolverhampton Theatres
WOODN	Wood Norton
WOOFE	Woofferton
H085	WRC
WPDB	Writers Producers and Directors
M169	WS Atkins
V629	Yell
YH	York & Humberside
2YOT	York Theatre
D315	Yorkshire Retired Members' Group
5YVT	Young Vic Theatre

The background is a solid yellow color. At the top, there are several overlapping gears of various sizes, some in a lighter shade of yellow and some in a slightly darker shade. A large, semi-transparent gear is positioned in the lower-left quadrant. In the lower-right quadrant, there is a circular inset showing a collection of colorful wooden blocks with numbers on them. The blocks are in shades of orange, green, and yellow. The numbers visible include 6, 2, 7, 9, 3, 1, and 6. The overall theme is finance and mathematics.

Finance

13



Review of the year as at 31 December 2018

Introduction

Summary position

The union's subscription income remained strong in 2018 – increasing from £20,862,000 in 2017 to £21,284,000 in 2018, a significant achievement at a time of declining union membership across the UK. Prospect continued to buck that trend with membership growth in 2018 reflected in the increased subscription revenue.

However, our costs also increased – rising from £22,026,000 in 2017 to £22,854,000, an increase of £828,000 during 2018. This means that our operating deficit worsened – from £928,000 in 2017 to £1,292,000 in 2018. The following areas saw increases in operating expenditure in 2018:

Committees and conferences

Costs increased from £421,000 to £695,000 in 2018 due to our biennial conference held in Birmingham in June.

Local democratic, organising and education

Costs increased from £1,171,000 to £1,304,000 in 2018 due to increased spending by branches and sections.

Employment costs

Costs rose from £15,522,000 in 2017 to £15,942,000 in 2018. Most of this increase related to staff pay rises during the year: a contractual 3% increase for staff progressing through the pay grades and an additional overall 2% discretionary inflationary increase. The 2% was applied as 1.75% to all staff with a smaller, non-consolidated, one-off amount to staff in the lower grades. The discretionary pay increase was agreed in July but applied from 1 April 2018.

Administration and other supplies

Costs increased from £1,684,000 to £1,805,000 in 2018. This area saw increases in costs in professional fees and additional depreciation of our IT equipment.

Overall, Prospect remains in a strong financial position with a healthy balance sheet and mix of assets. While more can always be done, we must congratulate ourselves and our members for their hard work in maintaining the union's financial position.

Future plans

2019 will remain a challenge financially, with costs inevitably increasing and with no possibility of increasing our subscription revenue by increases in the rates our members pay following a decision at conference in 2018. We will review all discretionary spending to ensure we are delivering the best value for our members.

We still plan to grow our membership income by increasing the number of members through traditional and more innovative recruitment methods. For the future we are looking at further integration and modernisation of our processes and procedures to improve our internal efficiencies and our services to members.

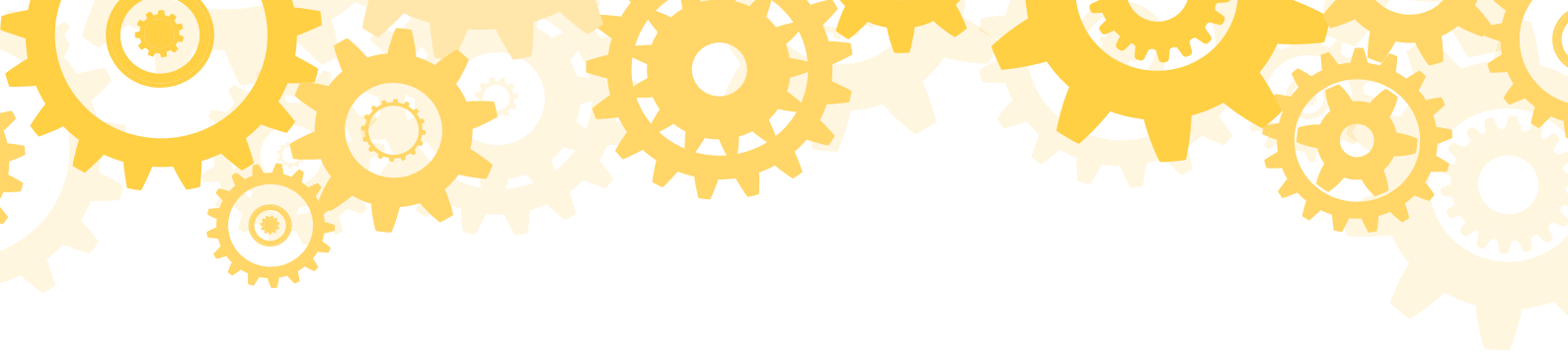
One of the bigger projects we are looking at is our membership database. We currently run two separate databases, one for Prospect and one for BECTU. We are considering the options around the databases which may include an integrated system to cover the whole union, new Customer Relationship Management software or a combination of the two.

We aim to combine the information and provide far greater resilience and integration with our website and our finance systems. This will be a significant project in terms of time and resource and will be critical to the future of the union.

We are therefore taking the time and drawing on additional expertise to produce a detailed project plan before making any decisions. We hope to make a decision on our options towards the end of 2019.

We are also looking at the gap between our operating income and our operating expenditure, which increased from £928,000 to £1,292,000 in 2018. This gap has traditionally been partially bridged by the income we receive from our investment portfolio.

Nevertheless the leadership's long-term strategic aim is to reduce this gap and rather than rely on our investment income to reduce the deficit to be self-sufficient so that our membership income covers all our operating expenditure. We would also hope over time to add to our reserves rather than draw from them.



Risks

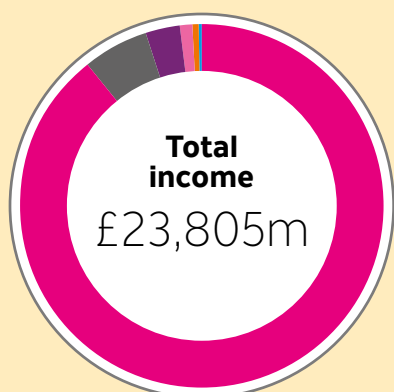
The only significant risk facing the union is the inherent uncertainty surrounding our three defined benefit schemes. At the end of the year the liabilities calculated under FRS 102 accounting rules were:

	2018	2017
Prospect pension scheme	£6,137,000	£5,291,000
BECTU pension scheme	£6,866,000	£8,707,000
Connect pension scheme	£14,598,00	£15,429,000
Total	£27,601,000	£29,427,000

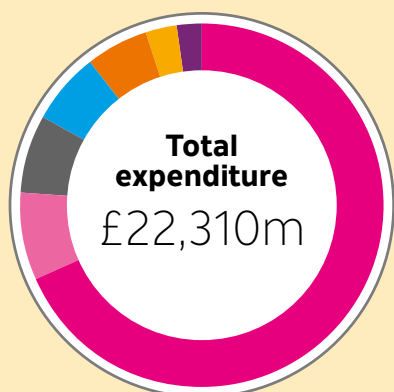
While it is obviously very difficult to predict the future valuation of our schemes in a world of political and economic uncertainty, we have achieved a slight reduction in our deficit funding contributions in 2019 following the conclusion of all triennial valuations in 2018.

In the future we hope to rationalise the governance of the three schemes by combining some elements in order to reduce the time spent by staff and trustees on the schemes and the professional fees associated with running them.

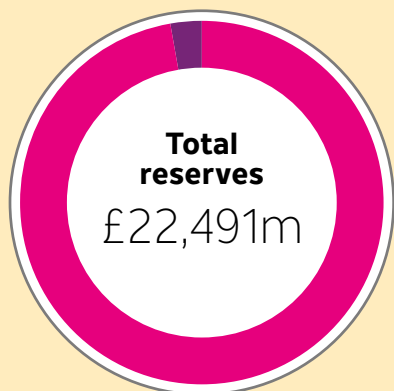
Prospect accounts 2018



INCOME		
Subscriptions		£21,284,000
Exceptional income, Chertsey sale		£1,388,000
Investments		£671,000
Other income from members		£277,000
Rental income		£132,000
Other income		£52,000
TOTAL INCOME		£23,805,000

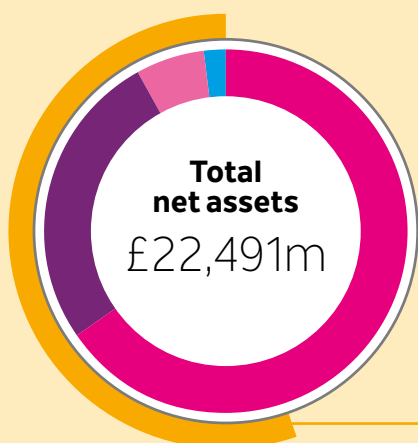


EXPENDITURE		
Employment costs		£15,943,000
Admin and other supplies		£1,805,000
Property costs		£1,637,000
Benefits to members		£1,469,000
Local democratic organisation and education		£1,304,000
Committees and conferences		£695,000
Exceptional items		£456,000
TOTAL EXPENDITURE		£22,310,000

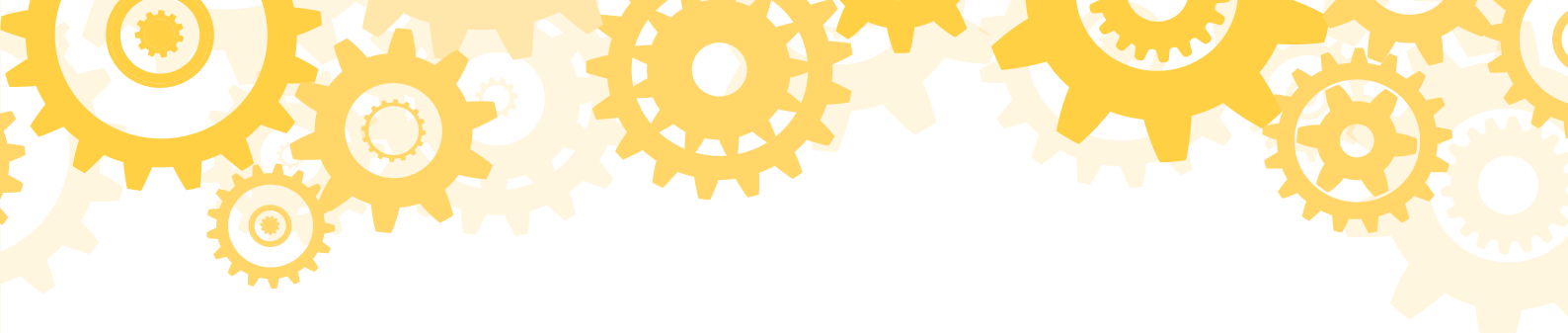


YEAR END ADJUSTMENTS		
Pension scheme FRS 102		£1,826,000
Change in market value of investments		-£2,621,000
		-£795,000
DEFICIT FOR THE YEAR		-£300,000

RESERVES		
General fund		£21,878,000
Political fund		£613,000
TOTAL		£22,491,000



NET ASSETS		
Investments		£32,834,000
Land and buildings		£13,322,000
Net current assets		£2,973,000
Office equipment, fixtures and fittings, motor vehicles		£963,000
Pension schemes' liabilities		(£27,601,000)
TOTAL		£22,491,000



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.

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), including Financial Reporting Standard 102. 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, subject to any material departures disclosed and explained in the financial statements.
- 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 internal controls over its accounting 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

Opinion

We have audited the financial statements shown on pages 59–74 of Prospect ["The Union"] for the year ended 31 December 2018 which comprise the Income and Expenditure Account General Fund, the Income and Expenditure Account Political Fund,

the Balance Sheet, the Combined Income and Expenditure Account, the Statement of Cash Flows and Notes to the Financial Statements, including a summary of the significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- Give a true and fair view of the state of the Union's affairs as at 31 December 2018 and of its income and expenditure for the year then ended; and
- Have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Union in accordance with the ethical requirements that are relevant to the audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISA's (UK) require us to report to you where:

- The National Executive Committee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The National Executive Committee has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Union's ability to continue to adopt a going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The National Executive Committee is responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditors report thereon. Our opinion of the financial statements does not cover the other information and, except to the



extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

The Trade Union and Labour Relations (Consolidation) Act 1992 (Amended) requires us to report to you if, in our opinion:

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

We have nothing to report in this regard.

Responsibilities of the National Executive Committee

As explained more fully in the Statement of Responsibilities of the National Executive Committee, the National Executive Committee is responsible for the preparation of financial statements and being satisfied that they give a true and fair view, and for such internal control as the National Executive Committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the National Executive Committee is responsible for assessing the Union's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the National Executive Committee either intends to liquidate the Union or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report to the members of Prospect

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.

HW FISHER & COMPANY
Chartered Accountants
Statutory Auditor
Dated: 15 April 2019

Acre House
11/15 William Road
London NW1 3ER
United Kingdom

Income and expenditure account – general fund year ended 31 December 2018

	Note	2018		2017	
		£'000	£'000	£'000	£'000
OPERATING INCOME					
Subscriptions			21,284		20,862
Other Income from Members	3		277		236
			21,561		21,098
OPERATING EXPENDITURE					
Committees and conferences	4	695		421	
Local democratic organisation and education	5	1,304		1,171	
Employment costs	6	15,943		15,522	
Property costs	7	1,637		1,602	
Administration and other supplies	8	1,805		1,684	
Benefits to members	9	1,469		1,626	
			(22,853)		(22,026)
OPERATING DEFICIT			(1,292)		(928)
INCOME FROM INVESTMENT OPERATIONS					
Investment income		671		629	
Rental income		132		151	
Other income	10	52		122	
(Deficit)/surplus on sale of investments	14	(72)		107	
Change in investment values	14	(2,549)		2,463	
			(1,766)		3,472
SURPLUS/(DEFICIT) AFTER INVESTMENT OPERATIONS			(3,058)		2,544
Net pension scheme expenditure	11		(946)		(848)
EXCEPTIONAL INCOME	12		1,388		-
EXCEPTIONAL COSTS	12		(456)		(734)
(DEFICIT)/SURPLUS FOR THE YEAR			(3,072)		962
OTHER COMPREHENSIVE INCOME/(EXPENDITURE)					
Remeasurement of defined benefit liability	19		2,772		7,334
COMPREHENSIVE RESULT FOR THE YEAR			(300)		8,296
GENERAL FUND AT BEGINNING OF THE YEAR			22,178		18,092
Transfer of engagements (BECTU)/ APFO	17		-		(4,210)
GENERAL FUND AT THE END OF THE YEAR			21,878		22,178



Income and expenditure account – political fund year ended 31 December 2018

	2018	2017
	£'000	£'000
OPERATING INCOME		
Subscriptions	69	78
	69	78
OPERATING EXPENDITURE	(85)	
DEFICIT FOR THE YEAR	(16)	(31)
POLITICAL FUND AT BEGINNING OF THE YEAR	629	608
BECTU Transfer in	-	52
POLITICAL FUND AT END OF THE YEAR	613	629

Balance sheet year ended 31 December 2018

	Note	2018		2017	
		£'000	£'000	£'000	£'000
FIXED ASSETS					
Tangible fixed assets	13		14,285		16,549
Investments	14		32,834		32,214
			<u>47,119</u>		<u>48,763</u>
CURRENT ASSETS					
Debtors and prepayments	15	2,080		1,986	
Cash in bank and in hand		2,262		2,601	
		<u>4,342</u>		<u>4,587</u>	
CURRENT LIABILITIES					
Creditors and accruals	16	1,369		1,116	
NET CURRENT ASSETS			2,973		3,471
NET ASSETS EXCLUDING PENSION OBLIGATIONS			50,092		52,234
PROVISIONS FOR LIABILITIES					
Pension obligations	19		(27,601)		(29,427)
			<u>22,491</u>		<u>22,807</u>
Represented by:					
GENERAL FUND			21,878		22,178
POLITICAL FUND			613		629
			<u>22,491</u>		<u>22,807</u>

Approved for issue to the members on 27 March 2019

Mike Clancy

General Secretary

C Marshall

President

Combined income and expenditure account year ended 31 December 2018

	Note	General fund £'000	Political fund £'000	Total 2018 £'000	Total 2017 £'000
OPERATING INCOME		21,561	69	21,630	21,176
OPERATING EXPENDITURE		(22,853)	(85)	(22,938)	(22,135)
OPERATING (DEFICIT)		(1,292)	(16)	(1,308)	(959)
INCOME FROM INVESTMENT OPERATIONS		(1,766)	-	(1,766)	3,472
(DEFICIT)/SURPLUS AFTER INVESTMENT OPERATIONS		(3,058)	(16)	(3,074)	2,513
Net pension scheme expenditure	11	(946)	-	(946)	(848)
					4,067
EXCEPTIONAL INCOME	12	1,388	-	1,388	
EXCEPTIONAL EXPENDITURE	12	(456)	-	(456)	(734)
(DEFICIT)/SURPLUS FOR THE YEAR		(3,072)	(16)	(3,088)	931
OTHER COMPREHENSIVE INCOME	19	2,772	-	2,772	7,334
COMPREHENSIVE RESULT FOR THE YEAR		(300)	(16)	(316)	8,265
FUNDS AT BEGINNING OF THE YEAR		22,178	629	22,807	18,700
Transfer of engagements BECTU	17	-	-	-	(4,158)
FUNDS AT END OF THE YEAR		21,878	613	22,491	22,807

Cash flow statement year ended 31 December 2017

	2018	2017
	£'000	£'000
Cash flows from operating activities		
(Deficit)/surplus after investment operations	(3,074)	2,513
Adjustments for:		
Exceptional costs	(456)	(734)
Surplus on sale of investments	72	(107)
Change in investment values	2,549	(2,463)
Depreciation	695	683
Loss on sale of fixed assets	-	1
Movements in working capital:		
Change in debtors	(94)	1,982
Change in creditors	253	356
(Net cash used in)/ generated from operations	(55)	2,231
Investing activities:		
Payments to acquire tangible fixed assets	(482)	(342)
Payments to acquire fixed asset investments	(3,031)	(3,942)
Receipts from sale of tangible fixed assets	3,439	5
Receipts from sale of fixed asset investments	1,326	1,633
Changes in cash deposits	(1,536)	(179)
Net cash flow from investing activities	(284)	(2,825)
Financing activities:		
Transfer of engagements	-	1,368
Net cash flow from financing activities	-	1,368
Net (decrease)/ increase in cash and cash equivalents	(339)	774
Cash balances brought forward	2,601	1,827
Cash balances carried forward	2,262	2,601



Accounting policies year ended 31 December 2018

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

1.1 Accounting convention

The financial statements have been prepared in accordance with FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS102"). The accounts have been prepared under historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to the financial statements.

Trade Unions are governed by the Trade Union and Labour Relations (Consolidation Act) 1992 Amended. Under that Act the accounts of Trade Unions are required to give a true and fair view. Therefore, the accounts of Trade Unions are prepared under FRS102. However, as a Trade Union is not a company the Regulations that form the basis of disclosures under FRS102 have been adapted as considered necessary to ensure the accounts give a true and fair view to the members of the Trade Union.

The Union is a public benefit entity.

The financial statements have been prepared in sterling, which is the functional currency of the Union. The monetary amounts of these financial statements are rounded to the nearest thousand.

1.2 Going concern

The National Executive Committee considers that there are no material uncertainties about the Union's ability to continue as a going concern.

1.3 Subscriptions

Subscriptions are accounted for on an accruals basis.

1.4 Rental income

Rental income is accounted for on an accruals basis and derived from properties classified within land and buildings.

1.5 Expenditure

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

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost, net of depreciation and any impairment losses. At each reporting date, the Union reviews

the carrying amounts of its tangible fixed assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

A small proportion of the land and buildings within tangible fixed assets are let to tenants. The Union generates income from letting agreements and hence a proportion of these properties are investment properties. However, due to the quantum of the amounts involved and the disproportionate cost and effort involved, the Union has taken the decision to not separately disclose the proportion of properties owned and let to tenants.

1.7 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.

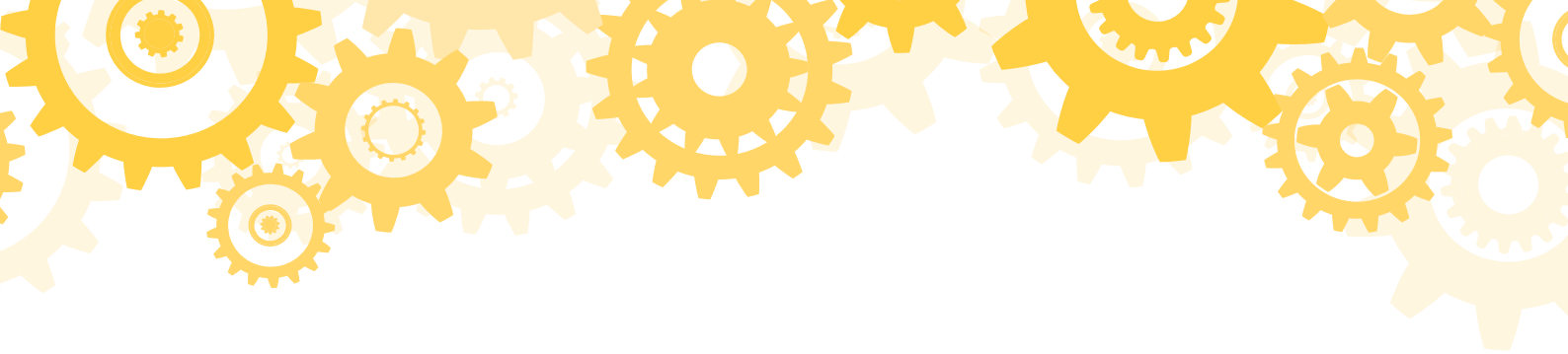
The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the Income and Expenditure account.

1.8 Pension costs

The Union operates three defined benefit pension schemes, all of which require contributions to be made to separately administered funds. The cost of providing benefits under the defined benefit plans is determined separately for each plan using the projected unit credit method which attributes entitlement to benefits to the current period (to determine current service cost) and to the current and prior periods (to determine the present value of the defined benefit obligations) and is based on actuarial advice.

The net interest element is determined by multiplying the net defined benefit liability by the discount rate, at the start of the period taking into account any changes in the net defined benefit liability during the period as a result of contribution and benefit payments. The net interest is recognised in the income and expenditure accounts as pension movement.

Remeasurements, comprising actuarial gains and losses, the effect of the asset ceiling and the return on the net defined



benefit liability (excluding amounts included in the net interest) are recognised immediately in other comprehensive income in the period in which they occur. Remeasurements are not reclassified to income and expenditure in subsequent periods.

The defined net benefit pension asset or liability in the balance sheet comprises the total for each plan of the present value of the defined benefit obligation (using a discount rate based on high quality corporate bonds), less the fair value of plan assets out of which the obligations are to be settled directly. Fair value is based on market price information and in the case of quoted securities is the published bid price. The value of a net pension benefit asset is limited to the amount that may be recovered either through reduced contributions or agreed refunds from the scheme.

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.9 Corporation tax

Current tax is payable on the excess of interest income, rental income and chargeable gains arising on the disposal of properties and investment over expenditure on the provident benefits and reinvested chargeable gains for the year. Current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

Provident benefits comprise of payments as set out in the rules of the Union, which relate to death benefit and legal assistance, and a proportion of the costs of administrating the Union in relation to those benefits.

1.10 Deferred tax

Deferred tax liabilities are generally recognised for all timing differences and deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable income.

Deferred tax is calculated at the tax rates that are expected to apply in the period where the liability is settled or the asset is realised. Deferred tax is charged or credited in the income and expenditure accounts.

The Union has adopted a reinvestment policy whereby all realised proceeds on the disposal of investments are reinvested into other chargeable assets, thereby eliminating any current tax liability and thereby the need for the recognition of a deferred tax liability. Where the proceeds are not fully reinvested no current tax liability is considered likely to arise due to expenditure on provident benefits exceeding any chargeable gains that might arise.

1.11 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held on call with banks, other short-term investments with original maturities of three months or less, and bank overdrafts.

1.12 Financial instruments

Financial assets are recognised in the Union's balance sheet when the Union becomes party to the contractual provisions of the instrument.

Financial assets are classified into specified categories. The classification depends on the nature and purpose of the financial assets and is determined at the time of recognition.

1.13 Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest.

1.14 Other financial assets

Other financial assets, including investments in equity instruments which are not subsidiaries, associates or joint ventures, are initially measured at fair value, which is normally the transaction price. Such assets are subsequently carried at fair value and the changes in fair value recognised in the income and expenditure account, except that investments in equity instruments that are not publicly traded, and whose fair value cannot be measured reliably, are measured at cost less impairment.

1.15 Impairment of financial assets

Financial assets, other than those held at fair value through income and expenditure account, are assessed for indicators of impairment at each reporting end date.

Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected. The impairment is recognised in the income and expenditure accounts.

1.16 Basic financial liabilities

Basic financial liabilities, including trade and other payables, are initially recognised at transaction price unless the arrangement constitutes a financing transaction.



Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of the activity of the Union from suppliers. Accounts payable are classified as current liabilities if payment is due within one year or less. Trade payables are initially recognised at transaction price and derecognised when, and only when, the Union's obligations are discharged, cancelled or they expire.

1.17 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.

1.18 Fixed asset investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value at the balance sheet date using the closing quoted market price (where applicable). The income and expenditure account includes the net gains and losses arising on the revaluation and disposals throughout the year. The Union does not acquire put options, derivatives or other complex financial instruments. The main form of financial risk faced by the Union is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

1.19 Realised gains and losses

All gains and losses are recognised to the income and expenditure account as they arise. Realised gains and losses on investments are calculated as the difference between the sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are separated between surplus on investments and change in market value in the income and expenditure account.

1.20 Leases

Assets held under finance leases and hire purchase contracts are capitalised and depreciated over the period of the lease or the estimated useful economic lives of the assets whichever is shorter. 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. Rentals payable under operating leases, including any lease incentives received, are charged to the income and expenditure account on a straight line basis over the term of the relevant lease.

2 Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

Critical judgements

Under HMRC rules affecting taxation of trade unions, a corporation tax liability does not arise on chargeable gains arising from the disposal of properties and investments where such gains are reinvested into other chargeable assets in the same accounting period. The Union has adopted a policy whereby such chargeable gains are all reinvested, thereby eliminating any corporation tax liability. Where the proceeds are not fully reinvested, no corporation tax liability is considered likely to arise due to the availability of sufficient excess expenditure on provident benefits. Accordingly in the opinion of the management, the revaluation of properties and investments does not give rise to a timing difference and to deferred tax liabilities.

Key sources of estimation uncertainty

The cost of defined benefit pension plans is determined using actuarial valuations. The actuarial valuation involves making assumptions about discount rates, future salary increases, mortality rates and future pension increases. Due to the complexity of the valuation, the underlying assumptions and the long term nature of these plans, such estimates are subject to significant uncertainty. In determining the appropriate discount rate, management considers the interest rates of corporate bonds in the respective currency with at least AA rating, with extrapolated maturities corresponding to the expected duration of the defined benefit obligation. The underlying bonds are further reviewed for quality, and those having excessive credit spreads are removed from the population bonds on which the discount rate is based, on the basis that they do not represent high quality bonds. The mortality rate is based on publicly available mortality tables for the specific country. Future salary increases and pension increases are based on expected future inflation rates for the respective country. Further details are given in note 19.

Notes to the accounts year ended 31 December 2018

3	OTHER INCOME FROM MEMBERS		
	This comprises mainly income from settlement agreements and was previously netted off against the costs of benefits to members in previous years.		
		2018	2017
4	COMMITTEES AND CONFERENCES	£'000	£'000
	National committees	132	137
	National and sector conferences	563	284
		695	421
5	LOCAL DEMOCRATIC ORGANISATION AND EDUCATION		
	Professional, departmental and other groups	152	122
	Branches and sections	953	855
	Education and training	199	195
		1,304	1,171
6	EMPLOYMENT COSTS		
	Staff salary costs	13,296	12,518
	Additional pension contributions	1,538	1,807
	Travel, subsistence and mobile phones	711	729
	Other staffing costs	398	468
		15,943	15,522
7	PROPERTY COSTS		
	Rent, rates and service charges	788	697
	Light and heat	132	121
	Decoration, repairs and maintenance	136	228
	Cleaning and security	245	221
	Property depreciation	234	236
	Insurance and health and safety	102	100
		1,637	1,602



Notes to the accounts – year ended 31 December 2018 (continued)

		2018	2017				
		£'000	£'000				
8	ADMINISTRATION AND OTHER SUPPLIES						
	Equipment maintenance and repairs	153	124				
	Printing, stationery and postage	221	261				
	Telephone	166	185				
	IT costs	595	504				
	Other office services	115	119				
	Bank charges and collection of subscriptions	14	13				
	Research, publications and subscriptions	42	41				
	Editorial publishing and publicity	65	104				
	Legal, professional and audit fees	434	333				
		1,805	1,684				
9	BENEFITS TO MEMBERS						
	Affiliations and donations	658	642				
	Members' benefits	600	744				
	Recruitment and organisation	211	241				
		1,469	1,626				
10	OTHER INCOME						
	Membership services/net VAT recovered	54	114				
	Net journal income	(2)	8				
		52	122				
11	NET PENSION SCHEMES EXPENDITURE	PPS		CPS		BECTU	
		2018	2017	2018	2017	2018	2017
		£'000	£'000	£'000	£'000	£'000	£'000
	Current service cost	(2,753)	(2,655)	(356)	(377)	(431)	(380)
	Admin costs	(198)	(179)	(40)	-	(96)	(67)
	Contributions	2,170	2,256	590	578	868	919
		(781)	(578)	194	201	341	472
	Interest on scheme assets	2,355	2,372	325	328	525	540
	Interest on scheme liabilities	(2,463)	(2,681)	(704)	(700)	(738)	(802)
	Net interest on defined benefit liability	(108)	(309)	(379)	(372)	(213)	(262)
	Net pension scheme (expenditure)/income	(889)	(887)	(185)	(171)	128	210

Notes to the accounts – year ended 31 December 2018 (continued)

12	EXCEPTIONAL ITEMS				
	Exceptional income				
	Exceptional income relates to the sale of the Chertsey Office. The income is calculated as the proceeds received less the carrying value.				
	Exceptional costs	2018	2017		
		£'000	£'000		
	Restructuring costs	456	734		
	This relates to staffing costs following the transfer of engagements of BECTU.	456	734		
13	TANGIBLE FIXED ASSETS	Land and buildings	Office equipment	Motor vehicles	Total
	COST	£'000	£'000	£'000	£'000
	At 1 January 2018	18,043	1,488	914	20,445
	Additions	-	395	87	482
	Disposals -	(2,285)	-	(107)	(2,392)
	At 31 December 2018	15,758	1,883	894	18,535
	Depreciation				
	At 1 January 2018	2,475	930	491	3,896
	Charge for the year	234	376	85	695
	Disposals	(273)	-	(68)	(341)
	At 31 December 2018	2,436	1,306	508	4,250
	Net book value				
	At 31 December 2018	13,322	577	386	14,285
	At 31 December 2017	15,568	558	423	16,549



Notes to the accounts – year ended 31 December 2018 *(continued)*

14	INVESTMENTS	2018	
	Market value	£'000	
	At 1 January 2018	32,214	
	Additions	3,031	
	Disposals	(1,326)	
	Net movement in cash deposits	1,536	
	Surplus on sale of investments	(72)	
	Change in investment values	(2,549)	
	At 31 December 2018	32,834	
		Cost	Market Value
		£'000	£'000
	Quoted equities and gilts	5,518	6,366
	Unit trusts	18,637	24,019
	Bank deposits	1,988	1,988
Unquoted shares	336	461	
	26,479	32,834	
As set out in the accounting policies, no provision has been made for deferred tax due to the reinvestment policy adopted by the Union.			
15	DEBTORS	2018	2017
		£'000	£'000
	Trade debtors	1,335	1,410
	Other debtors	308	88
	Prepayments and accrued income	437	488
	2,080	1,986	

Notes to the accounts – year ended 31 December 2018 *(continued)*

16	CREDITORS	2018	2017
		£'000	£'000
	Trade creditors	446	309
	Other creditors	290	203
	Other taxes and social security	349	367
	Accruals and deferred income	284	237
		1,369	1,116

17	TRANSFER OF ENGAGEMENTS BECTU
	On 1 January 2017 the transfer of engagements of the Broadcasting, Entertainment, Cinematograph and Theatre Union (BECTU) to Prospect took place.
	In accordance with FRS102, the transfer of engagements of BECTU to Prospect has been recognised as an acquisition in Prospect's accounts at the fair value of BECTU's net assets/liabilities as at 1 January 2017.

18	CONTINGENT LIABILITIES
	The Union is involved in numerous on going 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.

Notes to the accounts – year ended 31 December 2017 (continued)

19 **STAFF PENSION SCHEMES**

The Union currently operates three defined benefit pension schemes for its employees; Prospect, BECTU and Connect. The assets for all of the schemes 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 FRS 102. The accounting date to which these disclosures relate is 31 December 2018.

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 2018.

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 2018.

The last full actuarial valuation of the pension schemes was carried out using the projected unit method on 1 July 2017 for the Connect scheme, which showed an actuarial deficit of £7.7m; at 31 December 2017 for the Prospect scheme which showed an actuarial deficit of £4.8m; and 31 October 2016 for the BECTU scheme with an actuarial deficit of £5.6m. The next full valuation is scheduled for 1 July 2020 for the Connect scheme, 31 December 2020 for the Prospect scheme and 31 October 2019 for the BECTU scheme.

Included within current service costs are the following amounts relating to GMP equalisation: PPS £96,000, CPS £54,000 and BECTU £83,000, totalling £233,000 (2017:£nil).

Regular employer contributions to the Prospect scheme in 2019 are estimated to be £1.4m; £0.4m to Prospect, £0.5m to the Connect scheme and £0.5m to the BECTU scheme.

	PPS		CPS		BECTU	
	2018	2017	2018	2017	2018	2017
	£'000	£'000	£'000	£,000	£'000	£'000
The union's contributions for the year were as follows:	2,170	2,256	590	578	868	919

There were no contributions outstanding at the year end.

	PPS		CPS		BECTU	
	2018	2017	2018	2017	2018	2017
	%	%	%	%	%	%
Rate of increase in pensionable salaries	2.9	2.9	2.9	2.9	2.9	2.9
Rate of increase in pensions in payments	3.3	3.3	3.3	3.3	4.2	4.2
Discount rate for scheme liabilities	2.9	2.5	2.9	2.5	2.9	2.5
Rate of inflation	3.4	3.4	3.4	3.4	3.4	3.4

Mortality assumption

The mortality assumptions are based on standard mortality tables which allow for future mortality improvements. The assumptions are that a member currently aged 65 will live on average for a further 22.2 years (PPS) and (CPS) and 22.1 years (BECTU) if they are male; and for a further 24.5 years (PPS), 24.3 years (CPS) and 24.1 (BECTU) if they are female.

Notes to the accounts – year ended 31 December 2017 (continued)

19 Net liabilities of the scheme		PPS		CPS		BECTU		Totals	
cont.	The net pension liabilities recognised in the union's balance sheet as at 31 December 2018 is as follows:	2018	2017	2018	2017	2018	2017	2018	2017
		£'000	£'000	£'000	£,000	£'000	£'000	£'000	£'000
		Diversified growth funds	15,838	17,008	5,486	5,350	-	-	21,324
Equities	26,664	29,923	4,318	4,126	5,881	11,875	36,863	45,924	
Bonds and gilts	37,421	38,103	1,957	2,025	11,463	5,804	50,841	45,932	
Property	10,155	9,279	160	773	3,289	3,115	13,604	13,167	
Cash/other	234	347	607	532	224	160	1,065	1,039	
Total market value of assets		90,312	94,660	12,528	12,806	20,857	20,954	123,697	128,420
Present value of liabilities		(96,449)	(99,951)	(27,126)	(28,235)	(27,723)	(29,661)	(151,298)	(157,847)
Scheme surplus/(deficit)		(6,137)	(5,291)	(14,598)	(15,429)	(6,866)	(8,707)	(27,601)	(29,427)
The return on scheme assets for the year was a loss of £3.4m (2017 gain of £7.4m) for PPS; a loss of £691,000 (2017 gain of £600,000) for CPS; and loss of £161,000 (2017 gain of £2m) for BECTU.									
Analysis of FRS 102 pension movement:		PPS		CPS		BECTU		Totals	
	2018	2017	2018	2017	2018	2017	2018	2017	
	£'000	£'000	£'000	£,000	£'000	£'000	£'000	£'000	
	Other pension scheme expenditure (Note 9)	(889)	(887)	(185)	(171)	128	210	(946)	(848)
Remeasurement of defined benefit pensions	43	8,096	1,016	(1,199)	1,713	437	2,772	7,334	
	(846)	7,209	831	(1,370)	1,841	647	1,826	6,486	
Pension (liability) brought forward	(5,291)	(12,500)	(15,429)	(14,059)	(8,707)	(9,354)	(29,427)	(35,913)	
Pension (liability) carried forward	(6,137)	(5,291)	(14,598)	(15,429)	(6,866)	(8,707)	(27,601)	(29,427)	
Changes to the present value of the defined benefit obligation during the year		PPS Year ended		CPS Year ended		BECTU Year ended		TOTALS Year ended	
	2018	2017	2018	2017	2018	2017	2018	2017	
	£'000	£'000	£'000	£,000	£'000	£'000	£'000	£'000	
	Opening defined benefit obligation	99,951	100,900	28,235	26,152	29,661	28,330	157,847	155,382
Current service cost	2,753	2,655	356	377	431	380	3,540	3,412	
Interest cost	2,463	2,681	704	700	738	802	3,905	4,183	
Contributions by scheme participants	10	9	-	-	-	-	10	9	
Actuarial (gains)/losses on scheme liabilities and changes to demographic & financial assumptions	(5,807)	(3,088)	(2,032)	1,471	(2,399)	1,305	(10,238)	(312)	
Net benefits paid out	(2,921)	(3,206)	(137)	(465)	(708)	(1,157)	(3,766)	(4,828)	
Closing defined benefit obligation	96,449	99,951	27,126	28,235	27,723	29,660	151,298	157,846	

Notes to the accounts – year ended 31 December 2018 (continued)

19 cont.	Changes to the fair value of scheme assets during the year	PPS		CPS		BECTU		TOTALS	
		Year ended		Year ended		Year ended		Year ended	
		2018	2017	2018	2017	2018	2017	2018	2017
		£'000	£'000	£'000	£,000	£'000	£'000	£'000	£'000
	Opening fair value of scheme assets	94,660	88,400	12,806	12,093	20,954	18,976	128,420	119,469
	Expected return on scheme assets	2,355	2,372	325	328	525	540	3,205	3,240
	Return on plan assets excluding interest income	(5,764)	5,008	(1,016)	272	(686)	1,743	(7,466)	7,023
	Contributions by the employer	2,170	2,256	590	578	868	919	3,628	3,753
	Contributions by scheme participants	10	9	-	-	-	-	10	9
	Net benefits paid out	(2,921)	(3,206)	(137)	(465)	(708)	(1,157)	(3,766)	(4,828)
	Administration costs	(198)	(179)	(40)	0	(96)	(67)	(334)	(246)
	Closing fair value of scheme assets	90,312	94,660	12,528	12,806	20,857	20,954	123,697	128,420
	Actual return on assets	(3,409)	7,380	(691)	600	(161)	2,283	(4,261)	10,263

20 **COMMITMENTS UNDER OPERATING LEASES**

LESSEE

At 31 December 2018, Prospect had obligations of total future minimum lease payments under non-cancellable operating leases for the following periods:

	Land and buildings		Other	
	2018	2017	2018	2017
Expiry date:	£'000	£'000	£'000	£'000
No later than one year	156	113	25	26
Later than one, no later than five years	338	102	9	32
	494	215	34	58

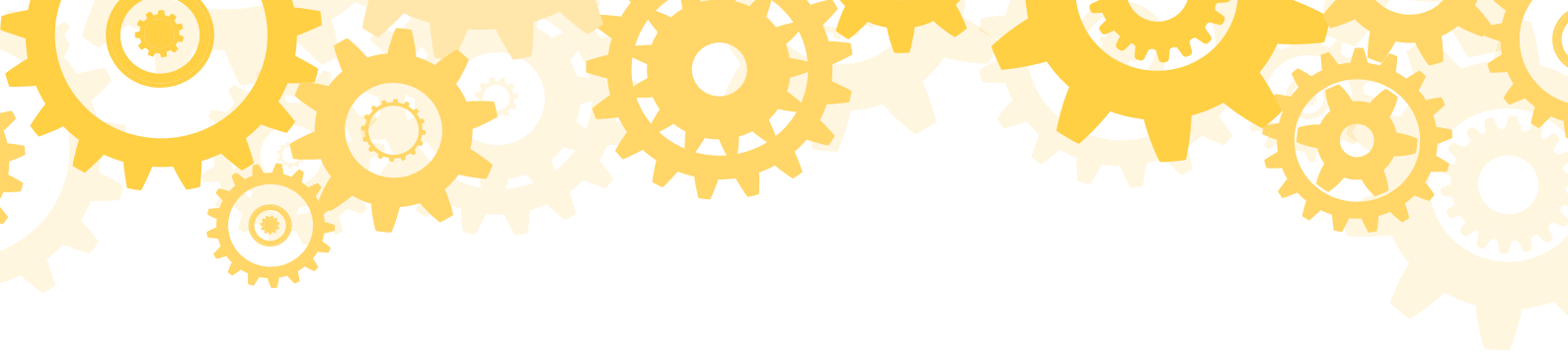
The lease payments recognised as an expense during the year was £163,040 (2017: £120,000).

LESSOR

At 31 December 2018, Prospect had contractual future minimum lease receipts under non-cancellable operating leases for the following periods:

	Land and buildings	
	2018	2017
Expiry date:	£'000	£'000
No later than one year	130	-
Later than one, no later than five years	401	36
	531	36

The lease receipts recognised as rental income during the year was £105,346 (2017: £151,000)



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	£116,081
		Pension contributions	£10,037
		Taxable benefit (car)	£5,135

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."



Schedule of subscriptions, donations and affiliation fees year ended 31 December 2018

AFFILIATION AND MEMBERSHIP FEES	£
Association of Licensed Aircraft Engineers	4,872
British Screen Advisory Council	2,000
Confederation of Shipbuilding and Engineering Unions	1,950
European Federation of Public Service Unions	14,356
European Transport Workers' Federation	3,834
General Federation of Trade Unions	2,500
Int Federation of Air Traffic Safety Electronics Associations	1,500
International Transport Workers Federation	9,444
Irish Congress of Trade Unions	8,516
National Pensioners Convention	2,250
Royal Aeronautical Society	1,270
Scottish Trades Union Congress	22,490
Share Action	1,833
The Federation of Entertainment Unions	5,500
Trades Union Congress	396,652
UK Flight Safety Commission	1,200
UNI Global Union	142,845
Wales TUC	1,121
Other affiliation and membership fees under £1,000 (19)	5,261
	629,393

DONATIONS AND APPEALS	£
BECTU history project	6,250
Ritzzy strike fund	6,473
A Squires bursary	2,000
Show Racism the Red Card	2,500
Unions 21	3,310
Meningitis Research	1,316
Other donations under £1,000 (34)	7,134
	28,983

Schedule of investments at 31 December 2018

SCHEDULE OF INVESTMENTS AT COST AND MARKET VALUE		Cost	Market value
(a) Equities and gilts		£'000	£'000
Managed by Sarasin & Partners			
6,200	BH Macro Ltd	120	147
50,901	Civitas Social Housing	56	54
10,968	Greencoat UK Wind Plc	12	14
64,412	International Public Partnership Ltd	87	99
160,966	Jupiter Absolute	88	90
61,430	Oakley Capital Investments	99	107
1,312	Invesco Physical Gold Etc	128	129
50,640	Syncona Ltd	58	136
		648	776
Managed by Rathbones			
35,300	AA	62	26
160	Amazon Com Inc	25	189
910	Apple Inc	48	113
1,120	Astrazeneca plc	50	66
70,000	AVIVA plc 6.125% Var 29/09/Perp-22	78	74
10,450	BH Global Ltd	123	155
5,570	BHP Group Plc	64	92
61,807	Bilfinger Berger Global Infra NPV	68	96
22,000	BP Plc	100	109
25,500	BT Group plc	70	61
75,000	Bupa Finance plc	86	80
1,650	Citigroup Inc	49	67
126,363	Civitas Social Housing Plc	140	135
10,800	Clinigen Group Plc	42	81
100,000	Credit Suisse	100	89
4,040	Diageo Plc	73	113
35,800	Equiniti Group plc	95	78
25,400	Fundsmith LP	80	87
52,600	GCP Infrastructure Inv Ltd	62	67
5,700	GlaxoSmithKline Plc	88	85
40,988	Highbridge Multi-Strategy Fund	72	85
89,000	HSBC Bank Plc	85	125
54,000	Link Fund Solutions	167	158
30,000	Rentokil Initial Plc	87	101
130,000	Standard Life Investments	82	79
230,000	UBS AG 1123	232	205

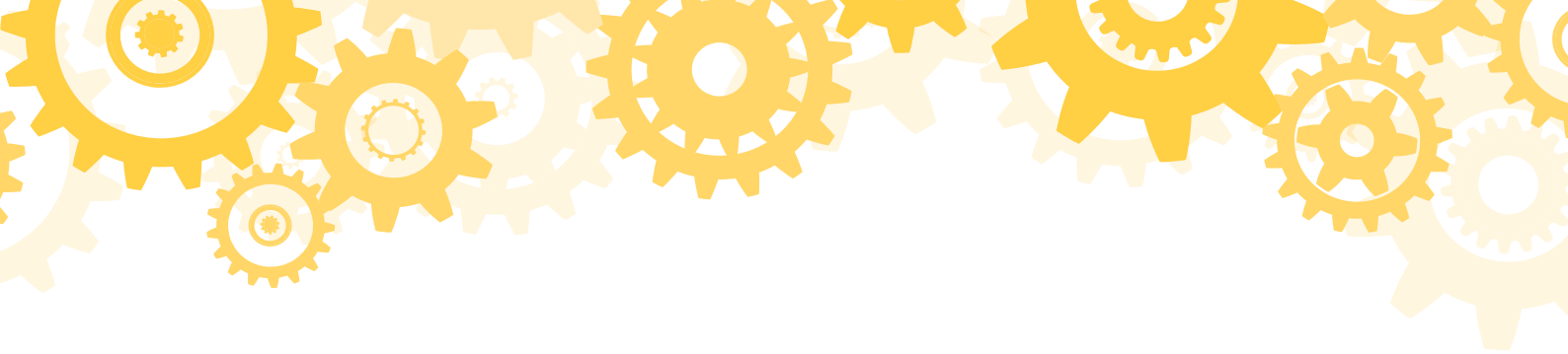


SCHEDULE OF INVESTMENTS AT COST AND MARKET VALUE		Cost	Market value
(a) Equities and gilts		£'000	£'000
Managed by Rathbones <i>(continued)</i>			
220,000	HSBC Bank Plc (US)	171	207
70,000	HSBC Bank Plc Digital Inc Note	70	73
23,000	HSBC Holdings Plc	159	149
6,300	Ishares	127	124
37,750	ITV Plc	30	47
54,000	Jo Hambro Capital Mgmt	51	81
9,960	Kier Group Plc	80	25
25,200	Legal & General Group Plc	34	58
70,500	LondonMetric Property Ltd	77	123
130,000	Lloyds Banking Group Plc	83	67
2,800	Micro Focus International Plc	70	39
11,657	National Grid Plc	121	89
4,500	Plus 500 Ltd	69	62
5,600	Prudential Plc	41	79
96,700	RBC Capital Markets	61	103
95,000	RBC Capital Markets Euro	94	80
1,615	Rio Tinto Plc	59	60
365	Roche Holdings AG	35	71
9,250	Royal Dutch Shell Plc	164	216
7,950	RPC Group plc	71	52
13,100	Sage Group Plc	40	79
26,300	Sophos Group Plc	76	100
2,700	SSE Plc	33	29
14,516	SSP Group Plc	44	94
330,000	Standard Life Investments	161	183
29,574	3I Infrastructure Plc	49	76
55,000	Threadneedle Investments	130	124
76,000	Treasury 11/4% IL Stock 22/11/2-27	130	147
14,500	Tungsten Corporation Plc	40	4
2,150	Umicore	80	67
2,725	Unilever Plc	45	112
950	Visa Inc	81	98
36,313	Vodafone Group Plc	66	56
		4,870	5,590

SCHEDULE OF INVESTMENTS AT COST AND MARKET VALUE		Cost	Market value
(b) Unit trusts		£'000	£'000
Managed by Sarasin & Partners			
2,307,944	Sarasin Sterling Bond - I Inc	2,436	2,520
1,142	KLS Zebra GB EQ BET NE-SIGBP	113	104
22,459	NB Uncorrelated Strat 15GBPA	230	229
7,260	NB Emerging markets	70	70
456,187	Sarasin Equity Global Thematic (Sterling Hedged) I Inc	626	791
185,350	Sarasin Equity Global Thematic (Sterling Hedged) I Inc	312	321
34,127	Sarasin Thematic Global Equity - 1 INC	312	324
49,325	Sarasin Food & Agriculture Opportunities - X Inc	62	97
552,177	Sarasin Global Dividend – I Inc	790	1,008
225,023	Sarasin Global Dividend - I Inc	248	317
346,842	Sarasin Global Dividend (Sterling Hedged) – I Inc	381	417
411,507	Sarasin Global Higher Dividend (Sterling Hedged) – I Inc	607	729
225,023	Sarasin Global Dividend (Sterling Hedged) – I Inc	248	270
1,950	Sarasin IE Emerging Markets Systematic USD Class I	132	138
34,193	Sarasin IE Real Estate Equity Global (GBP) - I Inc	392	572
880,679	Sarasin UK Equity UK 1 INC	1,121	1,055
3,633,181	Sarasin UK Equity UK 1 INC	4,113	4,353
109,510	Sarasin IE Globalsar Income (GBP) - I Inc	1,102	1,189
28,726	Twenty Four Income Fund	31	32
983	Zozove Global Convertible Bond F GBP	99	92
		13,425	14,628
Managed by Rathbones			
107,000	Blackrock Fund Mgrs	155	149
124,520	Link Found Solutions Trojan	124	122
158,000	Man Fund Mgmt (UK) GLG Partners Strategic Bond	198	168
142,291	Janus Henderson Global Strategic Bond	191	186
5,700	Janus Henderson Investments	32	105
198,251	Janus Henderson Global Investors	191	193
155,000	JP Morgan Asset Mgrs (UK)	307	457
1,260	JP Morgan Asset Mgrs (Eurp) Income Opp Hedged C Inc	131	124
21,300	Legal & General Unit Tst Mgrs	98	109
13,000	Marlborough Fund Mgrs	166	202
83,995	NB Distressed Debt Inv Fund	84	69
163,725	NB Global Rate Income Fd Floating	171	145
47,000	Schroder Oriental Income Fund	66	109
295,000	Standard Life Investment AAA Income Fund	148	151



SCHEDULE OF INVESTMENTS AT COST AND MARKET VALUE		Cost	Market value
(b) Unit trusts (continued)		£'000	£'000
Managed by Rathbones (continued)			
17,700	Stewart Investors	57	131
11,200	Templeton Emerg Mkts Investment Trust Plc	76	76
		2,195	2,496
Other unit trusts			
888,528	TU Fund Managers Trade Union Unit Trusts	1,955	5,555
988,836	Aberdeen Multi Manager ICVC	1,062	1,340
		3,017	6,895
	Sub total	24,155	30,385
		Cost	Market value
(c) Bank deposits		£'000	£'000
	Sarasin & Partners	188	188
	Sarasin & Partners Equity Investment Fund	13	13
	Sarasin & Partners ST Reserve	9	9
	Rathbones	1,778	1,779
	Sub total	1,988	1,988
		Cost	Market value
(d) Unquoted shares		£'000	£'000
	Unity Trust Bank plc	327	452
	Other	9	9
	Sub total	336	461
	GRAND TOTAL	26,479	32,834



IPMS (Prospect) educational trust balance sheet for year ended 31 December 2018

	2018	2017
	£	£
Balance brought forward 1 January 2018	9,636	9,636
INCOME		
Interest	-	-
EXPENDITURE		
Grants	-	-
Balance carried forward 31 December 2018	<u>9,636</u>	<u>9,636</u>
Represented by:		
Balance at bank	<u>9,636</u>	<u>9,636</u>

Prospect disaster fund balance sheet for year ended 31 December 2018

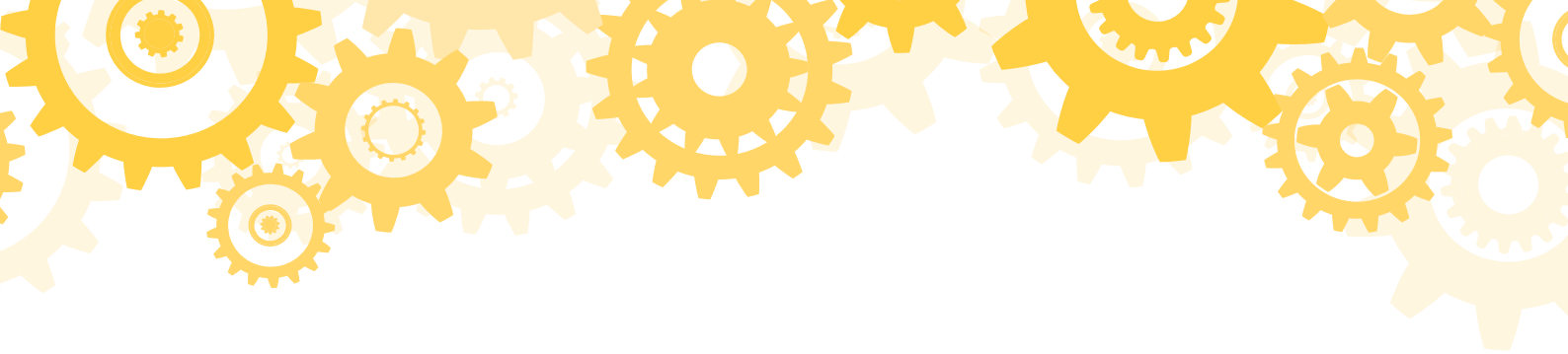
	2018	2017
	£	£
Balance brought forward 1 January 2018	28,146	28,146
INCOME		
Donations	-	-
EXPENDITURE		
Grants	-	-
Balance carried forward 31 December 2018	<u>28,146</u>	<u>28,146</u>
Represented by: Due from Prospect	<u>28,146</u>	<u>28,146</u>



Prospect Benevolent Fund summarised financial statements

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2018	Unrestricted funds	
	2018	2017
	£	£
Incoming resources from generated funds		
Donations and legacies	903	7,676
Income from investments	21,919	21,017
Total incoming resources	22,822	28,693
Resources expended		
Charitable activities		
Welfare	27,659	21,816
Total resources expended	27,659	21,816
Net (loss)/gain on investments	(49,859)	45,337
Net income and net movement in funds	(54,696)	52,214
Fund balances at beginning of the year	691,724	639,510
Fund balances at end of the year	637,028	691,724

BALANCE SHEET AS AT 31 DECEMBER 2018	2018		2017	
	£	£	£	£
Investments		628,268		678,127
Current assets	8,760		19,597	
Current liabilities	-		6,000	
NET CURRENT ASSETS		8,760		13,597
TOTAL ASSETS LESS CURRENT LIABILITIES		637,028		691,724
Represented by:				
FUNDS		637,028		691,724
Unrestricted funds		637,028		691,724



Prospect Benevolent Fund statement of financial activities for the year ended 31 December 2018

Trustees' statement on the summarised financial statements

These summarised financial statements are extracted from the full unqualified audited financial statements which will be approved by the Trustees at their next meeting. The financial statements will then be submitted to the Charity Commission. The summarised financial statements may not contain a full understanding of the financial affairs of the charity. For further information, the full financial statements, the auditors' report on those financial statements and the Trustees' Annual Report should be consulted; copies of these can be obtained from New Prospect House, 8 Leake Street, London SE17NN.

Signed on behalf of Trustees

- R Arrowsmith
- N Hope-Collins (appointed June 2018)
- P Kemball
- C Marshall
- E Wade
- D McGuire (resigned June 2018)
- A Jones

Auditors' report on the summarised financial statements

Auditors' statement to the trustees of the Prospect Benevolent Fund

We have examined the summarised financial statements set out on these pages.

Respective responsibilities of trustees and auditors

These summary accounts presented on these pages are the responsibility of the trustees. It is our responsibility to report our opinion of their consistency with the full financial statements, on which we reported on 27 March 2019. Our report on the full financial statements of the Prospect Benevolent Fund includes information on the responsibilities of the trustees and the auditors relating to the preparation and the audit of those financial statements and on the basis of our unqualified opinion of those financial statements.

Basis of opinion

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

Opinion

In our opinion the summary accounts on these pages are consistent with the full financial statements of Prospect Benevolent Fund for the year ended 31 December 2018.

HW Fisher & Company
Chartered Accountants
Registered Auditor
11-15 William Road
London NW13ER
15 April 2019

Managed by Sarasin & Partners Associates	Historic Cost £	Market Value £
645,835 Sarasin Endowment Fund	565,182	628,268



working together

OUR WORK IN 2018

ANNUAL REPORT



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