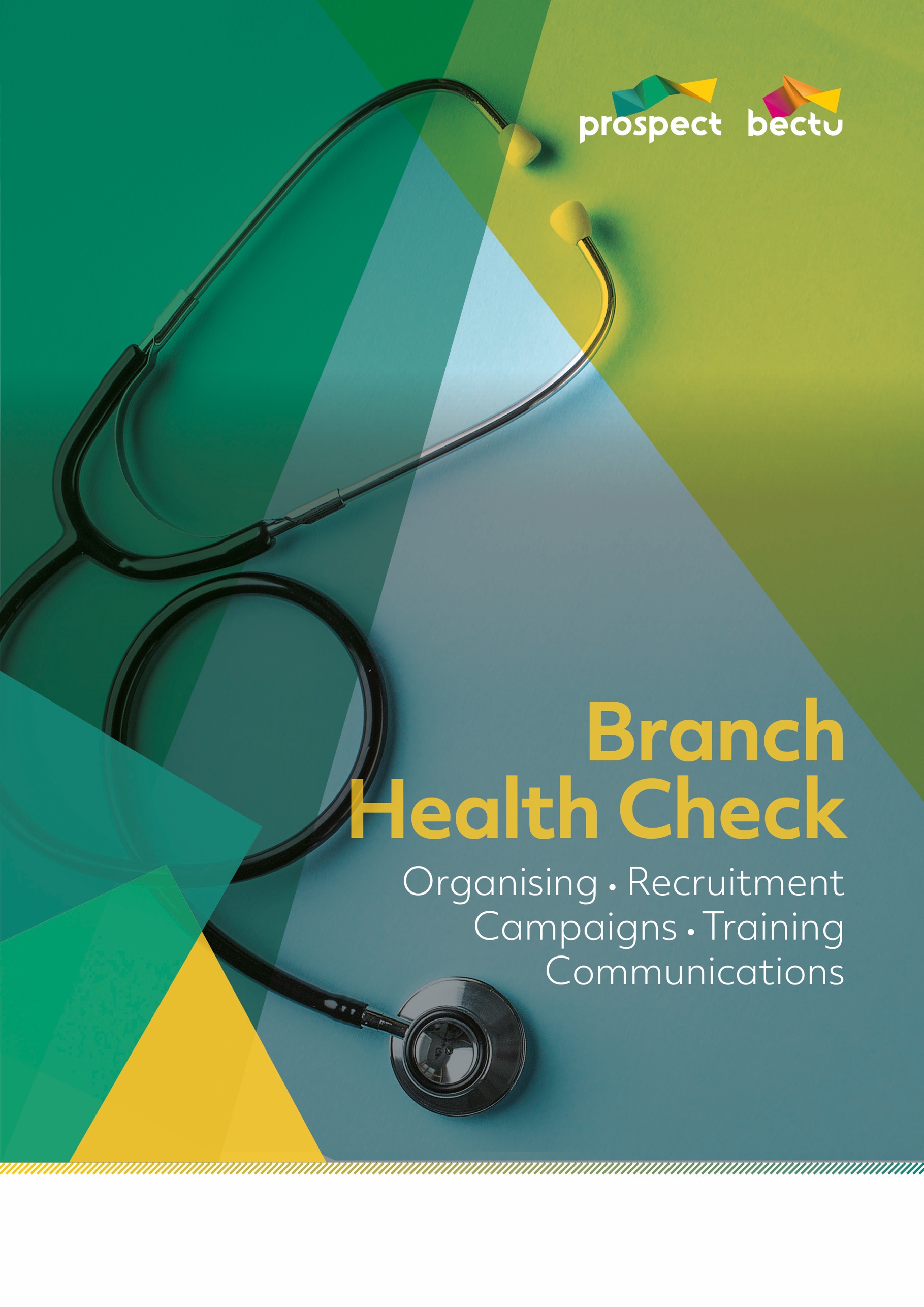
**Branch name:**

|  |  |
| --- | --- |
| **How many different sites does your branch cover?** |  |
| **Do you have a Rep/s active on every site and section?** |  |

**A close up of a logo

Description automatically generatedAre the following posts filled?**

**Chair/Convener**

**Vice-Chair/Convener**

**Secretary**

**Treasurer**

**Health and Safety Rep**

**Equality Rep**

**Environment Rep**

**Pensions Rep**

**Young Workers Rep**

**Communication Rep**

**Membership   
and Recruitment Secretary/Branch Organiser**

**Union Learning Rep**

**Other**

|  |  |
| --- | --- |
| Has your branch been successful at encouraging new reps to come forward? |  |
| **Do you have job descriptions for each role?** |  |
| **Do you hold regular BEC meetings? How often?** | |
| Do you hold an annual AGM/BADC? What are your views on the format and attendance? | |
| **What are your branch priorities at the moment?** | |
| **What are your digital priorities?** | |

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| **How many employees are there within your organisation?** |  |
| **How many are Prospect members?** |  |
| **What is the potential membership figure?** |  |
| Have you noticed any trends in membership, and any reason/s for an increase or decrease in membership? | |
| Are there any target areas/grades/workplaces for improvement? | |
| Have you carried out a branch mapping exercise? If so, how recently was this? | |
| Did you use the opportunity to update membership contact details? | |
| How often do you hold membership and recruitment events? | |
| How do you engage with new entrants? (eg induction presentation, recruitment literature in induction packs, local reps approach new entrants directly) | |
| What activities/events/incentives does the branch employ to recruit new members?  What has been particularly successful/unsuccessful? | |

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| --- | --- |
| How confident does your branch feel in the following areas? | |
| Handling personal cases |  |
| Handling cases of bullying and harassment |  |
| Recruiting new members |  |
| Branch communications (eg social media, newsletters) |  |
| eBranch |  |
| Negotiating with the employer |  |
| Employment law |  |
| Promoting equality and tackling discrimination |  |
| Health and safety |  |
| Pensions |  |
| Environment, greening your workplace and corporate social responsibility (CSR) |  |
| The union learning agenda |  |
| Mapping your branch |  |
| Presentation skills |  |
| Are there any specific training requirements (for the branch and/or individual reps)? | |

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| Are all the noticeboards updated with posters, leaflets, contact details and membership forms?  How often do you refresh your noticeboards? |  |
| **What digital alternatives do you have to physical means of visibility like noticeboards?** | |
| Do you have a branch leaflet? If so, does it need updating? | |
| Do you hold regular open/all-member meetings or events? What format are these events? | |
| Do you hold regular members’ advice surgeries? |  |
| Do you hold branch social events? |  |
| Do you have an eBranch? How frequently does it get updated? | |
| How many members are registered on your eBranch? |  |
| How many members have registered emails? |  |
| Have you undertaken any work to increase the number of members with registered emails and web access? | |
| Do you issue a regular newsletter? |  |
| Does the branch use the bulk email feature to issue email updates and circulars? |  |
| Have you undertaken a branch membership survey? |  |

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| Are there any current campaigning issues? |
| Have you undertaken any campaigns recently? |
| How has the branch used local campaigning issues as a recruitment ‘hook’? |

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