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Dear

APPOINTMENT AS A PROSPECT REPRESENTATIVE

I am pleased to confirm your accreditation as a Prospect Representative and personal case handler. The training you have recently completed provides you with skills and experience to help you advise members. Please ensure that your branch secretary is aware of your new role, as they will be responsible for informing your employer. Attached to this letter is a "Certificate of Union accreditation". This is a document you can share with your employer, if required.

Having completed the training and gained experience you are now accredited by the union to accompany members to grievance and disciplinary hearings. The Union has certified you as competent to act as a worker's companion at disciplinary or grievance hearings in accordance with section 10 of the Employment Relations Act 1999. This applies in respect of accompanying members working within your branch.

You should note that you are not authorised by the union to advise on settlement agreements, and instead these must be referred to an employee of the union.

As a Union Rep you have legal rights that include paid time off to attend relevant training and to undertake your duties. You can find out more about these rights in Union's Rep 1 workbook.

It is also important for me to draw to your attention as a Union representative, you are responsible for the safe and secure use of members personal data, as required by the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Please make yourself aware of Prospect's privacy notice on the website and any relevant policies and procedures. Please remember to report any trade union data breaches or member's requests to access their data, immediately to the Data Protection Compliance Officer (DPCO) on datacompliance@prospect.org.uk.

If you are dealing with a case that has a legal issue, or potential dismissal, or may require a tribunal application always seek advice from your Full Time Officer in plenty of time. Most claims to the employment tribunal must be started within three months of the act complained of.

If you should have any queries or questions about being a Prospect Rep, please do not hesitate to contact, in the first instance your Branch Secretary, Full-Time Officer or Organiser. Alternatively, contact the Union's Member Contact Centre, helpdesk@prospect.org.uk, or call 0300 600 1878.

I hope you enjoy carrying out this vital representative role.

Yours sincerely

Mike Clancy

General Secretary

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