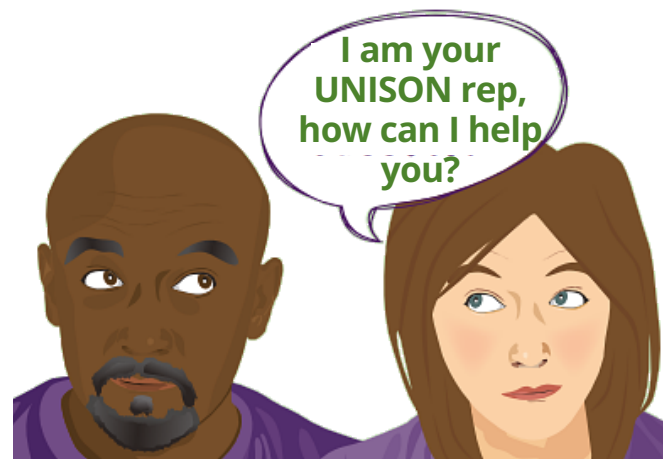


**As with individual cases the first point of contact will always be with the local UNISON Branch.** There are a range of collective issues (proposals by an employer that are likely to affect a number of their employees) that may arise where a UNISON member/ members need advice and/or assistance/support such as (but not necessarily exclusively):

- **Restructuring of a service, team, workplace leading to job changes, possible redundancies etc.**
- **Proposals to change contracts of employment/terms and conditions**
- **Changes to working practices**
- **Proposals to transfer the business to a different provider and to transfer the staff to that provider**
- **Relocation of work**
- **Negotiation/consultation on employer policies and procedures**
- **Pay negotiations**
- **Health & Safety issues**

The majority of these scenarios are covered by various statutory provisions setting out the way in which they should be addressed by the employer, e.g.: (Trade Union & Labour Relations (Consolidation) Act 1992; Transfer of Undertakings (Protection of Employment) Regulations 2006; Collective Redundancies and Transfer of Undertakings (Protection of Employment) Amendment Regulations 2013; Employment Relations Act 1999; Equal Pay Act 1970 and amendment regulations; Health & Safety at Work Acts and so on, as well as certain case law.

For stewards and members, in all of these circumstances, the first point of contact will be the local UNISON Branch. A 'CASE' form will usually not need to be completed at this stage unless the member or steward are advised to do so by the Regional Office.



Where the employer in question has formal collective bargaining arrangements with Trades Unions it would be expected that they would enter into discussions in all circumstances falling under these headings with local representatives in a timely fashion. Where no such arrangements are in place, and/or there are only a small number of members in a workplace or organisation, then again advice should initially be sought from the Branch. If an employer is seeking to meet with individuals or groups of staff outside of a proper consultative process it is always wise for these staff to ask the employer to first put their proposals in writing.

If the Branch are unable or unsure how to assist the affected members they should make contact with the strategic Regional or Area Organiser that supports their Branch. Requests for advice in the absence of their strategic officers should be directed via the appropriate organising team within the Region as follows:

If a member cold-calls or e mails the Region directly for advice on a collective issue they should be referred back to their branch by the Team Support Worker or other member of staff receiving the call or e mail.

If the member has been trying, unsuccessfully, to contact their local Branch attempts will be made to contact the Branch on their behalf and the strategic officer will be advised accordingly.

As the consultation process with the employer develops, cases that need to be represented individually may arise, for example where a change in working practices has a disproportionately detrimental effect on individuals or groups of individuals arising from their protected characteristics (disability, gender etc.). In these circumstances and where regional support is needed, there will be liaison between the strategic organiser for the branch in question and an organiser from the Representation team (RRSM).