

National Industrial Relations Framework Agreement



Industrial Relations Framework Agreement

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National Agreement between POL and CWU:

Industrial Relations Framework

1. Introduction

This agreement applies to Industrial Relations activities for CWU Grades in Crown Offices, Admin and Supply Chain Cash Centres

This agreement replaces all National and Regional/Local Agreements specific to Industrial Relations and release time. Therefore, following the implementation of this agreement, all existing scheduled release time for IR and Health and Safety will cease and will be replaced by the improved arrangements contained within this agreement.

2. Statement of Principles

POL and CWU acknowledge the challenges we face:

- To provide a consistently professional service to external and internal customers
- To encourage an environment where success can flourish and staff can be recognised for their value and contribution.

Key to achieving the aim of making POL a successful and vibrant business, and for both parties to share in that success, it is vital to work together constructively to create an environment that fosters good industrial relations. Fundamental to delivering this will be mutual respect for each other's views through an open process of joint working.

Essential to reaching agreements through strategic involvement and negotiation will be the early sharing of information and ideas via proactive and full engagement. This agreement sets out a framework designed to achieve the above through a creative and open minded approach.

3. CWU Representational Structure

3.1. POL supports the requirement for all union members to be effectively represented by elected and professional CWU representatives.

3.2. POL has agreed the following CWU Industrial Relations and Health and Safety Representational Structure. Line Management structure and organisational links are shown at Appendix A.

- 2 NEC members on full time paid release.
- 9 Territorial Representatives (TR) on full time paid release including a dedicated role for Northern Ireland. These roles will be elected for a two year period of office. Roles and Responsibilities are at Appendix B
- 20 Area C Representatives (AR) on full time paid release aligned to the POL Crown Area Manager (CAM) structure. ARs will also be responsible for representing CWU members in smaller local Admin offices and Cash Centres. These roles will be elected for a two year term of office. Roles and Responsibilities are at Appendix C
- 20 Deputy Area Representative (DAR) on ad-hoc release when appropriate and pre-authorised by the CAM/TR . These roles will be elected for a two year term of office. Roles and Responsibilities are at Appendix D.
- 4 dedicated Regional Health and Safety Representatives (RHSR) on full time paid release. Due to the time and cost of NEBOSH training these roles will be elected for a three year term of office. Roles and Responsibilities are at Appendix E
- Unit Representatives (ad hoc release as appropriate) in Supply Chain Cash Centres These Unit Representatives will be supported by the AR as required.

4. Facilities and Communications.

4.1. NEC members, TRs, ARs and AHSRs will be:

- Classified as Field Based for the purpose of claiming T&S. Travel to their local nominated office will class as normal commuting and be at their own cost. Normal business expenses policy for necessary onward travel will apply
 - With all IR and H&S related T&S costs paid by POL.
 - Where the necessary criteria are met, be allocated a Job Needs Car (JNC)

- Provided with
 - A laptop Computer suitable for standard Microsoft Office suite, access to a printer and electronic mail services.
 - A mobile phone, for use on POL business only. Any private calls will be repaid via the monthly repayment process.
 - Hot desk facilities at a nominated Crown Office or administration unit, Lockable storage for retaining sensitive and confidential documents.
 - Appropriate security pass

- For legitimate IR and H&S purposes entitled to:
 - the use of official paid envelopes to send Union correspondence
 - communicate with members in workplaces via the internal email system
 - photocopying and printing facilities for union communications
 - a union notice board in each workplace

5. Strategic Involvement and Joint Working – With Regional Managers (RM) and Crown Area Managers (CAMs)

- 5.1. The relationship between TRs and Regional Managers is pivotal to good industrial relations, and sets the required standard to be followed at CAM/AR level. Working in an open and honest two way relationship at both Regional/TR and CAM/AR levels will ensure that the CWU is involved in and contributes to strategic decision making..
- 5.2. Strategic Involvement meetings chaired by the RM/Cam will be scheduled on a quarterly basis. These meetings will facilitate full engagement and dialogue on key business initiatives and planned activity. This approach will be underpinned with the sharing of statistics and performance data relating to sales, income, expenditure, productivity and resourcing. This will provide the union with a better understanding of Business policy and strategy together with the opportunity to raise issues that are of concern to its members. A meaningful relationship based upon proper Strategic Involvement will help to facilitate solutions before problems occur.

Strategic Involvement Key Principles
Involvement with conception and the formation of strategy, giving a clearer understanding of business objectives Appreciating that there may be different perspectives and objectives.
Enabling Representatives to influence and inform decisions before they are made
Sharing, and dealing with issues in an open, honest and tolerant manner
Building mutual trust and confidence
Strategic Involvement may ultimately lead to negotiations within the parameters of National Agreements. These will be separate negotiating meetings.

- 5.3. Interaction outside of the Strategic Involvement meetings described above is also necessary on a regular basis between the various managers and representatives. This is vital and conducive for good IR.
- 5.3.1. Whenever appropriate TRs will be invited to attend all or part of the regular RGM meetings with CAMs. ARs will attend the CAM's regular meetings with Branch Managers

Depending on the subject matter it may be appropriate for the CWU to assume different roles in the meeting such as:

- Active Participant
- Observer
- Delivering session

The role will be agreed between the appropriate manager and representative(s).

On occasions eg when there is a need to discuss matters that only impact on managers it may be appropriate for the representative to withdraw from the meeting. .

5.3.2. Where a CAM is due to visit a Crown Office, on occasions the AR may be invited /choose to attend at the same time.

6. Dispute Resolution

There may be occasions where disagreements arise between POL and CWU. These disagreements will be resolved using the Procedural Agreement Framework at appendix F

7. Training and Skills Development

7.1. POL are committed to investment in the up-skilling of industrial relations representatives and managers through a programme of ongoing training and development in order to create a more effective and professional IR environment. This agreed programme will balance the needs of the individual and the business and will include joint training, on the job coaching and, where appropriate, relevant CWU and TUC/STUC courses.

7.2. In addition to the training and development required to facilitate the professional deployment of national agreements, and policies there will also be a focus on developing the skills required for representatives to properly and effectively fulfil their role. Such skills may include:

- Effective communication (electronic, verbal, written etc)
- Advocacy
- Bargaining
- Facilitating meetings
- Problem solving
- Effective Researching

- 7.3. Arrangements will be made to enable CWU Representatives whose access is restricted either by special needs or by commitments such as caring responsibilities to have equal access to training and development where reasonably possible.
- 7.4. Courses provided by the union or TUC which are concerned with union policy, political aspects or general education not related to POL IR do not qualify for paid release however where appropriate delegates will be granted unpaid leave to attend. Release will be subject to operational requirements but leave will not be unreasonably refused. POL no longer offers day release to attend college courses, more details are provided in the Professional Subscriptions Policy.

8. Membership information

POL will supply information on members and new entrants to the union on a timely basis. Appendix G sets out the detail of what will be provided to Assistant Secretary C&CH Department at CWU headquarters.

9. Access to premises/consultation with members

CWU members have the right to contact their AR during working hours. Where an individual needs to see their AR in person, arrangements will be made that ensure that as far as possible, this can happen in privacy and without damaging service to the customer

Union representatives will require access to office premises both during and occasionally outside working hours in order to talk with union members both individually and collectively. Every effort will be made to facilitate access and dialogue with members, providing sufficient notice is given.

10. Credentials

Details of representatives elected to IR or H & S roles will be provided to POL by the CWU Assistant Secretary C & CH.

The form of authority is at Appendix H

It is recognised that members of the CWU also belong to a separate CWU Branch structure, in which they may hold positions, or may have other responsibilities to their trade union. The arrangements for special leave for union purposes are contained in Appendix I.

11. Industrial Action

Management and unions have a responsibility to use agreed procedures to resolve problems constructively and to avoid industrial action. Paid release will not be allowed to union representatives for the purpose of encouraging industrial action

Unpaid release will be afforded to enable representatives to meet legal requirements in respect of workplace ballots and to enable them to provide information as required by the Trade Union Reform and Employment Rights Act 1993.

12. Conduct procedures

The POL Conduct Code applies equally to union representatives and officials. However, if any formal disciplinary action is contemplated against any CWU representative or official for an offence committed in their CWU capacity, the case must be submitted to the Employee Relations Manager who will consider any representation made by CWU Headquarters. Any disciplinary award in such cases is subject to the right of appeal by the representative through CWU Headquarters. It is agreed that where the final internal appeal decision is to award a penalty of dismissal after notice or compulsory transfer, the executive council of the union may within four weeks notify the business of its intention to refer the matter for consideration by an independent advisory review body (IARB)

13. Media Contact

A union representative employed in the business may wish to represent union views to the media. In such cases he or she must indicate his or her position as a union spokesperson and give his/her name.

14. Union conferences

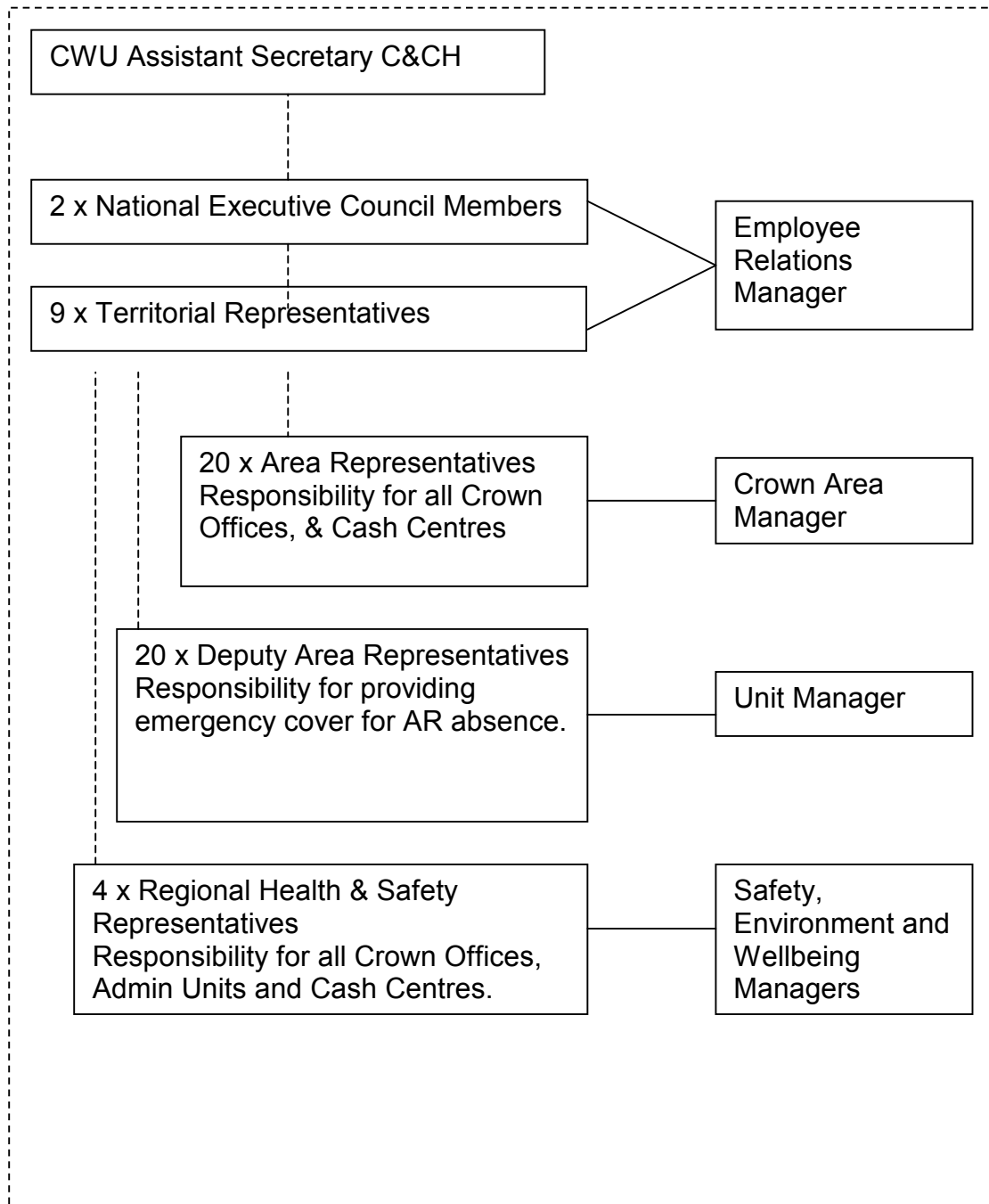
Paid leave shall be given to Executive Council members, Territorial Representatives and Area Representatives to attend the union's annual conference. If this can be accommodated operationally other conference delegates/trainee delegates will be afforded special leave III (unpaid). Conference T&S costs for all delegates will be met by the CWU.

15. Review of the Agreement

This agreement will be subject to formal joint review one year from the date of signature and, according to operational experience, renegotiated where necessary.

Appendix A

Organisation Chart Showing both Line Management and Union lines of responsibility.



Key

----- Union Lines of Responsibility

_____ Line Management

Appendix B

Territorial Representatives (TRs) Roles, Responsibilities and Skills.

- 1 TRs are elected by and represent all members within Crown Offices, Admin Units and Cash Centres within a CWU Territory and as such they are accountable to their members. Under the direction of CWU HQ they will be responsible for the overall representation and conduct of Industrial Relations within the Territory, they will also be responsible for any large admin units in their Territory such as Old Street, Farnworth or Chesterfield.
- 2 TRs priority will be to develop good and effective relationships with POL Managers and CWU levels such as ARs, DARs and RHSRs. The key objective will be to reach agreements and resolve issues affecting members. It is therefore vital that TRs engage fully and professionally with managers.
- 3 As key opinion formers, TRs must be able to lead by example and work effectively in a team of Territorial Representatives. They will have the responsibility for ongoing training and the upskilling of ARs. Primarily for newly elected representatives this will be done by a process of mentoring, coaching and where appropriate shadowing.
- 4 TRs will require good interpersonal skills and the ability to use their experience to develop ARs knowledge & skills.
- 5 TRs will co-ordinate and meet with their ARs each month to;
 - share the CWU perspective on business initiatives & performance
 - ensure effective engagement and representation
 - provide direction, support and advice
 - receive feedback on their various activities and initiatives
 - present national agreements
- 6 TRs have a duty to interact with the CWU National Officer responsible for POL and at the discretion of Union Headquarters, assist in national negotiations. This will include analysing complex reports and/or data, with the purpose of providing comprehensive feedback and where necessary suggesting improvements and/or solutions as required.
- 7 TRs will attend up to ten national briefings per year with the CWU National Officer.
- 8 Where National Agreements have been reached TRs will have lead responsibility for their timely and smooth implementation.
- 9 TRs will be effective at communicating verbally, electronically and have good presentational skills to deliver WTL sessions and IR training to representatives. They also need to respond well to challenging questions.

Appendix B

- 10 TRs will, when required, be responsible for representing individuals at appeals against dismissal under conduct, attendance, managing underperformance, ill health procedure, and Stage 3 of the grievance procedure.
- 11 TRs will handle registered disagreements where the Procedural Agreement Framework has been exhausted locally or where a disagreement has been referred to the TR by Union Headquarters.
- 12 TRs will as appropriate
- address new entrants at training schools
 - participate in focus groups and attend business presentations e.g. Quarterly Business Updates and Business Initiatives

13 Line Management

POL has responsibility for the TR as their employee. Therefore the Employee Relations Manager will perform all normal line management roles such as PDRs, regular 1:2:1's, career development etc. The TR will take their day to day direction from the CWU Assistant Secretary with responsibility for POL.

14 Continuity

There is no alternative provision for leave cover, therefore TRs will be expected to organise their annual leave to ensure there is sufficient cover amongst the Territorial team for IR responsibilities at all times.

Appendix C

Area Representatives (ARs) Roles Responsibilities & Skills

1. ARs are elected by and represent all members within Crown Offices, localised admin Units and Cash Centres employed with their CAM area, and as such they are accountable to their members. Details of these areas are at Appendix J.
2. The ARs priority will be to develop good and effective relationships with POL Managers. They will, under the direction of the TRs be responsible for the overall representation and conduct of industrial relations within the CAM area.
3. It is vital that ARs engage fully and professionally with managers at appropriate level(s). The key objective will be to reach agreements to resolve local issues affecting members within their area.
4. Where National Agreements have been reached ARs will have the responsibility for their timely and smooth implementation within their area. This will include explaining the benefits in detail to members.
5. ARs will be responsible for constructing and negotiating duty arrangements with the Crown Office Managers as detailed in the Crown Office Staffing Agreement (COSA).
6. As key opinion formers, ARs require good interpersonal skills and the ability to use their experience and knowledge to support and represent members.
7. ARs have responsibilities to their members and they will pursue CWU policy when focusing on resolving differences. On occasions it may not be possible to reach agreement, however, the key to effective Industrial Relations will be to establish and maintain professional relationships at all times
8. ARs will present at appropriate WTL sessions, Management meetings and other forums and effective presentational skills are key to their role.
9. Clear and timely communications via emails, the analysis of information and access to the business intranet are all essential for good industrial relations, therefore, ARs will be required to use business specific applications and the full Microsoft Office suite of programmes.

Appendix C

10. ARs will provide members with support, advice & guidance and representation where appropriate on the following issues:

- Conduct, Attendance, Individual Grievance, Bullying & Harassment and POID investigations including fact finding and formal interview stages together with the necessary pre interview preparation.
- Preparing documentation for referral to the TCR for appeals against dismissal.
- Membership recruitment including addressing new entrants.
- Overtime and productivity
- Accommodation & Security issues
- Be invited to participate in focus groups and attend business presentations .

This list is not exhaustive.

11. Liaising with CWU Representatives and Members

The AR will be expected to;

- visit each of their Crown offices regularly, planning a schedule, which includes a minimum of monthly visits and attendance at weekly WTL sessions.
- support delivery of WTL sessions on issues where POL and the CWU have joint aims and objectives.
- interact with the relevant TR(s) so that they are well informed about Business initiatives, which will include attending monthly meetings with the relevant TR(s).
- prepare and provide the TR's with monthly reports of activity within the respective areas.
- interact with the CWU National Officer responsible for POL matters when required. This will include attending up to six bi-monthly national briefings
- refer Health & Safety issues for referral to Regional Health and Safety Representative.
- prepare necessary documentation for referral to TR/Union Headquarters in the event of a registered disagreement.
- respond to any correspondence from management, members, TR's or Union Headquarters.

12. Line Management

POL has responsibility for the AR as their employee. Therefore the CAM will perform all normal line management roles such as PDRs, regular 1:2:1's, career development etc.

Appendix C

13. Leave Cover

As there is no automatic cover for annual leave it is essential that the CAM is informed of all planned leave in good time. The AR should manage their work load in conjunction with the CAM to ensure where possible all outstanding issues are resolved before a period of absence.

Where necessary support is required for the members during absence periods, where possible an adjacent AR may provide emergency cover for time critical matters. This will be arranged in conjunction with the CAM and TR.

Appendix D

Deputy Area Representative (DAR) Role

1. In the absence of the AR and in the event that suitable cover cannot be provided by an adjacent AR or TR, the DAR will provide cover for unexpected time critical issues such as urgent member representational requirements. Release will be on an Ad-hoc basis only.
2. The above facility should not be construed as giving a right to regular paid release and should be only used to deal with unforeseen problems. Any request for ad-hoc release should be made by the TR to the CAM and should specify the release time required, and the reasons for requiring it. The CAM will work with the local manager to facilitate the relevant release taking into account operational needs.
3. It is the TRs responsibility to ensure the DAR has the relevant skills required to handle cases. They will work with the CAM to build the skill levels of the DAR, and subject to operational constraints they will encourage them to observe locally held Conduct and Attendance interviews. Release for this activity will not be unreasonably withheld provided reasonable notice is given.

Appendix E

CWU Regional Health and Safety Representatives

1. The four dedicated regional health & safety representatives (RHSRs) will be elected on the following basis;
 - Two for the CWU Eastern Territory,
 - One each for the CWU Northern & Western Territories.
2. The RHSRs roles are dedicated and will be not combined with any IR roles. The RHSRs will take guidance from the TRs in the completion of their responsibilities. Line management responsibilities will be provided by the Safety, Environment and Wellbeing Managers and will include roles such as PDRs, regular 1:2:1's, career development etc.
3. The roles & responsibilities for the RHSRs are governed by the Safety Representatives and Safety Committee Regulations 1977, as detailed in the 1998 POL/CWU national agreement. In addition the 2007 national agreement for Regional and National Health & Safety Committees covering Crown Offices, Admin and Cash Centres applies.
4. Clear and timely communications via emails, the analysis of information, access to the business intranet are essential for good Health & Safety, therefore RHSRs will, therefore, be required to use business specific applications and the full Microsoft Office suite of programmes.

Appendix F

Credential for senior representatives of the CWU employed in POL.

This is to confirm that

Name : _____

Work Place: _____

Has been elected for a two year period of office from ___ / ___ / ___
to the following representative position

- (a) Territorial Representative
- (b) Regional Health & Safety Representative
- (c) Area Representative
- (d) Deputy Area Representative

Signed _____
(Assistant Secretary C&CH department)

Note Copies of these credentials should be held by the representative, and the Employee Relations Manager as required.

Procedural Agreement Framework

1. Joint Commitment

POL and the CWU share a commitment to the creation and maintenance of a positive and constructive industrial relations environment which benefits employees and is in the interests of the business, its customers and clients.

2. Collective Procedure

The business hopes to gain the commitment of all groups of employees to changes which affect their working conditions and jobs and it undertakes to do this through a process of open, honest and two way communication.

However, there may be occasions where disputes arise and the aim will always be to reach agreement with the minimum of delay and by negotiations between the relevant union representative and manager. The principle will be to resolve differences at the point at which they occur, as far as it is practicable to do so.

3. General Principles

The following general principles are accepted as paramount:

That at all times the parties must be driven by the objective of seeking to reach agreement which best serves the interests of the business and its employees;

It is in the interests of good business that both parties are kept up to date and well informed and this requires an exchanging and sharing of relevant information;

Formal proposals put forward by either party must be given serious consideration by the other. They should never be rejected out of hand but in all cases where they are not acceptable a formal reasoned response should be provided.

4. Reaching Local Agreement

Consistent with the need to provide a reliable and good quality service to our customers and clients, the objective is to reach agreement without any unnecessary delay. Appropriate facilities have been allowed to union representatives for this purpose.

To avoid any subsequent misunderstanding as to the terms of an agreement these should be formally recorded in a clear, simple and concise way.

In all cases, the manager and union representative will have met to attempt to resolve the issue. There should be clear and concise minutes for any such meeting. In cases where, despite every effort, it is not possible to reach full agreement in the course of local discussions, the following will apply.

5. Resolving Local Disagreement

The manager and the union representative will record formally, although not necessarily in a joint statement, the reasons for disagreement and will then apply the following procedure.

Stage 1

Both parties will then review the formal written record which sets out their respective positions and within 5 working days will conduct full, free and frank discussions with the objective of reaching agreement.

Stage 2

If agreement cannot be reached then, within a further 5 working days, the parties will identify precisely the issues of disagreement, formally register the disagreement and meet to draw up an updated and comprehensive statement of their positions and views. This statement will be forwarded to the appropriate level of management and union representative (see flowchart for an example).

Stage 3

Within 10 working days of receiving details of the disagreement the designated manager will meet with the union representative with full authority to reach agreement on the issue.

Negotiations may end in:

An agreement signed by the designated manager and the union representative for implementation locally. The agreement may need to be endorsed by the membership;

A formula which provides a basis for the resumption of negotiations between the original negotiating parties or;

A failure to reach agreement in which case the procedure will be regarded as exhausted.

Where a formula is agreed for the resumption of negotiations at the local level, the parties will try to reach agreement within a further 10 working days. If agreement still cannot be reached the procedure will be regarded as exhausted (unless the original formula agreed at this stage requires a further Stage 3 meeting).

The aim of this agreement is that the procedure outlined above should be followed both to the letter and in spirit. However, where it is believed that the proper process has not been followed, the issue may be referred to the Head of HR ER and Reward who will appoint an arbitrator from the senior

Appendix G

management team. The arbitrator will not have the authority to impose a decision but will be empowered to return the issue for further consultation. It is important that minutes of formal meetings are agreed.

Until the procedure is exhausted, union members will not take industrial action of any kind. POL will continue to apply existing local and national agreements. However, both parties acknowledge that occasionally a local manager has no practical alternative but to introduce changes which cannot be delayed for urgent operational, health and safety or legal requirements. Permanent changes to staffing arrangements which are subject to disagreement should not be introduced by executive action until the procedure is exhausted.

Where changes are introduced outside the procedure, reasons for doing so will be fully explained to the union representatives and employees concerned prior to implementation. This would not preclude the union from initiating ballot arrangements where a clear trade dispute exists. Either party may subsequently review the circumstances leading to the action and propose how to deal with similar situations in future.

6. General

This agreement sets out the basic principles of local negotiations. The underlying principle is that stage one of the procedure should be handled by the Branch Manager in Crown Offices, and the Centre Manager in Cash Centres, where the change relates solely to that workplace. Where changes relate to more than one workplace, stage one of the procedure will be handled by the CAM. Union representation would be conducted and processed at stage one and two by the AR, and at stage three by the Territorial Representative. Where an issue has Territorial wide implications then senior managers may become involved, with Territorial Representatives dealing with stages one and two of the procedure. Stage three will then be dealt with by the headquarters of the CWU. These examples are given for guidance.

Only questions involving the interpretation or clarification of national agreements shall be referred to the Head of HR, ER and Reward and the headquarters of the CWU. These issues should be raised as quickly as possible and resolved within 10 working days.

Either party will bring to the notice of the other party any breaches of this agreement and is entitled to expect that any such breaches will be viewed seriously by both parties.

Individual employees may raise grievances under the separate agreed grievance procedure and may enlist the support of their union representatives.

Procedural Agreement Flowchart

Initial Discussions

Action: Informal talks held between Branch/Cash Centre/Unit Manager and AR with proposals from all parties given serious consideration.

Aim: To reach agreement that best serves the interests of the business and its employees.

Timetable: Discussions to be undertaken without undue delay.

Outputs: Notes of issues discussed and agreement reached.

Record of Disagreement

Action: Branch/Cash Centre/Unit Manager and AR formally record their reasons for disagreement.

Aim: To clarify the issues involved.

Formal Stage 1

Action: Branch/Cash Centre/Unit Manager and AR meet to discuss the issues.

Aim: To reach agreement that best serves the interests of the business and its employees.

Timetable: Meeting to be held within 5 days of the record of disagreement being completed.

Outputs: Notes of issues discussed and agreement reached.

Formal Stage 2

Action: Branch/Cash Centre/Unit Manager and AR meet to produce a joint statement on their positions and views. This is then passed to the TCR and next line manager.

Aim: To communicate the issues causing the disagreement so that an independent review can be undertaken.

Timetable: To be produced within 5 days of the Stage 1 meeting.

Formal Stage 3

Action: Second Line Manager and TR meet to resolve the dispute or recommend a formula for further discussion at local level.

Timetable: To be completed within 10 working days.

Any subsequent discussions at the local level should be completed within a further 10 working days.

Appendix H

Provision of Information.

POL acknowledges the need to provide the CWU with information concerning their members, which is held on personnel records systems.

The union require this information for the purposes of keeping their records up to date, to meet legal requirements for membership ballots etc. and also to facilitate the provisions of other services for their members.

There is also a need to ensure that the release of information is consistent with the requirements of the Data Protection Act.

POL therefore agrees to provide the union on a timely basis with the following information:-

1. Details of names and locations (workplaces addresses) of individuals being recruited.
2. Wherever practical, this information will be provided in advance of the induction of new recruits.
3. Names of union members leaving employment of POL for any reason; i.e. age, retirement, voluntary redundancy, dismissal, and death in service.
4. Changes in employee status from full to part time or vice versa to reflect changes in contribution rates.
5. Members on long term sick leave on reduced pay either at half pay or pay at pension rate.
6. Details of members on maternity leave, including date of return when available

Special Pay Arrangements for Accredited CWU Representatives/Conference delegates, whilst on partly paid or unpaid leave

1 Special Pay Arrangements

This annex covers special pay arrangements for:

Executive Council Members
Territorial Representatives
CIT Area Representatives
Area Counters Representatives/Deputies
Conference Delegates (trainee delegates)

2 Processing of applications for special leave I and II

Forms 1 and 2 at the end of this annex (as appropriate) should be used to seek reimbursement from the CWU for the cost of providing special leave II and III for accredited union representatives and conference delegates including trainees. The amounts to be reclaimed from the union should be calculated on the following basis:

For Special Leave II (partly paid leave): 60% of national pay and non-assigned allowances, including London Weighting and the employers National Insurance contributions.

For Special Leave III (unpaid leave): 100% of national pay, using the formula above.

For both special leave II and III, Sales Incentive Scheme bonuses (and future bonus schemes as appropriate) should be excluded, for the purposes of calculating the amounts to be reclaimed from the Union.

3 Income tax, Pension and NI contributions

No abatement of pay for accredited union representatives or conference delegates on special leave II or III will be made. Income tax, national insurance and pension contributions should continue to be deducted normally. The employers contributions to the pension schemes and national insurance will be paid by the business but only the appropriate portion of the employers national insurance contributions will be recovered from the CWU.

4 Preparation of Bills

Forms 1 and 2 should be passed to the Union representative's appropriate budget manager who should raise an invoice and remittance advice from the SAP system to:-

Finance Department
CWU
CWU Headquarters

Appendix I

150 The Broadway
Wimbledon
London
SW19 1RX

Details of the appropriate product and customer account codes will be made available to the budget managers concerned.

Settlement from the union should be made to Income Control, POL., Future Walk, Chesterfield S49 1PF, as per instructions on the remittance advice.

Budget managers should note that VAT is not levied on leave for union purposes.

5 Accounting

Invoices raised in SAP, using the product codes associated, will automatically be posted to G/L code 75830 – “Staff costs recharged to CWU – to one profit centre for each business area”.

Appendix J

CAM Areas

Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
CAM 1000					
Chester Le Street	DH3 3AA	Martin Rouse	Shaun Swinburn	Durham	North
South Shields	NE33 1AA	Martin Rouse	Shaun Swinburn	Newcastle	North
Northallerton	DL7 8JU	Martin Rouse	Shaun Swinburn	Darlington	North
Stockton On Tees	TS18 1AD	Martin Rouse	Shaun Swinburn	Cleveland	North
Billingham	TS23 2LR	Martin Rouse	Shaun Swinburn	Cleveland	North
Hartlepool	TS24 7RQ	Martin Rouse	Shaun Swinburn	Cleveland	North
Redcar	TS10 1AA	Martin Rouse	Shaun Swinburn	Cleveland	North
Selby	YO8 4EH	Martin Rouse	Shaun Swinburn	York	North
Scarborough	YO11 1AB	Martin Rouse	Shaun Swinburn	York	North
Bridlington	YO15 2AA	Martin Rouse	Shaun Swinburn	York	North
Durham	DH1 3RE	Martin Rouse	Shaun Swinburn	Durham	North
Darlington	DL1 1AB	Martin Rouse	Shaun Swinburn	Darlington	North
Sunderland City	SR1 1RR	Martin Rouse	Shaun Swinburn	Newcastle	North
Harrogate	HG1 1AA	Martin Rouse	Shaun Swinburn	York	North
York	YO1 8DA	Martin Rouse	Shaun Swinburn	York	North
Consett	DH8 5AA	Martin Rouse	Shaun Swinburn	Durham	North
CAM 1001					
Boston	PE21 6AE	Martin Rouse	Wendy Trickett	Eastern No4	East
Beverly	HU17 9XX	Martin Rouse	Wendy Trickett	Hull	North
Bransholme	HU7 4JF	Martin Rouse	Wendy Trickett	Hull	North
Pontefract	WF8 1LU	Martin Rouse	Wendy Trickett	Leeds	North
Doncaster	DN1 1AD	Martin Rouse	Wendy Trickett	North East No1	North
Grimsby	DN31 1AA	Martin Rouse	Wendy Trickett	North East No1	North
Matlock	DE4 3AA	Martin Rouse	Wendy Trickett	Nottingham & Dist	West
Beeston	NG9 1AA	Martin Rouse	Wendy Trickett	Nottingham & Dist	West
Mansfield	NG18 1AA	Martin Rouse	Wendy Trickett	Nottingham & Dist	West
Grantham	NG31 6AA	Martin Rouse	Wendy Trickett	Nottingham & Dist	West
Victoria Street	DE1 1DD	Martin Rouse	Wendy Trickett	Nottingham & Dist	West
Nottingham	NG1 2BN	Martin Rouse	Wendy Trickett	Nottingham & Dist	West
Derby	DE1 1AA	Martin Rouse	Wendy Trickett	Nottingham & Dist	West
Barnsley	S70 1AA	Martin Rouse	Wendy Trickett	South Yorks	West
Sheffield	S3 8LN	Martin Rouse	Wendy Trickett	South Yorks	North
Rotherham	S60 1PJ	Martin Rouse	Wendy Trickett	South Yorks	North
Chesterfield	S40 1TL	Martin Rouse	Wendy Trickett	South Yorks	North

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CAM Areas

Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
CAM 1002					
Inverness	IV1 1AX	Martin Rouse	Angela O'Brien	Glasgow	North
Stornoway	HS1 2AD	Martin Rouse	Angela O'Brien	Glasgow	North
Cumbernauld	G67 1BN	Martin Rouse	Angela O'Brien	Glasgow	North
Union St	AB11 6AZ	Martin Rouse	Angela O'Brien	Gr & Shetland	North
Lerwick	ZE1 0EH	Martin Rouse	Angela O'Brien	Gr & Shetland	North
Kirkwall	KW15 1DD	Martin Rouse	Angela O'Brien	Orkney	North
Dunfermline	KY12 7AA	Martin Rouse	Angela O'Brien	Scotland No2	North
Morningside	EH10 4RD	Martin Rouse	Angela O'Brien	Scotland No2	North
Frederick Street	EH2 1EY	Martin Rouse	Angela O'Brien	Scotland No2	North
St James	EH1 3SR	Martin Rouse	Angela O'Brien	Scotland No2	North
Alloa	FK10 1JN	Martin Rouse	Angela O'Brien	Scotland No2	North
Falkirk	FK1 1AA	Martin Rouse	Angela O'Brien	Scotland No2	North
Wester Hailes Scottish Parliament	EH14 2SW EH99 1SP	Martin Rouse	Angela O'Brien	Scotland No2	North
Haddington	EH41 3UU	Martin Rouse	Angela O'Brien	Scotland No2	North
Perth	PH2 8AF	Martin Rouse	Angela O'Brien	Scotland No5	North
Dundee	DD1 1AA	Martin Rouse	Angela O'Brien	Scotland No5	North
CAM 1003					
Londonderry	BT48 6AA	Martin Rouse	Vivien O'Hare	N Ireland West	North
Coleraine	BT52 1RX	Martin Rouse	Vivien O'Hare	N Ireland East	North
Ballymena	BT43 6JP	Martin Rouse	Vivien O'Hare	N Ireland East	North
Antrim	BT41 4AR	Martin Rouse	Vivien O'Hare	N Ireland East	North
Shaftesbury Sq	BT7 1JG	Martin Rouse	Vivien O'Hare	N Ireland No1	North
Newtownards	BT23 4FA	Martin Rouse	Vivien O'Hare	N Ireland East	North
Bangor	BT20 4AQ	Martin Rouse	Vivien O'Hare	N Ireland East	North
Saltcoats	KA21 5EX	Martin Rouse	Vivien O'Hare	Glasgow	North
Kilmarnock	KA1 1NN	Martin Rouse	Vivien O'Hare	Glasgow	North
East Kilbride	G74 1JP	Martin Rouse	Vivien O'Hare	Glasgow	North
Brandon	ML1 1BA	Martin Rouse	Vivien O'Hare	Glasgow	North
Belfast City	BT1 1LT	Martin Rouse	Vivien O'Hare	N Ireland No1	North
Paisley	PA1 1AA	Martin Rouse	Vivien O'Hare	Glasgow	North
St Vincent St	G2 5QX	Martin Rouse	Vivien O'Hare	Glasgow	North
Hecla Avenue	G15 8LZ	Martin Rouse	Vivien O'Hare	Glasgow	North
Springburn	G21 1BU	Martin Rouse	Vivien O'Hare	Glasgow	North
Duke Street	G31 2XT	Martin Rouse	Vivien O'Hare	Glasgow	North

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CAM Areas					
Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
CAM 1004					
Keighley	BD21 3NL	Martin Rouse	Simon Drinkwater	Leeds No1	North
New Street	HD1 2UD	Martin Rouse	Simon Drinkwater	Leeds No1	North
Huddersfield	HD1 1AA	Martin Rouse	Simon Drinkwater	Leeds No1	North
Darley Street	BD1 3HN	Martin Rouse	Simon Drinkwater	Leeds No1	North
Pudsey	LS28 7LB	Martin Rouse	Simon Drinkwater	Leeds No1	North
Morley	LS27 8TB	Martin Rouse	Simon Drinkwater	Leeds No1	North
Ossett	WF5 9AA	Martin Rouse	Simon Drinkwater	Leeds No1	North
The Markets	LS2 7DZ	Martin Rouse	Simon Drinkwater	Leeds No1	North
Wakefield	WF1 3BD	Martin Rouse	Simon Drinkwater	Leeds No1	North
Crossgates	LS15 8QS	Martin Rouse	Simon Drinkwater	Leeds No1	North
Whitehaven	CA28 7AF	Martin Rouse	Simon Drinkwater	North Lancs	North
Kendal	LA9 4AA	Martin Rouse	Simon Drinkwater	North Lancs	North
Burnley	BB11 1AY	Martin Rouse	Simon Drinkwater	North Lancs	North
Halifax	HX1 1AD	Martin Rouse	Simon Drinkwater	Leeds No1	North
St Johns	LS2 8LP	Martin Rouse	Simon Drinkwater	Leeds No1	North
Headingley	LS6 2UQ	Martin Rouse	Simon Drinkwater	Leeds No1	North
Penrith	CA11 7AA	Martin Rouse	Simon Drinkwater	North Lancs	North
Furness House	LA14 1LE	Martin Rouse	Simon Drinkwater	North Lancs	North
Ulverston	LA12 7AA	Martin Rouse	Simon Drinkwater	North Lancs	North
Poulton Le Fyld	FY6 7BB	Martin Rouse	Simon Drinkwater	North Lancs	North
Morecambe	LA4 4AA	Martin Rouse	Simon Drinkwater	North Lancs	North
Lancaster	LA1 1AA	Martin Rouse	Simon Drinkwater	North Lancs	North
Chorley	PR7 1AW	Martin Rouse	Simon Drinkwater	North Lancs	North
Southport	PR9 0AA	Martin Rouse	Simon Drinkwater	North Lancs	North
Ormskirk	L39 3AA	Martin Rouse	Simon Drinkwater	Merseyside	North

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CAM Areas

Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
CAM 1100					
Mold	CH7 1AA	Carole Pryszlak	Kevin Rowlands	N Wales & Marches	West
Chester	CH1 1AA	Carole Pryszlak	Kevin Rowlands	N Wales & Marches	West
Caernarfon	LL55 2ND	Carole Pryszlak	Kevin Rowlands	N Wales & Marches	West
Llandudno	LL30 1AA	Carole Pryszlak	Kevin Rowlands	N Wales & Marches	West
Rhyl Counter	LL18 1AA	Carole Pryszlak	Kevin Rowlands	N Wales & Marches	West
Wrexham Town	LL13 8AE	Carole Pryszlak	Kevin Rowlands	N Wales & Marches	West
Holywell	CH8 7AA	Carole Pryszlak	Kevin Rowlands	N Wales & Marches	West
Holyhead	LL65 1BP	Carole Pryszlak	Kevin Rowlands	N Wales & Marches	West
Llangefni	LL77 7DY	Carole Pryszlak	Kevin Rowlands	N Wales & Marches	West
Denbigh	LL16 3SA	Carole Pryszlak	Kevin Rowlands	N Wales & Marches	West
Oswestry	SY11 1AG	Carole Pryszlak	Kevin Rowlands	Shrops & Mid Wales	West
Aberystwyth	SY23 1DE	Carole Pryszlak	Kevin Rowlands	South West Wales	West
Corn Exchange	L2 0RR	Carole Pryszlak	Kevin Rowlands	Merseyside	North
Bootle	L20 4ED	Carole Pryszlak	Kevin Rowlands	Merseyside	North
Breck Road	L5 6SW	Carole Pryszlak	Kevin Rowlands	Merseyside	North
Old Swan	L13 3BU	Carole Pryszlak	Kevin Rowlands	Merseyside	North
Park Road	L8 4XF	Carole Pryszlak	Kevin Rowlands	Merseyside	North
Huyton	L36 9UL	Carole Pryszlak	Kevin Rowlands	Merseyside	North
Prescot	L34 5QS	Carole Pryszlak	Kevin Rowlands	Merseyside	North
Kirkby	L32 8RN	Carole Pryszlak	Kevin Rowlands	Merseyside	North
CAM 1101					
Yate Sodbury	BS37 4BB	Carole Pryszlak	Lynn Lewis	Bristol & Dist	West
Nailsea	BS48 1RA	Carole Pryszlak	Lynn Lewis	Bristol & Dist	West
Kingswood	BS15 8PN	Carole Pryszlak	Lynn Lewis	Bristol & Dist	West
Keynsham	BS31 1DY	Carole Pryszlak	Lynn Lewis	Bristol & Dist	West
The Galleries	BS1 3XX	Carole Pryszlak	Lynn Lewis	Bristol & Dist	West
Stroud	GL5 3AA	Carole Pryszlak	Lynn Lewis	Gloucester	West
Cirencester	GL7 1AA	Carole Pryszlak	Lynn Lewis	Gloucester	West
Gloucester	GL1 1AD	Carole Pryszlak	Lynn Lewis	Gloucester	West
Dunraven PI	CF31 1AB	Carole Pryszlak	Lynn Lewis	Gwent Amal	West
Abergavenny	NP7 5EB	Carole Pryszlak	Lynn Lewis	Gwent Amal	West
Cardiff	CF10 2BY	Carole Pryszlak	Lynn Lewis	Gwent Amal	West
Bridge Street	NP20 1AZ	Carole Pryszlak	Lynn Lewis	Gwent Amal	West
Merthyr Tydfil	CF47 0AB	Carole Pryszlak	Lynn Lewis	Gwent Amal	West

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CAM Areas

Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
Barry	CF63 4AA	Carole Pryszlak	Lynn Lewis	Gwent Amal	West
Carmarthen	SA31 1AA	Carole Pryszlak	Lynn Lewis	SW Wales	West
Morrison	SA6 8AQ	Carole Pryszlak	Lynn Lewis	SW Wales	West
Neath	SA11 1LT	Carole Pryszlak	Lynn Lewis	SW Wales	West
Port Talbot	SA13 1NG	Carole Pryszlak	Lynn Lewis	SW Wales	West
Hereford	HR1 2LE	Carole Pryszlak	Lynn Lewis	Worcs & hereford	West

CAM 1102

Bromsgrove	B61 8AA	Carole Pryszlak	Nick Carroll	Birmingham	West
Harborne	B17 9ND	Carole Pryszlak	Nick Carroll	Birmingham	West
Redditch	B98 8AB	Carole Pryszlak	Nick Carroll	Birmingham	West
Kings Heath	B14 7JS	Carole Pryszlak	Nick Carroll	Birmingham	West
Kingstanding	B44 9HH	Carole Pryszlak	Nick Carroll	Birmingham	West
Sutton Coldfield	B72 1AA	Carole Pryszlak	Nick Carroll	Birmingham	West
Acocks Green	B27 6BG	Carole Pryszlak	Nick Carroll	Birmingham	West
Solihull	B91 3AA	Carole Pryszlak	Nick Carroll	Birmingham	West
Chelmsley Wood	B37 5JT	Carole Pryszlak	Nick Carroll	Birmingham	West
Birmingham	B2 4AA	Carole Pryszlak	Nick Carroll	Birmingham	West
Witney	OX28 6HN	Carole Pryszlak	Nick Carroll	Eastern No4	East
Banbury	OX16 5LB	Carole Pryszlak	Nick Carroll	Eastern No4	East
Oxford	OX1 1ZZ	Carole Pryszlak	Nick Carroll	Eastern No4	East
Kidderminster	DY10 2DS	Carole Pryszlak	Nick Carroll	Wolverhampton	West
Walsall	WS1 1AA	Carole Pryszlak	Nick Carroll	Wolverhampton	West
Willenhall	WV13 1PJ	Carole Pryszlak	Nick Carroll	Wolverhampton	West
Crewe Town	CW1 2HP	Carole Pryszlak	Nick Carroll	Greater Manchester	North
Longton	ST3 2HR	Carole Pryszlak	Nick Carroll	Midland No7	West
Cannock	WS11 1BL	Carole Pryszlak	Nick Carroll	Wolverhampton Shropshire & Mid	West
Telford Central	TF3 4AA	Carole Pryszlak	Nick Carroll	Wales	West

CAM 1103

Worsley	M28 3AA	Carole Pryszlak	Alan Currie	G Manchester	North
Urmston	M41 9NS	Carole Pryszlak	Alan Currie	G Manchester	North
Eccles	M30 0NS	Carole Pryszlak	Alan Currie	G Manchester	North
Salford City	M6 5DS	Carole Pryszlak	Alan Currie	G Manchester	North
Prestwich	M25 3NS	Carole Pryszlak	Alan Currie	G Manchester	North
Brazenose	M2 5BS	Carole Pryszlak	Alan Currie	G Manchester	North

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CAM Areas

Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
Didsbury Vill	M20 6RJ	Carole Pryszlak	Alan Currie	G Manchester	North
Middleton	M24 1SQ	Carole Pryszlak	Alan Currie	G Manchester	North
Gorton	M18 8LP	Carole Pryszlak	Alan Currie	G Manchester	North
Stockport	SK1 1QF	Carole Pryszlak	Alan Currie	G Manchester	North
Hyde	SK14 2QU	Carole Pryszlak	Alan Currie	G Manchester	North
Macclesfield	SK11 6AW	Carole Pryszlak	Alan Currie	G Manchester	North
Heywood	OL10 1AJ	Carole Pryszlak	Alan Currie	G Manchester	North
Bolton	BL1 1AD	Carole Pryszlak	Alan Currie	G Manchester	North
Manchester	M2 1BB	Carole Pryszlak	Alan Currie	G Manchester	North
Oldham	OL1 3HP	Carole Pryszlak	Alan Currie	G Manchester	North
Swinton	M27 5XB	Carole Pryszlak	Alan Currie	G Manchester	North
Barnes Green	M9 4DL	Carole Pryszlak	Alan Currie	G Manchester	North
St Helens	WA10 1NY	Carole Pryszlak	Alan Currie	G Manchester	North
Wigan	WN1 1AD	Carole Pryszlak	Alan Currie	G Manchester	North
Leigh	WN7 1AA	Carole Pryszlak	Alan Currie	G Manchester	North
Warrington	WA1 1QB	Carole Pryszlak	Alan Currie	G Manchester	North

CAM 1105

Westbourne	BH4 9AP	Carole Pryszlak	Graham Brown	Bournemouth & Dorset	East
Bognor Regis	PO21 1RG	Carole Pryszlak	Graham Brown	Solent Amal	East
Chichester	PO19 1AB	Carole Pryszlak	Graham Brown	Solent Amal	East
Cosham	PO6 3EH	Carole Pryszlak	Graham Brown	Solent Amal	East
Fareham	PO16 0AU	Carole Pryszlak	Graham Brown	Solent Amal	East
Leigh Park	PO9 5AE	Carole Pryszlak	Graham Brown	Solent Amal	East
Portsmouth	PO1 1AB	Carole Pryszlak	Graham Brown	Solent Amal	East
Waterlooville	PO7 7ED	Carole Pryszlak	Graham Brown	Solent Amal	East
Basingstoke	RG21 7AB	Carole Pryszlak	Graham Brown	South East No5	East
Newbury	RG14 5BS	Carole Pryszlak	Graham Brown	South East No5	East
Petersfield	GU32 3HG	Carole Pryszlak	Graham Brown	South East No5	East
Reading	RG1 2DQ	Carole Pryszlak	Graham Brown	South East No5	East
Wokingham	RG40 1AA	Carole Pryszlak	Graham Brown	South East No5	East
Littlehampton	BN17 5AA	Carole Pryszlak	Graham Brown	Southdowns Amal	East
Andover	SP10 1AB	Carole Pryszlak	Graham Brown	Wessex South Central	East
Eastleigh	SO50 5TA	Carole Pryszlak	Graham Brown	Wessex South Central	East
Romsey	SO51 8WA	Carole Pryszlak	Graham Brown	Wessex South Central	East

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CAM Areas

Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
CAM 1106					
Trowbridge	BA14 8DA	Carole Pryszlak	Steve Blampied	Bristol & District	West
Yeovil	BA20 1PZ	Carole Pryszlak	Steve Blampied	Bristol & District	West
City of Bath	BA1 1AJ	Carole Pryszlak	Steve Blampied	Bristol & District	West
Penzance	TR18 2LB	Carole Pryszlak	Steve Blampied	Cornwall Amal	West
Camborne	TR14 8EQ	Carole Pryszlak	Steve Blampied	Cornwall Amal	West
Redruth	TR15 2AA	Carole Pryszlak	Steve Blampied	Cornwall Amal	West
Truro	TR1 2AP	Carole Pryszlak	Steve Blampied	Cornwall Amal	West
Newquay	TR7 1BU	Carole Pryszlak	Steve Blampied	Cornwall Amal	West
Melksham	SN12 6LU	Carole Pryszlak	Steve Blampied	Gloucester Amal Plymouth & East	West
Liskeard	PL14 6AA	Carole Pryszlak	Steve Blampied	Cornwall Plymouth & East	West
Mutley St Andrews Cross	PL4 6LL PL1 1AB	Carole Pryszlak Carole	Steve Blampied Steve	Cornwall Plymouth & East Cornwall	West
St Austell	PL25 4AA	Carole Pryszlak	Steve Blampied	Plymouth & East Cornwall	West
Bideford	EX39 2EX	Carole Pryszlak	Steve Blampied	Western Counties	West
Barnstaple	EX31 1SB	Carole Pryszlak	Steve Blampied	Western Counties	West
Paignton	TQ3 3EX	Carole Pryszlak	Steve Blampied	Western Counties	West
Exmouth	EX8 1LU	Carole Pryszlak	Steve Blampied	Western Counties	West
Honiton	EX14 1PB	Carole Pryszlak	Steve Blampied	Western Counties	West
City of Exeter	EX1 1GJ	Carole Pryszlak	Steve Blampied	Western Counties	West
Teignmouth	TQ14 8AA	Carole Pryszlak	Steve Blampied	Western Counties	West

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CAM Areas

Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
CAM 1200					
Walthamstow Central	E17 7JN	Paul Brown	Andy Parker	London No7	East
South Woodford	E18 1AL	Paul Brown	Andy Parker	London No7	East
Leyton	E10 7EG	Paul Brown	Andy Parker	London No7	East
Muswell Hill	N10 1DQ	Paul Brown	Andy Parker	n/nw London	East
North Finchley	N12 8LF	Paul Brown	Andy Parker	n/nw London	East
East Finchley	N2 8AF	Paul Brown	Andy Parker	n/nw London	East
Wood Green	N22 6DZ	Paul Brown	Andy Parker	n/nw London	East
Stamford Hill Stoke	N16 6TW	Paul Brown	Andy Parker	n/nw London	East
Newington Lower	N16 7JN	Paul Brown	Andy Parker	n/nw London	East
Edmonton	N9 0TX	Paul Brown	Andy Parker	n/nw London	East
Harringay	N4 1AW	Paul Brown	Andy Parker	n/nw London	East
Crouch End	N8 8QB	Paul Brown	Andy Parker	n/nw London	East
Heathway	RM10 8RD	Paul Brown	Andy Parker	Romford	East
Hornchurch	RM11 1UB	Paul Brown	Andy Parker	Romford	East
Barkingside	IG6 2DY	Paul Brown	Andy Parker	Romford	East
Collier Row	RM5 3PB	Paul Brown	Andy Parker	Romford	East
Harold Hill South	RM3 8EJ	Paul Brown	Andy Parker	Romford	East
Ockendon	RM15 5EB	Paul Brown	Andy Parker	Romford	East
CAM 1201					
Wisbech	PE13 1EW	Paul Brown	KevinShepherd	Eastern No4	East
Peterborough	PE1 1AB	Paul Brown	KevinShepherd	Eastern No4	East
Leighton Buzzard	LU7 1AA	Paul Brown	KevinShepherd	Eastern No4	East
Harlow	CM20 1AA	Paul Brown	KevinShepherd	Eastern No4	East
Cambridge	CB2 3AA	Paul Brown	KevinShepherd	Eastern No4	East
Arndale	LU1 2LP	Paul Brown	KevinShepherd	Eastern No4	East
Crown Walk	MK9 3AH	Paul Brown	KevinShepherd	Eastern No4	East
Stevenage Bishops	SG1 1QR	Paul Brown	KevinShepherd	Eastern No4	East
Stortford	CM23 3AA	Paul Brown	KevinShepherd	Eastern No4	East
Barnet	EN5 5UU	Paul Brown	KevinShepherd	London NW C&C	East
Potters Bar	EN6 1BT	Paul Brown	KevinShepherd	London NW C&C	East
St Peters Street	AL1 3AA	Paul Brown	KevinShepherd	London NW C&C	East
Harpenden	AL5 4AA	Paul Brown	KevinShepherd	London NW C&C	East
Hoddesdon	EN11 8HB	Paul Brown	KevinShepherd	n/nw London	East
Stamford	PE9 2EY	Paul Brown	KevinShepherd	Eastern No4	East
Kettering	NN16 8AA	Paul Brown	KevinShepherd	Northants	East
Wellingborough	NN8 1HE	Paul Brown	KevinShepherd	Northants	East
CAM 1202					
Southall	UB1 1PY	Paul Brown	Jas Gulati	London NW C&C	East
Northolt	UB5 5AA	Paul Brown	Jas Gulati	London NW C&C	East
Great Greenford	UB6 9AJ	Paul Brown	Jas Gulati	London NW C&C	East

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CAM Areas

Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
Wealdstone	HA3 5QL	Paul Brown	Jas Gulati	London NW C&C	East
Harrow	HA1 1BE	Paul Brown	Jas Gulati	London NW C&C	East
Kingsbury	NW9 9DU	Paul Brown	Jas Gulati	London NW C&C	East
Harlesden	NW10 4RU	Paul Brown	Jas Gulati	London NW C&C	East
Cricklewood	NW2 3HR	Paul Brown	Jas Gulati	London NW C&C	East
Golders Green	NW11 8RT	Paul Brown	Jas Gulati	London NW C&C	East
Kilburn	NW6 6JG	Paul Brown	Jas Gulati	London NW C&C	East
Swiss Cottage	NW3 6JU	Paul Brown	Jas Gulati	London NW C&C	East
Acton	W3 9LD	Paul Brown	Jas Gulati	London NW C&C	East
Shepherds Bush	W12 8QF	Paul Brown	Jas Gulati	London NW C&C	East
Hampstead	NW3 1QL	Paul Brown	Jas Gulati	London NW C&C	East
Eastcote	HA5 1RR	Paul Brown	Jas Gulati	London NW C&C	East
Pinner	HA5 3JB	Paul Brown	Jas Gulati	London NW C&C	East
Church Road	NW10 9PL	Paul Brown	Jas Gulati	London NW C&C	East
Earls Court	SW5 9RB	Paul Brown	Jas Gulati	South East London P&C	East

CAM 1203

Bury St Edmunds	IP33 1AA	Paul Brown	Tracey Lloyd	Eastern No3	East
Dereham	NR19 2AA	Paul Brown	Tracey Lloyd	Eastern No3	East
Diss	IP22 4AA	Paul Brown	Tracey Lloyd	Eastern No3	East
Tower Ramparts	IP1 3DN	Paul Brown	Tracey Lloyd	Eastern No3	East
North Walsham	NR28 9AA	Paul Brown	Tracey Lloyd	Eastern No3	East
Felixstowe	IP11 7AA	Paul Brown	Tracey Lloyd	Eastern No3	East
Lowestoft	NR32 1AA	Paul Brown	Tracey Lloyd	Eastern No3	East
Sudbury	CO10 1UT	Paul Brown	Tracey Lloyd	Eastern No3	East
Castle Mall	NR1 3DD	Paul Brown	Tracey Lloyd	Eastern No3	East
Theftord	IP24 2AA	Paul Brown	Tracey Lloyd	Eastern No3	East
Haverhill	CB9 8AB	Paul Brown	Tracey Lloyd	Eastern No4	East
Newmarket	CB8 8JJ	Paul Brown	Tracey Lloyd	Eastern No4	East
Dunmow	CM6 1AL	Paul Brown	Tracey Lloyd	Eastern No4	East
Clacton On Sea	CO15 1NP	Paul Brown	Tracey Lloyd	Romford	East
Basildon	SS14 1AA	Paul Brown	Tracey Lloyd	Romford	East
Leigh On Sea	SS9 2HG	Paul Brown	Tracey Lloyd	Romford	East
Colchester	CO1 1PX	Paul Brown	Tracey Lloyd	Romford	East
Southend	SS1 1LL	Paul Brown	Tracey Lloyd	Romford	East
Laindon	SS15 5TG	Paul Brown	Tracey Lloyd	Romford	East

CAM 1204

Albemarle Street	W1S 4DS	Paul Brown	Neil Haydock	London NW C&C	East
Great Portland St (54/56)	W1W 7NE	Paul Brown	Neil Haydock	London NW C&C	East
Paddington	W2 1AA	Paul Brown	Neil Haydock	London NW C&C	East
Baker Street	W1U 6SG	Paul Brown	Neil Haydock	London NW C&C	East
Trafalgar Square	WC2N 4DL	Paul Brown	Neil Haydock	London NW C&C	East

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CAM Areas

Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
St Johns Wood	NW8 6PE	Paul Brown	Neil Haydock	London NW C&C	East
Kensington High Street	W8 6DB	Paul Brown	Neil Haydock	London NW C&C	East
London Bridge	SE1 9SF	Paul Brown	Neil Haydock	SE London P&C	East
Knightsbridge	SW7 1DL	Paul Brown	Neil Haydock	SE London P&C	East
Battersea	SW11 1AA	Paul Brown	Neil Haydock	SE London P&C	East
Broadway	SW1H 0AX	Paul Brown	Neil Haydock	SE London P&C	East
Blackfriars Road	SE1 8NN	Paul Brown	Neil Haydock	SE London P&C	East
Worlds End	SW3 5EX	Paul Brown	Neil Haydock	SE London P&C	East
Kings Walk	SW3 4TR	Paul Brown	Neil Haydock	SE London P&C	East
Eccleston Street	SW1W 9LS	Paul Brown	Neil Haydock	SE London P&C	East
Lupus Street	SW1V 3EW	Paul Brown	Neil Haydock	SE London P&C	East
Vauxhall Bridge Road	SW1V 2ST	Paul Brown	Neil Haydock	SE London P&C	East
South Kensington Station	SW7 3JG	Paul Brown	Neil Haydock	SE London P&C	East
CAM 1205					
Kingsland High Street	E8 2NX	Paul Brown	Colin Middleton	London No7	East
Houndsditch	E1 7BS	Paul Brown	Colin Middleton	London No7	East
Old Street (205)	EC1V 9QN	Paul Brown	Colin Middleton	London No7	East
Broadgate	EC2M 2BY	Paul Brown	Colin Middleton	London No7	East
City	EC3M 1AJ	Paul Brown	Colin Middleton	London No7	East
Roman Road	E2 0RX	Paul Brown	Colin Middleton	London No7	East
Poplar	E14 6AB	Paul Brown	Colin Middleton	London No7	East
Canning Town	E16 1HF	Paul Brown	Colin Middleton	London No7	East
Mount Pleasant	EC1R 4SQ	Paul Brown	Colin Middleton	London No7	East
High Holborn	WC1V 7RL	Paul Brown	Colin Middleton	London NW C&C	East
Aldwych	WC2B 4JN	Paul Brown	Colin Middleton	London NW C&C	East
Camden High Street	NW1 0RR	Paul Brown	Colin Middleton	London NW C&C	East
Upper Holloway	N19 5TA	Paul Brown	Colin Middleton	n/nw London	East
Holloway	N7 6HY	Paul Brown	Colin Middleton	n/nw London	East
Finsbury Park	N4 2AB	Paul Brown	Colin Middleton	n/nw London	East
Islington	N1 1AE	Paul Brown	Colin Middleton	n/nw London	East
Highbury Court (Buck Palace)	N5 1RF	Paul Brown	Colin Middleton	n/nw London	East
House of Commons	SW1A 0AA	Paul Brown	Colin Middleton	SE London P&C	East
Portcullis House	SW1A 2LW	Paul Brown	Colin Middleton	South East London P&C	East

Appendix J

CAM Areas

Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
CAM 1206					
Rye Lane	SE15 4TT	Paul Brown	Steve Leddy	S. East London P&C	East
Sydenham	SE26 5QX	Paul Brown	Steve Leddy	S. East London P&C	East
Wandsworth Ferndale Rd 250	SW18 4BL SW9 8BQ	Paul Brown	Steve Leddy	S. East London P&C	East
Walworth Road	SE17 1JD	Paul Brown	Steve Leddy	S. East London P&C	East
Beckenham	BR3 1AA	Paul Brown	Steve Leddy	S. East London P&C	East
West Wickham	BR4 0QE	Paul Brown	Steve Leddy	S. East London P&C	East
Orpington	BR6 0PT	Paul Brown	Steve Leddy	S. East London P&C	East
High Street (10)	CR9 1HT	Paul Brown	Steve Leddy	S. East London P&C	East
Wallington	SM6 8QL	Paul Brown	Steve Leddy	S. East London P&C	East
East Dulwich	SE22 8HH	Paul Brown	Steve Leddy	S. East London P&C	East
New Cross Gate	SE14 5DH	Paul Brown	Steve Leddy	S. East London P&C	East
Abbey Wood	SE2 9NN	Paul Brown	Steve Leddy	S. East London P&C	East
Raynes Park	SW20 0LL	Paul Brown	Steve Leddy	S. East London P&C	East
Kennington Prk	SE11 4QA	Paul Brown	Steve Leddy	S. East London P&C	East
Balham	SW12 9AF	Paul Brown	Steve Leddy	S. East London P&C	East
Clapham Comm	SW4 7ST	Paul Brown	Steve Leddy	S. East London P&C	East
Stockwell	SW9 9BG	Paul Brown	Steve Leddy	S. East London P&C	East
CAM 1207					
New Malden	KT3 4ER	Paul Brown	Suzanne Kingham	SE London P&C	East
High Street Sutton	SM1 1AX	Paul Brown	Suzanne Kingham	SE London P&C	East
Sutton	SM1 1DX	Paul Brown	Suzanne Kingham	SE London P&C	East
Farnham	GU9 7PJ	Paul Brown	Suzanne Kingham	SE No5	East
Camberley	GU15 3SP	Paul Brown	Suzanne Kingham	SE No5	East
Guildford Town	GU1 3AJ	Paul Brown	Suzanne Kingham	SE No5	East
Bracknell	RG12 1AA	Paul Brown	Suzanne Kingham	SE No5	East
Maidenhead	SL6 1PT	Paul Brown	Suzanne Kingham	SE No5	East
Windsor Worthing Counter	SL4 1AA BN11 1AA	Paul Brown	Kingham Suzanne	SE No5 Southdowns Amal	East
Horsham	RH12 1ER	Paul Brown	Kingham Suzanne	SE No5	East
Crawley	RH10 1AA	Paul Brown	Kingham Suzanne	SE No5	East
Dorking	RH4 1SA	Paul Brown	Kingham Suzanne	SE No5	East
Lancing Shoreham By Sea	BN15 9AA BN43 5XN	Paul Brown	Kingham Suzanne	Southdowns Amal Southdowns Amal	East
Western Road	BN3 1AF	Paul Brown	Kingham Suzanne	Southdowns Amal	East
Melville Road Haywards Heath	BN3 1UB RH16 3XX	Paul Brown	Kingham Suzanne Kingham	Southdowns Amal SE No5	East

Appendix J

CAM Areas					
Branch Name	PostCode	Reg Manager	Area Manager	CWU Branch	CWU Territory
CAM 1208					
Maidstone Town	ME14 1SD	Paul Brown	Danny Hudson	Kent Invicta	East
Sittingbourne	ME10 4AA	Paul Brown	Danny Hudson	Kent Invicta	East
Faversham	ME13 8AA	Paul Brown	Danny Hudson	Kent Invicta	East
Sheerness	ME12 1AA	Paul Brown	Danny Hudson	Kent Invicta	East
Whitstable	CT5 1AA	Paul Brown	Danny Hudson	Kent Invicta	East
Margate	CT9 1AA	Paul Brown	Danny Hudson	Kent Invicta	East
Bexhill On Sea	TN40 1AA	Paul Brown	Danny Hudson	SE No3	East
Hastings	TN34 1AA	Paul Brown	Danny Hudson	SE No3	East
Sevenoaks	TN13 1AA	Paul Brown	Danny Hudson	SE No3	East
Five Ways	TN1 2AD	Paul Brown	Danny Hudson	SE No3	East
Tonbridge	TN9 1TJ	Paul Brown	Danny Hudson	SE No3	East
Ashford	TN23 1AA	Paul Brown	Danny Hudson	SE No3	East
St Leonards On Sea	TN37 6AA	Paul Brown	Danny Hudson	SE No3	East
Dartford	DA1 1AB	Paul Brown	Danny Hudson	SE London P&C	East
Lewes	BN7 1AA	Paul Brown	Danny Hudson	Southdowns Amal	East
Terminus Road	BN21 3NS	Paul Brown	Danny Hudson	Southdowns Amal	East
Newhaven	BN9 9PD	Paul Brown	Danny Hudson	Southdowns Amal	East
Uckfield	TN22 1AA	Paul Brown	Danny Hudson	Southdowns Amal	East