



Amicus Rep Guidelines – Representation of Members

The purpose of this document is to outline the responsibilities of Amicus Members when the need arises for Representation.

Categories of Meeting

Meetings may be instigated by the Human Resources Department or the department in which an employee works. Notification of a formal meeting should be issued in writing under one of the following Guidelines (contained within the Terms and Conditions) :-

- Disciplinary Procedure
- Capability Procedure
- Grievance Procedure
- Appeals resulting from any of the above

Note: Although a meeting under the Grievance Procedure will originally have been instigated in writing by an employee (with or without the assistance of the Union), the notification of the formal meeting details will still be issued in writing by the Human Resources Department or the employee's department.

Representation

- The purpose of representation is to ensure that members are treated fairly and equitably, within the Terms and Conditions of Employment, and any appropriate legislation.
- Amicus will provide representation where -
 - The employee is a member of Amicus
 - Representation is required for a problem/issue that started after the employee became a member.
- A suitable Amicus representative will be allocated depending on availability, and will contact the member concerned.

Before a meeting

- A pre-meeting will normally be held between the appointed union representative and the member to discuss the problem/issue.
- Members need to notify the union office -
 - as soon as possible of the arrangement/notification of a formal meeting

- any postponements or cancellations of meetings
- Similarly if a representative is not available, efforts will be made to reschedule the meeting at a more convenient time.
- Members need to bring all relevant information to a pre-meeting with their representative (i.e. notification letter, flex records, sickness absence records, etc.)
- The pre-meeting will be used to analyse the issues, explain the procedures, and give advice on the best course of action.

Meetings

- A representative will ensure that members are treated fairly and equitably, within the Terms and Conditions of Employment, and any appropriate legislation.
- Members need to disclose all relevant information to their appointed representative to ensure best advice and representation can be given. Should that not happen, it may compromise the relationship between member and representative.
- A record will be kept by the representative of the conduct of the formal meeting.
- Sometimes a less experienced representative will attend meetings in an observer capacity, or to write notes.

General

- Representatives will act in the best interests of members at all times.
- Representatives expect members to follow advice, otherwise rights to representation may be compromised.
- Information disclosed to a union representative will remain confidential within the process being undertaken.