# Supporting and Representing Members

**Identify the problems)**

Can they be resolved informally?

Yes, what information does the member need to resolve the problem? –MRC policy/guidance, legislation.

**Problem Resolved**

Not resolved, go to formal procedure

Is the problem a **H&S issue?**

Can it be resolved through the local TU H&S Rep or Unit Safety Coordinator or local Safety Committee?

If no, refer to MRC formal procedures.

NO, **Refer to MRC formal procedures.**

Key areas include:

Grievance,
Disciplinary,
Capability,
Redundancy,
TUPE,
Flexible Working,
Maternity,
Paternity,
Parental Rights

**Contact your Regional Officer immediately if the problem concerns: Potential Dismissal as a result of disciplinary action, Redundancy, or TUPE**

Are there any legal implications?

N.B. **Remember Time Limits** for ET Claim, which may run out if problem is not settled through MRC procedures?
**Time limit for ET claims is three months** less one day from the event giving rise to the claim.
MRC procedures MUST be invoked but does not have to be completed within 3 month period.

**Keep your Regional Officer informed of any actions you take to represent a member.**

**This is essential if there is a potential ET claim.**

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