



**Trade Union Representative Activity**

**Collective Issue Record Form**



One of these forms is to be commenced for every collective issue you as the BDA Trade Union Representative deal with and used to track what activity has been carried out in relation to that issue.

Submit the updated form at regular intervals to the BDA by emailing to tucase@BDA.uk.com.

This will enable the BDA Trade Union team to track how the case is progressing and provide you quick and relevant support when required. However just submitting this form is not in itself enough to get support.

## 1. What is the collective issue (a brief tittle)

|  |
| --- |
|  |

## 2. Members being represented details

 Detail here the names of the BDA Members affected or supporting this collective issue. Submit an Individual Case Record form for every member where they have personal issues in respect of the collective issue which need supporting on an individual basis.

|  |  |  |
| --- | --- | --- |
| **Number** | **Members Full Name** | **BDA Membership Number** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

## 3. Workplaces affected by the collective issue

 Include all workplace locations within the organisation where we have members that are affected or supporting this collective issue.

|  |  |
| --- | --- |
| **Number** | **Workplaces** |
| **1** |  |
| **2** |  |
| **3** |  |

## 4. Employer details

|  |  |
| --- | --- |
| **Name of Employer** |  |
| **Address:** |  |
|  |
|  |
|  |
|  |
| **Telephone numbers:** | **Work:** |  |
|  | **Work other:** |  |
| **Email address:** |  |

## 5. Human Resources Contact Details

|  |  |
| --- | --- |
| **HR Contact** |  |
| **Address:** |  |
|  |
|  |
|  |
|  |
| **Telephone numbers:** | **Work – Must be direct dial number:** |  |
|  | **Mobile:** |  |
| **Email address:** |  |

## 6. BDA Trade Union Representative Contact Details

|  |  |
| --- | --- |
| **Representatives full name:** |  |
| **Workplace:** |  |
| **Workplace Address:** |  |
|  |
|  |
|  |
|  |
| **Telephone numbers:** | **Work:** |  |
|  | **Mobile – Works:** |  |
|  | **Mobile – Personal:** |  |
|  | **Home number:** |  |
| **Email addresses:** | **Work:** |  |
|  | **NHS net:** |  |
|  | **Personal – Non work:** |  |

## 7. BDA Regional Representative Contact Details

|  |  |
| --- | --- |
| **Representatives full name:** |  |
| **Workplace:** |  |
| **Workplace Address:** |  |
|  |
|  |
|  |
|  |
| **Telephone numbers:** | **Work:** |  |
|  | **Mobile:** |  |
| **Email addresses:** | **Work:**  |  |
|  | **NHS net:** |  |

## 8. BDA National Employment Relations Officer (NERO) contacted details

|  |  |
| --- | --- |
| **Full name:** |  |
| **Address:** |  |
|  |
|  |
|  |
|  |
| **Telephone numbers:** | **Work – Direct dial number:** |  |
|  | **Work Other:** |  |
|  | **Mobile:** |  |
| **Email addresses:** |  |

## 9. Important dates

 Consider the nature of the issue and if it is likely to be a case that could possibly go to Employment Tribunal. In such cases there is a time limit of 3 months less 1 day from the date of the incident (No. 1 below) to register a tribunal case (No. 9 below). So you must in such cases contact directly a BDA National Employment Relations Officer who deal with such cases. Submission of this form is not enough.

|  |  |  |
| --- | --- | --- |
| **No.** | **Item** | **Date in Full** |
| **1** | **Date incident occurred:** |  |
| **2** | **Date Rep informed of issue:** |  |
| **3** | **Date Rep met with members:** |  |
| **4** | **Date grievance submitted:** |  |
| **5** | **Date of First meeting:** |  |
| **6** | **Date of Hearing:** |  |
| **7** | **Date of appeal:** |  |
| **8** | **Date contacted BDA N.E.R.O** |  |
| **9** | **Date by which ET1 is to be lodged** |  |
| **10** | **Date registered for ACAS Early Conciliation** | To be actioned by BDA Trade Union National Employment Relations Officer |
| **11** | **Date ET1 Lodged** | To be actioned by BDA Trade Union National Employment Relations Officer |

## 10. Details of the Collective issue

 Please include here a description of what the collective issue is including any important or relevant dates or reference to any important or relevant documents:

|  |
| --- |
|  |

## 11. List any relevant documents of evidence or communications

|  |  |
| --- | --- |
| **No.** | **Document** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |

## 12. Record of actions

 Please record chronologically and if relevant include time all actions that have been taken in relation to the case.

|  |  |  |
| --- | --- | --- |
| **No.** | **Date / Time** | **Action** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

## 13. Any miscellaneous information

 Please report here any relevant miscellaneous information or details in relation to this case that are not specifically required in the preceding sections.

|  |
| --- |
|  |

# Save the update

# Now send a copy to the BDA Trade Union Team

# Do you now need to contact a

# BDA National Employment Relations Officer?



