



Circular 35/22 | 13 June 2022  
 circulation to: members in Branches 450, 454 and LU No.1 direct, LT Divisional Branches and EC

## LONDON UNDERGROUND LEVEL TWO ELECTIONS

Nominations are now open for the following tier two reps positions in Met 454 and Underground No1 Branches :

Industrial	Health & Safety
<p>There will be an election for three positions involving:</p> <ul style="list-style-type: none"> <li>• 2 x Met 454 Branch. 1 currently held by Lawrence Basse-Davies (2 years remaining) and 1 currently held by Steve Coates (3 year term).</li> <li>• 1 x Underground No.1 Branch, currently held by Mary Anastasiou (3 year term).</li> </ul>	<p>There will be an election for two positions involving:</p> <ul style="list-style-type: none"> <li>• 1 x Met 454 Branch, currently held by Caroline Dale</li> <li>• 1 x Underground No.1 Branch, currently held by Ashok Modgill</li> </ul> <p>Both positions are for three year terms.</p>

Nominations are also open for the following tier two reps positions in LU MATS & Operating Branch 450 :

Industrial	Health & Safety
<p>There will be an election for :</p> <ul style="list-style-type: none"> <li>• 3 x Managers Functional Council reps positions currently held by Malcom Bate, Amanda Bunnage and Alan Wood</li> <li>• 4 x MATS Functional Council reps positions currently held by Sandra Wilson, Martina Cole, Charlie McCallum and a vacancy.</li> </ul>	<p>There will be an election for:</p> <ul style="list-style-type: none"> <li>• 2 x MATS &amp; Managers Tier 2 positions currently held by Jason Persaud and vacancy.</li> <li>• 1 x Service Control Tier 2 position currently held by Dean Burton.</li> </ul> <p>All positions are for three year terms.</p>



<ul style="list-style-type: none"><li>• 1 x Service Control Functional Council reps position currently held by Jason Turvey</li></ul> <p>All positions are for three year terms.</p>	
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The call for nominations is being circulated to all members in the three branches with the necessary paperwork including a nomination form and an explanation of what we are asking members to commit to when putting themselves forward to be elected to the role as a TSSA functional rep.

There will be further communications during the month reminding members that the nomination process has begun and encouraging them to participate.

**Please note that the closing date for receipt of nominations is Monday 11 July and completed nomination forms should be returned to :**

TSSA (nominations)  
Devonshire Buildings  
16-17 Devonshire Square  
2<sup>nd</sup> Floor  
London EC2M 4SQ

It is important that your membership details are up to date in order to ensure that you are able to participate fully in the election process to determine TSSA representatives across your workplace. Can you please check that the contact and workplace details we hold on your membership record are correct, doing so will take five minutes of your time. To do this, either:

- Log in to MyTSSA at <http://www.tssa.org.uk/en/members-area/member-login.cfm>
- or
- Contact our Membership team via [membership@tssa.org.uk](mailto:membership@tssa.org.uk).



## Joint Commitment between TSSA and elected Functional Reps

TSSA's bargaining procedure with LUL facilitates our agreement for functional representatives to be released from their normal work duties to undertake union duties paid on behalf of TSSA. Therefore, being a functional representative means you have a vital contribution to make to our union and will be required to carry out specific, core union duties.

What members expect from functional reps is enthusiasm, commitment and an interest in achieving real change at work. Workplace reps are, for most members, the first and main point of contact with TSSA. As such, we ask functional reps to present the professional face of our union and behave appropriately. We will provide functional reps with the necessary training for their role and you can expect to receive continued support and guidance from TSSA's paid Organiser. In return, we ask that functional reps attend TSSA training and use the skills and knowledge gained as part of a team dedicated to delivering real change both within and outside of their workplace in the wider communities.

### **Our commitment to TSSA Functional Reps:**

TSSA wants to ensure that functional reps have the skills and confidence they need to do their job and to enjoy it! To this end, we provide a professional training programme covering everything from recruitment to collective bargaining. Information and advice from our expert staff is at hand when needed and reference materials are always available. These include our monthly bulletins which cover employment legislation, health and safety, and other workplace issues.

### **Functional Reps' commitment to TSSA:**

We expect reps to uphold TSSA's commitment to equal opportunities and diversity and to represent all of their members' collective and individual interests to the best of their ability. Sometimes this will be a difficult task but, TSSA will be there to support its functional reps all the way. TSSA's paid officials are there to provide functional reps with ongoing support and guidance.

There is a basic expectation by our members to carry out functional union duties in a competent manner and you will be required to commit to all of the following.

### **Responsibilities of a Functional Rep:**

- At all times adhere to and abide by TSSA Rules, policy and decisions taken by the Executive Committee and Annual Delegate Conference;
- Act with integrity and principle always looking to lead by example and be a role model to other reps and activists, always demonstrating appropriate behaviours consistent with TSSA and trade union policies and values;



- Undertake training and briefings as necessary to effectively fulfil your role and commit to participate in an agreed and continuous programme of personal development.

### Teamwork:

- Work closely with TSSA paid officials and other elected reps at all levels of LUL;
- Liaise with Industrial Relations, H&S and other TSSA reps and officials as necessary to work as part of a team to maintain and improve the strength of TSSA's organisation and play a part in ensuring there is an effective and consistent communication process across LUL;
- Co-operate and share vital information among the functional team, local representatives and paid organiser, communicating with each other regularly;
- Pledge yourself to act respectfully to other elected members of the functional team, local level reps, members and TSSA paid staff.

### Organising:

- Monitor local rep positions and vacancies ensuring accurate records of reps and vacancies are maintained and regularly updated;
- Take steps to actively encourage suitable members of our union to become TSSA reps;
- Monitor the effectiveness of TSSA reps at local level and advise, support and develop local reps as necessary, where necessary working with them to help them to represent members in their constituency, both collectively and individually when needed;
- Identify training needs and help deliver informal training and mentoring to TSSA local reps as necessary;
- Actively encourage members of the union to join you in participating in other TSSA activities including Branch meetings, picket lines and public demonstrations.

### Recruitment:

- Actively participate in TSSA's team planning to help grow the union by systematically recruiting new TSSA members in a planned/structured fashion, attending LUL's 'Get on Board' inductions, with goals and methods of delivery jointly agreed with the appropriate paid official;
- Maintain accurate membership records and ensure all withdrawals within your area are followed up directly with the former member.

### Communications:

- Be visible and active in the workplace to increase union activity and member engagement;
- Promote our union via use of up-to-date notice boards, distributing regular communications to members;



- Regularly share important information with other members of the functional team, local reps and paid organiser, meeting regularly to update each other and to agree our union's shared organising plans.

### Bargaining:

- Agree matters to be advanced at safety and company council meetings with other functional representatives in preparation for submitting agenda items to relevant meetings;
- Agree actions to be followed-up across the functional rep's team with responsibilities then shared equally among reps;
- Monitor Local Committees to ensure meetings are held at least quarterly and local rep's release time is being maximised to engage with our members;
- Ensure agendas are being pursued appropriately at local meetings with local reps delivering quality outputs with timely actions being taken to close out issues raised, or ensure matters are progressed appropriately to the next level within the bargaining machinery.



# TSSA Tier 2 Representatives Nomination Form



## London Underground Tier 2 Functional Reps Nomination Form

(Closing Date Monday 11 July)

<b>Type of Rep</b> Please tick to indicate the role you are being nominated for	<b>Industrial (tier 2/functional)</b>  <b>Health &amp; Safety (tier 1 or tier 2)</b> <i>Note H&amp;S Functional reps will subsequently require to be elected as local H&amp;S Reps.</i>
<b>Your full name</b>	<b>Your membership or NI number</b>
<b>Your job title</b>	<b>Your Grade</b>
<b>Your full work address and postcode</b>	
<b>Your preferred email address</b>	
<b>Your Work phone number</b>	
<b>Your Mobile phone number</b>	
The following TSSA members employed by London Underground support the nomination of the above person	
<b>Your Proposer</b>	Name Workplace Grade Signature
<b>Your Seconder</b>	Name Workplace Grade Signature

I accept nomination as a TSSA representative and agree to abide by the TSSA rules and policies as determined by Conference and the Executive committee. I also consent to disclosure of my membership of TSSA for the purposes of this election and in connection with carrying out the roles and duties of the role I am being nominated for as detailed in Circular Number 35/22 and which I agree to undertake if elected.

Signature .....

Date .....

