

Annual General Meeting, Thursday 7th June 2018
Council Room, Firth Court, 1pm

Chair: Craig Brandist, Branch President

Minutes: Jane Rodger, Branch Administrator

Craig Brandist welcomed all to the meeting. He explained that the main business of the AGM will be conducted first - followed by an extension of a further hour to continue the discussion regarding the recent UCU Congress.

1. Minutes of the last AGM held 8th June 2017

The minutes of the last AGM were agreed as a true record, and there were no matters arising.

2. Local subscription for 2018/19

It was noted that the local subs change at the same rate as the national subs (as agreed at our 2013 AGM) and the annual changes take effect from 1 September each year. Subscription rates this year have not been increased by the same percentage across all bands, indeed the lower band national subs have decreased. This is to implement the first step towards a more proportional and fairer system advocated by the NEC and approved by Congress.

3. Branch Motions

- 3.1. Solidarity with #FEfightback motion. Jess Meacham made an impassioned plea on behalf of colleagues working in Further Education and proposed the motion below which was seconded by Sarah Staniland. No one spoke against the motion, a vote was taken and the following motion was passed nem con.

Solidarity with #FEfightback motion

Branch notes:

1. That Further Education (FE) colleges play a crucial role in opening pathways for working class communities to access education and provides the staple vocational education critical to UK trades and industries.
2. That across the sector FE has faced a full-scale assault over many years, both in terms of savage funding cuts from the Tory government and as a result of privatisation, marketization and casualisation.
3. That FE workers have suffered a 21% real terms pay cut over the last 5 years, and that national bargaining has effectively broken down with 40% of FE colleges refusing to implement this year's below inflation 1% pay rise
4. That Hull College UCU have been forced to take strike action in recent weeks in response to proposals to make 231 redundancies
5. That Bradford College UCU have staved off the threat of 70 redundancies – for now – as a result of threatening strike action
6. That Kirklees College UCU have been forced to take strike action in response to the threat of nearly 60 redundancies
7. That in addition to this 13 other FE Colleges have taken industrial action this year over pay

8. That the victory of UCU at Sandwell College, securing a 6.25% pay rise over 3 years, shows that strike action can secure results.

Branch resolves:

1. To prioritise supporting, promoting and celebrating the #FEfightback over the coming year
 2. To send branch delegations to visit picket lines, protests and meetings to offer support to FE colleges within our region whenever practically possible
 3. To make a solidarity donation of £250 to Hull College UCU, in recognition of the national importance of their dispute.
- 3.2. No Confidence in the General Secretary. Sam Marsh proposed a motion of no confidence in the General Secretary. He explained that this motion pre-dated the recent national Congress, was in response to requests from members at a previous SUCU General Meeting, and concentrates on the conduct of the General Secretary during the USS dispute. The motion was seconded by Martin Craig.

Questions and comments from the floor included:

- When is the next election for UCU General Secretary?
Ans. 2022.
- Are there constitutional ways to challenge the General Secretary outside of the election cycle?
Ans. We cannot trigger an election.
- The aim of the motion is to give strength to the hands of those who want this to be discussed at Congress.
- Employers are watching us closely. This is evidence of grassroots strength in the union.

The proposed motion was debated and a number of amendments were discussed and voted on. A final vote on the amended motion below was taken and was passed by a majority. One member voted against and there were eight abstentions.

No Confidence in the General Secretary

Branch notes:

That the ACAS-deal of 12 March agreed by UCU's negotiating team (which included the General Secretary) was forcefully rejected by members and UCU's Higher Education Committee;

The motion passed by Sheffield UCU in April 2018 that noted concerns from many branches and members about the processes behind the consultative ballot on the UUK offer of 23rd March;

That the General Secretary's claim that at "the majority of branches present [at the branch delegates meeting of 28 March] indicated that they wished the proposal to go to a members' consultation" has been challenged by many present, and calls for evidence to back up the claim have been ignored;

That UCU's Higher Education Committee agreed to send the 23 March offer to members, but did not agree a recommendation on the vote; ☐ That the General Secretary used her position to advocate for acceptance of the UUK offer, under the pretext of providing 'contextual information';
That the General Secretary's initial email advocating a yes vote contained a misleading representation of the text of the UUK proposal, specifically with regards the role of the Joint Expert Panel.

Branch resolves:

- That it has no confidence in the continued leadership of the general secretary

- That it has concerns over the general secretary's management of Congress 2018 and condemns the anti-democratic moves by the general secretary at congress 2018.
- To call on the general secretary to resign her post forthwith so that a by-election may be triggered.
- Over a reasonable period, to establish a democratic mechanism whereby elected officers can be made to resign.

4. Reports

The annual SUCU report (containing updates from the President, Branch Secretary, Treasurer, and Health and Safety Officers) was circulated in advance and hard copies were provided at the meeting. Craig Brandist announced his standing down as Branch President after five years, and a vote of thanks was given to Craig for his commitment and hard work in the role.

5. Elections

5.1. SUCU Officers 2018-19. This was overseen by Jane Rodger (Branch Administrator) who acted as Returning Officer. In accordance with Branch rules, as there was more than one eligible candidate for the positions of President and the two Vice Presidents positions an e-ballot of SUCU members was conducted from 21 May to 4 June. Jane Rodger announced the results below. For the remainder of the Officer positions, as there was only one eligible candidate for each Officer vacancy, the candidates could be declared elected. Jane read out the nominees to the Branch Officer positions. Members were invited to raise any objections to these candidates. No objections were made and the officers were elected for the next year.

Position	Name	Department
President (contested)	Sam Marsh	School of Maths
	Jess Meacham	Journalism
	Sarah Staniland	Chemistry
Two Vice President (contested)	Sarah Staniland	Chemistry
	Jess Meacham	Journalism
	Emma Nagouse	School of English
Branch Secretary	Jon Benson	Medicine, Dentistry and Health Faculty Office
Treasurer	Pablo Stern	Retired member
Membership Secretary	Rob Stanton	CICS
Equalities & Diversity Officer	Mark Pendleton	East Asian Studies
Anti-casualisation Officer	Sam Morecroft	Politics
Communications Officer	Robyn Orfitelli	School of English
Education Officer	Jess Meacham	Journalism
Health & Safety Officer	Mick Ashman	School of Nursing and Midwifery
Pensions Officer	Jo Grady	Management School
Personal Cases Secretary	Gillian Brown	School of Law
Post Graduate Researcher Officer	Emma Nagouse	School of English

4.1. Ordinary Committee 2018-19. This was overseen by Jane Rodger (Branch Administrator) who acted as Returning Officer. As there was only one eligible candidate for each Ordinary Committee member vacancy, the candidates could be declared elected. Jane read out the nominees to the Ordinary Committee member positions. Members were invited to raise objections to these

candidates. No objections were made and the Committee members were elected for the next year. A vote was taken to confirm the election.

Name	Department
Will Hornett	Philosophy
Miriam Miller	APSE
Caitlin Fox Hodess	Management School
Simon Stevens	History
Lizzie Ellen	Corporate Communication
James Cranch	School of Maths

5.3. Branch rules allow for a further five Ordinary Committee members to be co-opted either by the AGM or by Committee. Members were invited to raise any objections to Jane Simm, Sarah Staniland and Craig Brandist being co-opted as Committee members. No objections were made and the officers were elected for the next year. A vote was taken to confirm the election.

2. Motion to amend Branch Rules

Jon Benson proposed a motion to amend Branch rules, which was seconded by Jess Meacham. This is an advisory motion in order that we might seek approval from UCU HQ to change the rules.

Questions and comments from the floor included:

- Can the Senior Vice President be removed from the role?

Ans. Yes there are provisions in Branch rules to remove Branch Officers and Ordinary Committee Members from office.

A vote was taken on the motion below which was carried by a majority. There was one vote against and 3 abstentions.

Amendment to Branch rules - Senior Vice President

Following the change to Branch rules in early 2018, the long standing role of Senior Vice President was omitted as an Officer position on committee. The purpose of this amendment is to add this role back to the committee to ensure the committee retains experienced officers within committee leadership.

The following amendments are proposed:

1. Amendment to section 8.1 to include The Senior Vice President

2. Change section number 8.14 to 8.15

3. Insert new section 8.14 with the following text:

8.14 The Senior Vice President is an elected position and there is the normal expectation the immediate past (or a former) President is nominated.

4. Amendment to section 9.3 to clarify that the Senior Vice President and Branch Secretary is subject to the same time in office eligibility rules as the President and Vice Presidents. Amend the first paragraph of section 9.3 as follows:

Officers at the end of their term of office will be eligible for re-election, except that the president, vice-presidents, senior vice president and branch secretary may normally hold office for not more than five successive years in any one capacity.

3. Report from UCU Congress 2018

Jess Meacham reported back that there were some good motions passed at Congress about pay, equality, and casualization. Further discussions will take place about Congress after the end of the AGM in an extension to the meeting.

4. Any Other Business

- 4.1. Jess Meacham proposed a motion in support of the Independent Workers of Great Britain union's action at University of London's (UoL) Senate House. The motion was seconded by Emma Naggouse. No one spoke against the motion. A vote was taken and the following motion was passed nem con.

Sheffield UCU supports IWGB's University of London in-housing campaign

Sheffield branch notes:

The Independent Workers Great Britain (IWGB) union have been organising workers at University of London's (UoL) Senate House building since 2013.

In March 2017, IWGB-represented security officers at Senate House struck over pay. In April, the security officers co-ordinated a second series of strike days with United Voices of the World (UVW) cleaners' work stoppage at the LSE. The cleaners' campaign resulted in all their demands being met, plus their being in-housed. Following this, IWGB's UoL branch, including cleaners, security officers, postroom workers, decided to demand in-housing.

IWGB's mid-November protest against outsourcing attracted 2-300 supporters, including representatives of Bectu, BFAWU, and Unison. Their protest in late January attracted the same number.

Recently, directly-employed IWGB members at Senate House co-ordinated their strike with UCU's work stoppage. IWGB demonstrated outside Senate House with UCU members, and received formal messages of support, and solidarity funds, from various UCU branches.

As the IWGB write:

Through a series of protests and strikes, the IWGB has succeeded in forcing the university to initiate a review into its facilities management contracts.

However, the union has been left with no option but to escalate its campaign, as the university has consistently denied the outsourced workers and their union, the IWGB, a voice in this process.

The workers struck last on 25 and 26 April, and again yesterday 6th June when Sheffield UCU committee tweeted a message of solidarity with their struggle

As members of the working-class and as trade unionists, IWGB members are both our brothers and sisters, and our comrades. It is our duty as trade unionists to support their struggle, not least since they have so trenchantly supported ours.

Hence, Sheffield branch resolves to:

- Send a message of solidarity with the IWGB and their members, via social media, to their campaign.
- To pledge £250 towards the IWGB UoL branch strike fund.

SUCU Annual Report 2018

President's Report

Craig Brandist

2017-18 has been a momentous year in the history of UCU nationally, with membership across FE and HE reportedly rising some 24,000 since February. Here at Sheffield developments have been no less dramatic, with a substantial growth in membership (see the membership report), but equally a significant rise in the number of people active in the union. Central to this has been the ongoing campaign in defence of USS, which has seen an unprecedented 14 days of extremely effective strike action with a substantial turnout each day for picket duty despite the often extreme weather conditions. Turnout at meetings has risen considerably, peaking at 350 members turning up to reject the derisory offer the national leadership presented us with back in March. This was all the more impressive since the meeting took place at 10am and the committee called the meeting only the night before. As a result we managed to crush the attempt by the national negotiators to repeat their dismal performance during the last strike and we managed to destroy the extremely damaging measures the employers were trying to force upon us. Locally we sustained the strike with considerable success, forced the employer to back down over punitive deductions for refusing to reschedule lectures, compelled senior management to meet with us to address local concerns more generally and pushed the VC to make more strenuous efforts to bring the dispute to a conclusion. Many members found the strikes a transformational experience, allowing us to begin to challenge a range of regressive policies in the institution. We also managed to build and maintain excellent connections with the Student Union and students more broadly - management clearly underestimated the ability of students to be critical thinkers who recognised we are all suffering from the marketization of Higher Education, rather than merely passive consumers.

The branch has also been at the forefront in pushing the agenda within UCU around pensions and other matters. We have been in a leading position in calling for a special sector conference to review the handling of the USS dispute and to ensure we achieve the best possible settlement. Members with particular insight into the pensions issue, particularly Sam Marsh, have helped to move the position of this university on the USS issue and are feeding into the national campaign directly. Other branches have adopted the motions that we have passed, and have emulated the work we did to combat punitive pay docking. In all these areas the branch has much to be proud of this year. Beyond USS we also managed to achieve a significant concession from management who were seeking to compel members to attend Saturday open days, and we have recently agreed to establish a working group with HR to address widespread concerns about workload allocation. We will need the continuing involvement of members to advance these agendas, but we may cautiously be optimistic that we are beginning to push back against some of the negative trends in recent years. Much still remains to be done, however, not least regarding the continuing pay erosion and precarious contractual issues that we face.

With the new influx of members and particularly with the strengthening of the branch leadership in the last year I have been considering my own position as branch President. I have been in the position now for a number of years, while we have faced some difficult times, and I am really gratified to see how we have come out of the period stronger, with a larger and more engaged membership as well as a highly effective and dedicated committee. It therefore seems the right moment for me to make way for a new President.

Branch Secretary Report

Sarah Staniland

I must begin by offering my usual thanks and deep gratitude for the excellent work that Jane Roger does supporting the Branch. I know say this every year, but it needs saying. This year I would further like to offer my thanks to Jon Benson for covering this role during my Maternity leave. I came back to work in late June 2017 to find you the Branch had elected me as Branch secretary for another year.

And what a year it has been. To echo Craig, the year has been dominated by the strike action and the profound effect it has had on the Union, both locally and nationally but also how this force has spread to other campaigns. The increased activism of the Union, again both locally and nationally has seeded much new vigour and I for one am an optimist about what we can achieve in the coming years. Locally, our success during the strike action can be attributed to the enthusiasm, organisation and down-right hard work of this year's committee and the many other activist staff and students. I particularly want to mention record numbers on the picket lines (staff, students, babies, dogs...), the (award winning) roving student picket, the teach-outs, the marches, the Rally's the engagement of the Media, social media our local MPs. We as a branch have a lot to be proud of. Since the action we feel more empowered to address issues of concern and I think we are now more effective at doing it. For example, we have been lobbying management for years on parity for casualised staff. Last week we won a significant victory in the University agreeing to include them (for the first time) in the staff survey.

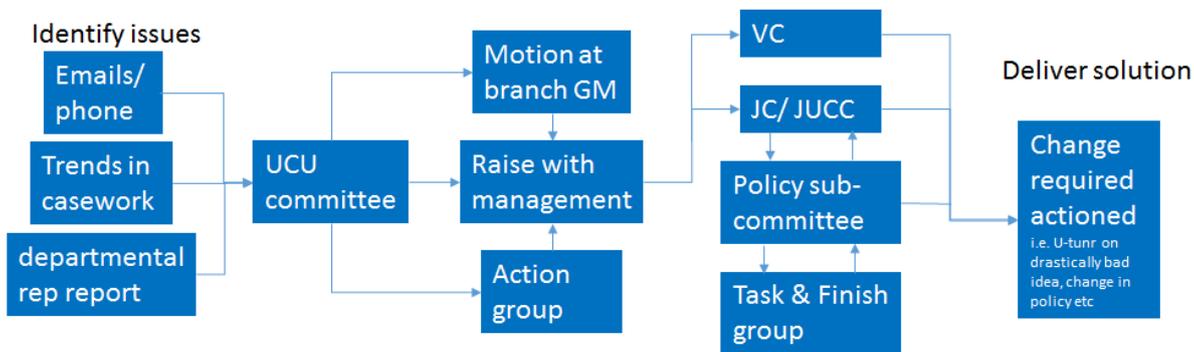
Training is another theme for the year: We have been pushing the University to ensure robust management training is in place, to try to prevent numerous issues, problems and casework which ultimately boil down to poor management. Not to be hypercritical, we also put some time into training ourselves, holding casework training and sexual harassment prevention and support training.

This year we lose another valuable committee member, Rita Hordósy as her contract comes to an end. It is amazing how much she has achieved in the short space of time she has been with us. She has worked on two main issues. First, jointly with HR and academic colleagues she represented Staffside on the Gender Pay Gap working group. This working group reviewed the figures that are to be reported from this year on an annual basis ([Link to govt website](#) & [Link to TUoS figures](#)). The work is ongoing and the group will now look at updating the equal pay audit that is conducted triannually, alongside the new cycle of the gender pay gap reporting. The working group will be able to invite along colleagues with expertise on these issues in the planning of actions for the future. Second, jointly with international colleagues she led a campaign to substantially improve TUoS' offer to non-EU international staff regarding the visa costs, information provision and legal support. She also fed into work related to supporting EU staff in the context of Brexit. Outcomes are: UEB has decided to reimburse international colleagues' visa costs and implement a loan facility to cover dependents' costs. We are yet to hear details on how this will be implemented. Furthermore, there is now substantially enhanced information provision for both staff groups, and the legal support provision is open to them as well ([TUoS international websites](#)).

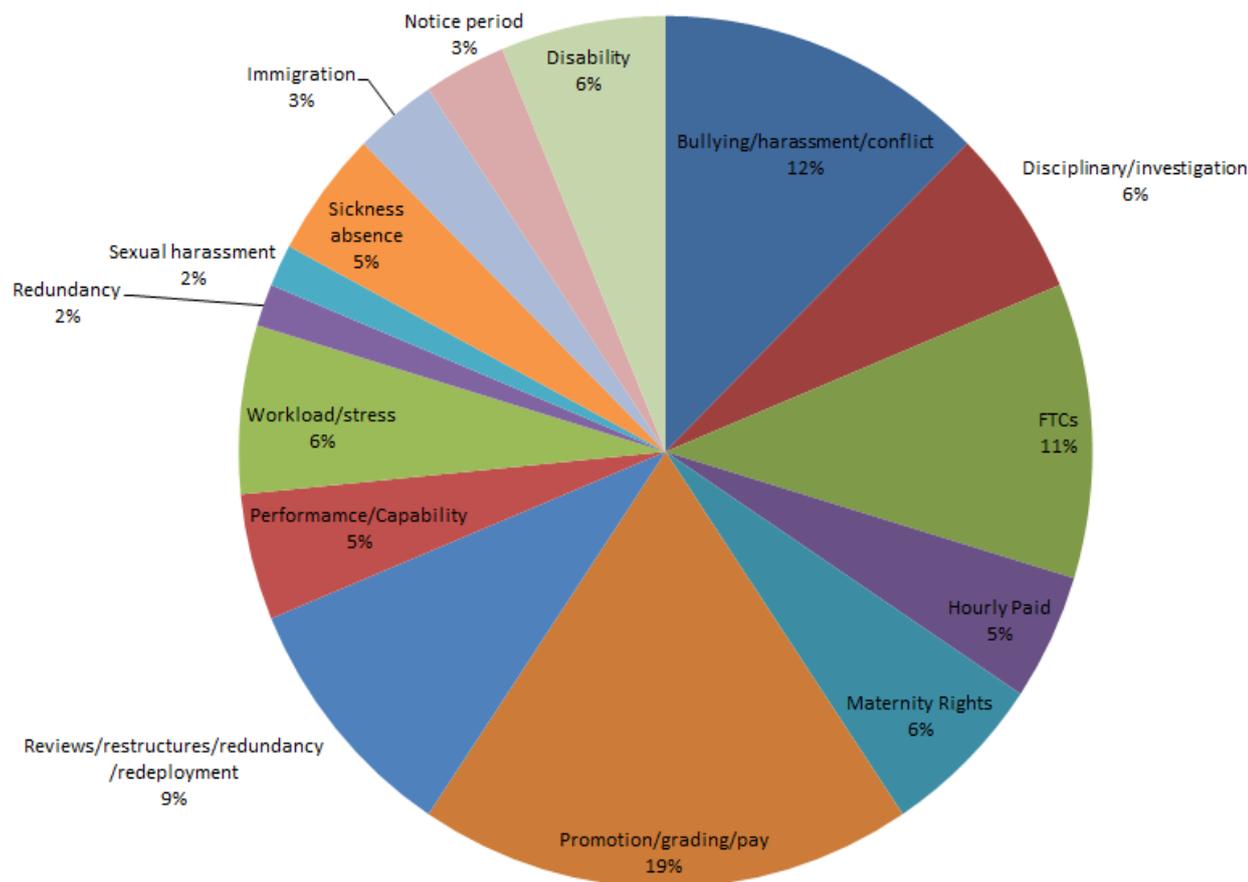
We are seeing more top-down managerial approaches leading to implementation of major changes that are poorly communicated to staff, too late. The alarming number of reviews and restructures that have/are occurring over this last year/ongoing are exemplars (again management training could really help with members levels of stress and anxiety and our workload here). One of the most prominent examples of the approach this year being Saturday open-days.

We as a committee received emails and verbal messages of concern. We held a well-attended action group, passed a motion and raised this with management. We achieved changing the guidance to managers to ensure attendance was voluntary only. We received payment for working the weekend or time-off in lieu. We discussed accountability with the senior leads on the project, we received free car parking, travel costs and childcare provision (which my kids loved!). In short everything our motion asked for.

Over the year I have been observing the strong mechanism by which we affect change, and have taken the liberty of creating a flow-diagram (in true HR style!). Hopefully you see how this process has been followed to achieve so many of our successes, from casualization, international staff, PIPs, hotspot departments to Saturday open days. This hopefully shows how important it is to get involved; whether it be reporting an issue by email, asking for help when distressed, filling in our surveys attending our action groups and inputting your ideas, submitting motions or even just turning up to meetings and voting. Everything you do helps affect the change we all call for.



Trends in casework from Sept 2017 to May 2018 are set out here:



Treasurer's Report

Pablo Stern

I am pleased to report that the branch finances continue to be healthy. Our income is from the 'local' element of your monthly subscription, graduated according to income (see below). Our funds continued on a sound financial footing, with a slowly increasing balance over the last year.

Our main expenditure is for our excellent Branch Administrator. Her pay is on the same scale as ours, so there was a small increase in August 2017.

For the coming year we can expect our normal income and expenditure to be again roughly balanced, depending of course on future events.

Industrial Action and the Hardship Fund

Our financial health means we have been in a strong position for supporting campaigning activities and industrial action, in particular the extensive strike action on pensions earlier this year. Because of the extent of the industrial action we set up a separate SUCU Hardship Fund in February to sit alongside the core branch funds. The main Financial Reports below only cover September 2016 to

February 2018 so I have also included at the end (3c) a brief financial report for the Hardship Fund up to mid-May for your information. There is only a modest balance left in the fund at the time of writing, but Committee has authorised funds to be transferred from the core branch fund if necessary as there are still requests coming in. Supporting industrial action has always been one of the key purposes of our branch fund.

We have had generous donations to the Hardship Fund from other trades unions, which I have noted in the report, and from many members. Their generosity is greatly appreciated. Such solidarity, particularly across different branches and unions, is great to see – it is the bedrock of trades unionism.

It is worth noting that most of the local requests for Hardship Fund support have come from casual staff. This could partly be because they tend to be low paid of course, but it is also because the national fund is not really geared up for casual staff as it is more difficult to show evidence of loss of earnings. It's something we have raised with HQ and they have made efforts to make it more accessible. We are particularly pleased though to have been able to ensure with our local Hardship Fund that casual staff who have taken strike action have had the financial support they need.

Reports

Below are:

1. UCU national and local subs rates from September 2017
2. Donations and subscriptions since the last AGM
3. Financial Reports
 - a. The accounts for the last UCU financial year, to 31 August 2017, approved by UCU head office.
 - b. An interim financial statement for the first six months of 2017/18 (September to February).
 - c. Interim financial report for the SUCU Hardship Fund from February to 18 May 2018.

1. UCU subscription rates 2018/19

The tables below set out the national subscription rates which will apply from September 2018. They have changed from 2017/18 depending on the band, from +7.5% for those on £60k+ to -7.5% for those on £5-10k.

The local subs change at the same rate as the national subs, as agreed at our 2013 AGM.

Subscription rates from Sept 2018			
	Monthly national subscriptions		SUCU local subs
	including political fund	excluding political fund	
£60,000 & above	£25.96	£25.71	£3.46
£40,000-£59,000	£23.11	£22.89	£3.38
£30,000-39,999	£20.61	£20.41	£2.52
£20,000-29,999	£18.32	£18.14	£2.38
£10,000-19,999	£10.92	£10.82	£2.33
£5,000-10,000	£4.81	£4.77	NIL
Below £5,000	£1.02	£1.01	NIL
Retired/attached members	£2.80	£2.78	NIL

2. Donations and subscriptions June 2017 to date

Stand up to Racism	Affiliation - annual	£50.00
Tamil Solidarity	Affiliation - annual	£50.00
Hazards Publications Ltd	Affiliation - annual	£15.00
Justice for Columbia	Affiliation - annual	£90.00
Sheffield Trades Council	Affiliation - annual	£336.25
National Shop Stewards Network	Affiliation - annual	£50.00
CND	Affiliation - annual	£25.00
Campaign against climate change	Affiliation - annual	£25.00
Labour Research Council	Affiliation and subscription - annual	£241.50
Cuba Solidarity	Donation - in memory of Steve Ludlam	£100.00
Disabled People Against the Cuts	Donation to the campaign	£200.00
Stand up to Racism	Donation to the campaign	£50.00
Students Union - Sheffield	Donation for travel costs for national demo	£120.00
South Yorks Womens Aid Doncaster	Donation to Save South Yorkshire Womens Aid Campaign	£100.00
SYBNAG	Donation to Sheffield Save Our NHS	£150.00

3. Financial reports

The accounts for the UCU financial year ending 31 August 2017 follow, together with the interim I&E report for the current financial year, September 2017 to February 2018.

- These accounts were prepared by the branch accounting service. We get quarterly summary accounts as well as the full end of year accounts.
- The year-end accounts for 2016-17 have been signed off by UCU head office.

There is also an informal report by the Treasurer on the SUCU Hardship Fund from February to mid-May 2018.

3.a.1. Income & Expenditure Account 2016-17

September 2016 – August 2017

Income		<i>Totals</i>
Subscription Income	60,342	
		60,342
Expenditure		

Subscriptions Payable to Head Office	21,935	
Subscription Collection Charges	612	
		22,547
Gross Income/(Expenditure):		37,795
Administrative expenses		
Travel	551	
Postage & Carriage	8	
Telephone/Internet	0	
Printing	542	
Catering	1,249	
Donations	600	
Subscriptions/Affiliations	849	
Miscellaneous	357	
Clerical Assistance	21,247	
Pension	3,506	
Hardship Support	150	
Admin/Ins Cost	95	
Accountancy Fees	800	
		29,954
Net Income/(Expenditure):		7,841

3.a.2. Balance Sheet 2016-17
September 2016 - August 2017

Fixed Assets		<i>Totals</i>
	0	0
Current Assets		
Bank	49,997	
Cash	25	
Alto Card	0	
		50,022
Current Liabilities		
Creditors and accrued income	2,173	
		2,173
Total Assets less Current Liabilities:		47,849
Accumulated Funds		

B/fwd	40,049	
Surplus/(Deficit) for the year	7,841	
		47,850

3.b. Interim Income & Expenditure Account 2017-18

Year to date September 2017 – February 2018

Income		<i>Totals</i>
Subscription Income	31,558	
		31,558
Expenditure		
Subscriptions Payable to Head Office	9,932	
Subscription Collection Charges	275	
		10,207
Gross Income/(Expenditure):		21,351
Administrative expenses		
Travel	294	
Postage & Carriage	41	
Telephone/Internet	17	
Printing	121	
Catering	799	
Donations	606	
Subscriptions/Affiliations	907	
Miscellaneous	74	
Clerical Assistance	10,762	
Pension	1,783	
Hardship Support	0	
Admin/Ins Cost	48	
Bank Charges	12	
Accountancy Fees	400	
		15,864
Net Income/(Expenditure):		5,487

3.c. Interim Hardship Fund Report 2018

From foundation February 2018 to 18 May 2018

Income		<i>Totals</i>
---------------	--	---------------

Individual donations	5,046	
Hallam Unison donations	410	
NUT/NEU donation	500	
Sheffield Student Housing Co-op	300	
Trades Council donation	100	
		6,356
Expenditure		
Support to 15 casual staff	3,149	
Support to 9 other staff	2,012	
		5,161
Current Balance:		1,195

Health & Safety Report

Jon Benson and Mick Ashman

This year we have significantly expanded our activity and profile of health and safety matters. We have a growing number of trained Safety Representatives in the Branch that have an important role on campus to improve working conditions - it's important to note that these can be both physical and mental health hazards in the workplace.

We have completed three large safety inspections - New Spring House, Edgar Allen House and Barber House. As well as highlighting physical hazards, we have rolled out the Management Standards survey for staff of inspected buildings to better understand and tackle workplace caused stress.

In our effort to tackle stress, we have recently negotiated the formation of a Stress Working Group with the aim of implementing better institutional risk assessment and action plans to improve working conditions, mental health and well being.

Health and Safety law is one of the most powerful set of regulations that trade unionists have and we will welcome any members that would be interested in becoming an accredited Safety Representative.

Membership Report

Rob Stanton

There was a surge in union interest around the time of the USS dispute and membership rose by 36% in the year to May.

We extended the role of occasional individualised emails to members by making it a central strategy of the get the vote out campaign. By recording who notified us electronically that they had voted we could target our later communications to the rest of the membership. This contributed to our success in making the USS strike legal by securing the votes of at least 50% of union members.

We have also continued to verify members contact details on an annual basis by sending parts of their record to them and asking them to make any necessary corrections on the union's central database. The maintenance of accurate contact details is another legal requirement that the union must comply with.