



# Cornerstone – UNISON members Inducement Case Form

## Case Form

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For members, representatives, branches and regions

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FILE NUMBER

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FOR REGIONAL OFFICE USE ONLY

CASE TYPE

SUB TYPE

**Conditions for providing assistance**

1. UNISON seeks to ensure that members are provided with the best possible advice and assistance to achieve a satisfactory outcome to matters of grievance and discipline. UNISON will determine the most appropriate representative for your case. This may mean reallocating the case at a later stage and you will be informed of any such decision.
2. UNISON representatives and members are expected under UNISON rules to treat one another with respect. Failure to do so by a UNISON representative will entitle you to make a complaint in accordance with UNISON's Complaints Procedure: [www.unison.org.uk/upload/sharepoint/Policies/COMPLAINTS\\_PROCEDURE.pdf](http://www.unison.org.uk/upload/sharepoint/Policies/COMPLAINTS_PROCEDURE.pdf). Failure by you to treat your representative with respect may lead to support being withdrawn from you.
3. At all times, action taken on your behalf will be on the basis of agreement reached between you and your representative about the best way UNISON can assist you. Throughout the procedure you will be kept informed and no decision will be made without first consulting you. Should you decide at any point not to accept the advice of your UNISON representative then you are free to proceed without UNISON assistance. Please inform UNISON if you no longer require UNISON's assistance in these circumstances.
4. The Declarations at Section 12 must be signed if a potential legal claim is identified. UNISON supports claims to an Employment Tribunal, where a legal claim has been assessed by our solicitors as having reasonable prospects of success.
5. Until UNISON or its solicitors confirms in writing that it is acting for you in a legal claim, any responsibility for lodging a claim in an Employment Tribunal or Court (including County Courts, Sheriff Courts and appeal Courts) is yours alone.
6. UNISON representation is provided on the understanding that UNISON is your sole representative. UNISON cannot be held responsible for any costs or expense incurred if you have opted out from UNISON assistance or if UNISON representation has been withdrawn. Nor will UNISON be responsible for providing assistance in respect of any appeal or higher level hearing against a decision arising from representations made after you have opted out from UNISON assistance or after UNISON assistance has been withdrawn.
7. You are expected to cooperate with your representative by being honest and frank about any allegation against you and in respect of any grievance you have. Your representative can only assist you if they are in possession of the full facts. Failure to cooperate can lead to UNISON support being withdrawn.
8. You must notify your representative immediately if your circumstances change or if any new information comes to light regarding your case.
9. You must ensure that your personal and financial information is accurate and up to date at the time that you apply for assistance. You must also confirm that your UNISON subscriptions are up to date. If you have given information which is misleading UNISON has the right to withdraw support.
10. In the event of UNISON support being withdrawn you have the right to appeal to your branch secretary in the first instance unless notified otherwise.
11. You must remain a member of UNISON throughout any period during which UNISON is providing advice and assistance to you. This means that if you are unemployed by reason of dismissal or redundancy you must pay a UNISON subscription at the Unemployed Member's rate; if you gain new employment within or outside of the areas of UNISON organisation you must maintain a UNISON subscription according to your earnings band as set out in Schedule A of the UNISON Rule book.
12. UNISON reserves the right to use the details of your case and outcome in publicity, case study or learning materials, subject to your name only being used with your permission.

**Please ask the branch to copy this form for you and note the contact details below**

Your case has now been referred to the UNISON representative whose name and contact details are recorded below. Assistance will be provided in accordance with UNISON's scheme for representing members and the conditions outlined overleaf.

If, following your initial discussions, it is agreed that the representative will act on your behalf, any action will normally be done in consultation with yourself. Your representative should keep you routinely informed of any developments, and you should note short periods of non-communication may simply mean that your representative is waiting for someone (for example an employer, a witness) to respond to a letter or message. Please respect that most lay officers are doing a voluntary job in their own time. However, if necessary, please feel free to contact your representative to avoid undue stress to yourself.

The name of your UNISON representative is

**Jamie Kelly**

Work telephone: N/a

Mobile: **07483 871674**

Email: **kellyjamie540@gmail.com**

Workplace address: UNISON House

14 West Campbell Street

Glasgow G2 6RX

Regional contact: **Ian Fitzpatrick, Area Organiser 07943 788 528**

# Case Form

This information will be used to ensure that you are eligible for support.\*

This information will be used to contact you and to update your membership record. It will also be provided to an Employment Tribunal or court if UNISON agrees to pursue your case.\*

Please provide information of any disability you have which may impact on the way in which a UNISON representative would assist you. Please identify specific needs (for large print or mobility needs for meetings)\*

This information is required if an Employment Tribunal claim needs to be made.

This information will also be used to update UNISON's member database.

## 1. Membership details

Membership number

Please give the date you joined

## 2. Member's correspondence details

Title

First name

Surname

Address 1

Address 2

Postcode

## 3. Member contact details

Home phone number

Mobile number

Home Email

## 4. Member personal details

Date of birth

Gender

Do you have a disability?

## 5. Member employment details

Job title / occupation

Payroll no.

Employment commenced

Permanent

Temporary

Casual

Fixed Term Contract

Full-time

Part-time

Job Share

Basic hours per week

Basic wage per week

£

or

Basic wage per month

£

Average take home pay per week

£

or

Average take home pay per month

£

Other bonuses or benefits per week

£

or

Other bonuses or benefits per month

£

Employer Head Office Name

CORNERSTONE

Address

1 Centurion Court, North Esplanade West

Address 2

Aberdeen

Telephone number

01224 256000

Postcode AB11 5QH

Workplace Name CORNERSTONE (if you work in a Service Users Home please put your regional office)

Address 1

Address 2

Telephone number

Postcode

Please note that if your claim goes to court or an Employment Tribunal, the judgement will be made publicly available. UNISON may make public comments on such judgements.

## 12. Declarations

I agree and confirm that:

- 11.1 I have complied with the Union's Conditions of Legal Assistance and will continue to do so.
- 11.2 my membership subscriptions are up to date and that I will continue paying membership subscriptions until any legal claim brought on my behalf comes to an end.
- 11.3 the information I have provided is a true and accurate record.
- 11.4 any information I provide can be shared with a third party in respect my legal representation in accordance with the General Data Protection Regulations 2018 but that no information will be disclosed to any external marketing.
- 11.5 I have not triggered the ACAS Early Conciliation procedure, and I understand that it is a condition of my representation that I do not trigger the ACAS Early Conciliation procedure\*.
- 11.6 I authorise UNISON to make representations on my behalf to ACAS under the Early Conciliation scheme. When UNISON triggers the ACAS Early Conciliation procedure, and ACAS call me, I will inform them that they should speak to the person from UNISON named in the letter to me from UNISON, normally my organiser\*.
- 11.7 I have retained a copy for my own future reference.

\*If ACAS Early Conciliation has been triggered, the branch must contact the organiser for advice on how to proceed. However, please sign the form to avoid delays processing your claim.

\*\*11.5 and 11.6 do not apply to members in Northern Ireland.



Signature of member

Date

Signature of branch official  
(name of branch officer handling the case)

Date

Diversity information will be used to monitor whether your employer's practices are targeting certain groups of people who have protected characteristics.

## 13. Diversity information

Do you identify as:	<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> In another way
Would you describe yourself as:	<input type="checkbox"/> Lesbian	<input type="checkbox"/> Gay	<input type="checkbox"/> Bisexual
Would you describe yourself as transgender?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your race and/or ethnic origin?	<input type="text"/>		
Are you pregnant or on maternity leave?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a part time worker?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Are you a fixed-term worker?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### How we use your information

At UNISON, we are committed to keeping your data secure and to never using it in ways you would not expect. UNISON is the data controller for the information you provide on this form. We use this data to assess if you are eligible for support and to provide this support.

We may also use your information to pursue our legitimate interests as a trade union, such as updating your details on our database or commenting on Employment Tribunal judgements. We may share the information on this form with our solicitors, an Employment Tribunal, or court.

We don't routinely transfer your data outside of the UK. However, where it is necessary, we ensure appropriate data protection measures (as applicable under UK law) are in place. We retain your data in accordance with UNISON's data retention policy and delete it when it is no longer required. Where you have given consent for UNISON to process your data, you may withdraw it at any time by contacting us.

You have rights as a data subject. These rights include: subject access; erasure; rectification; the right to restrict or object to processing; the right to data portability; and the right to complain to the Information Commissioner's Office (ICO).

UNISON is fully committed to upholding these rights. If you believe we have not done so, please get in touch so that we can put things right.

For further information on how we will use your personal data, you can:

Go to: [unison.org.uk/privacy-policy](http://unison.org.uk/privacy-policy)

Email: [dataprotection@unison.co.uk](mailto:dataprotection@unison.co.uk)

Write to: Data Protection Officer, UNISON, UNISON Centre, 130 Euston Road, London NW1 2AY