**FURTHER GUIDANCE TO SUPPORT CONSULTATION WITH THE NTUS UNION GROUP (PCS/PROSPECT/FDA/UNITE/GMB) ON STAGE 2 PROGRESSION**

NTUS (PCS, PROSPECT, FDA, UNITE, GMB) local consultation and engagement on your local recovery plans and level 2 readiness assessments must be completed prior to sending these to the PDG.

 **Evidence of consultation**

Evidence of consultation is a requirement for progression to stage 2 and is included in the of the readiness assessment checklist that must be completed by the establishment. Evidence will be in the form of:

* the email inviting to consult,
* the email from the responding union
* any email reminding unions to respond.

**Who to consult with?**

Establishments should, by default, consult with a local rep where there is one in place.  Where NTUS unions have no local representation, national colleagues listed below will require sight of your local plans and require a reasonable timescale to comment on them before readiness assessments are submitted to the PDG. NTUS Unions have an agreed **minimum of five working days** to respond.

* **PCS:**  Nigel.Wharrier@justice.gov.uk
* **PROSPECT:**  Trevor.Jacquet@justice.gov.uk
* **GMB:**  Kevin.Brandstatter@gmb.org.uk
* **UNITE:** caren.evans@unitetheunion.org
* **FDA:**  niall.mccormick@justice.gov.uk

 *Whenever possible FDA, Unite and GMB on receipt of a request for National consultation will respond immediately with a holding email along the lines of “****thank you for your email, it is our intention to reply within 5 days, should you not receive a response please assume we are content.****”*

***In the event of no response from an NTUS union:***

* An e-mail reminder must be sent to unions who have not responded.
* NTUS will check the request against a list of EDMs, LOPs, SOPs provided by the relevant Unions that are of interest/ applicable to their membership.
* If there is no response after 5 working days have elapsed prisons can assume that there are no further points to raise.

As a reminder, NTUS trade unions represent members from a range roles and grades, including:

* **PCS:** covering Prison Instructors (PIs), SPIs and Band 2 Caterers, administrative grades, non-op bands 4 to 11; Op Bands 7-11
* **PROSPECT:** covering Industrial Managers, Catering Managers, Programmes Facilitators and Psychologists and Chaplains, non-op Bands 4-11
* **GMB:** covering civilian caterers, B2 grade in Waste Management
* **UNITE:** covering civilian caterers, catering managers, B2 grade in Waste Management
* **FDA:** covering senior non-operational management grades band 9 and above

 **Use of Local SPOC’s**

Use of a single point of contact can assist in simplifying communication channels. The use of local SPOCs, will remain at the discretion of Governors as to who is designated to liaise with trade union colleagues. Phil Copple has previously recommended a single local SPOC approach but it remains open to Governors to involve other staff as they see fit. However, to help prevent any delays, NTUS unions would prefer to minimise the number of contacts per establishment wherever possible, thereby reducing any confusion and resulting email traffic.

***It would assist the unions greatly in order to expedite consultation, if establishments could supply the following information along with local plans and readiness assessments as follows:***

1. Current level of Covid cases
2. Vaccination levels
3. Testing levels
4. RCU transfers
5. Staffing levels
6. Cleaning compliance
7. Training take-up for non-op
8. FRSMs and face masks policy going forward
9. A digestible precis of changes other than minor ones to EDMs, LOPs and RAs.
10. The actual EDMs/LOPs/RAs where there are more substantial changes with changes highlighted.

*e.g., list of EDMs with more than just minor updates due to guidance changes to be listed with the invitation for us to request copies of what we require, thus reduce the amount of EDMs/LOPs/RAs etc. that we don’t necessarily need to see (for some health care ones for example).*

1. Mention of the backlogs strategy for anything that has been affected but especially staff training, holidays, programmes.