Branch Flow Chart

Workplace Rep / Member
Contact's branch for advice by completing Case Form

Branch checks: Is the Case form completed?

Yes
No

Refer to nominated Regional Manager

Is there a potential legal claim?

No
Yes

Provide guidance and advice to member and workplace representative on how to resolve the matter (e.g. settlement, redeployment etc)

Is the Tribunal time limit within 28 days

Check:
1. Case Form fully completed
2. Declaration and Fee Advance Agreement signed by member
3. Refer to Organiser/CasE Unit marked 'URGENT - ET DEADLINE'

Is the Tribunal time limit within 2 months

Check following:
1. Case form fully completed
2. Declaration signed
3. Fee Advance signed
All relevant docs attached
REFER TO ORGANISER/CASE UNIT

Raise issue with
1. Employer
2. ACAS [Early Conciliation]

Issue Resolved

Issue not resolved