

No: 144/24

24th April 2024

TO: ALL BRANCHES

Dear Colleague,

Employment Tribunal Workshop

The purpose of this LTB is to advise branches that a new one-day workshop has been developed to assist Representatives and Officials who have responsibilities for Employment Tribunal applications and issues.

The workshops will take place between 10am-5pm at Summer Lane, Birmingham B19 3TH and will be delivered by Paul Kennedy, Midlands Divisional Representative.

The day is a mix of presentations with Q&A's and will:

- Emphasise the importance of representative's knowledge on the various individual procedures where members require representation.
- Provide practical advice on internal representation of cases
- Explain the legal time limits for submitting Employment Tribunal applications.
- Explain how Early Conciliation works.
- Explain the importance of detailing the members claim and issues when completing the Employment Tribunal application and providing guidance on this.
- Explain how to calculate compensation when completing the ET application.

Applications should be made via the Portal by the cut off dates shown below.

Date	Workshop	Cut off
30/05/2024	Casework and Employment Tribunals	14/05/2024
8/10/2024	Casework and Employment Tribunals	24/09/2024

Any enquiries on this LTB should be directed to cwueducation@gmail.com

Yours sincerely

Kate Hudson
Head of Equality, Education & Development