

No: 196/25

10th September 2025

TO: ALL BRANCHES

Dear Colleague,

Union Learning Representative's Networking Event – 5th & 6th November 2025

The purpose of this LTB is to advise Branches that this year's Union Learning Representative's (ULR) Networking Event will take place on Wednesday 5th and Thursday 6th November 2025 at the:

Leonardo Royal Hotel Brighton Waterfront

Kings Road
Brighton BN1 2GS GB

Branches will be aware that ULR legislation provides for networking with other ULRs and organisations that deliver education and training opportunities to our members and representatives.

The event will start with registration on 5th November between 12.30 and 13.30 and will conclude at 13.30 on 6th November. **Please note that lunch will NOT be provided on either day.**

A final agenda will be issued in due course but will include:

- *Keynote speakers*
- *Practical activities and workshops to support learning in the workplace*
- *And a celebration of your collective achievements!*

In the meantime, we would ask that Branches **confirm their delegation details and accessibility requirements no later than 17th October 2025** by emailing equality&education@cwu.org

Please note that Branches are responsible for delegates' travel and authorised expenditure for this event.

Release

This event should attract paid release for accredited ULRs working for employers where the CWU is recognised. The event is specifically designed to meet the aims of ULR legislation and the ACAS Code of Practice applies.

Accommodation:

It is important that Branches book their places early at the **Leonardo Royal Hotel Brighton Waterfront**, as they will be holding a number of rooms at a special rate on a 'first come, first served' basis.

Booking arrangements:

Preferential CWU rates for the nights of Tuesday 4th and Wednesday 5th November are as follows,

Tuesday 4th November

Rooms are charged @ £110.00 including VAT single occupancy (£15 supplement for double occupancy) inclusive of full English breakfast.

Wednesday 5th November

Rooms are charged @ £105.00 including VAT single occupancy (£15 supplement for double occupancy) inclusive of full English breakfast.

Reservations can be made here: [Leonardo Royal Hotel Brighton Waterfront | UK | Leonardo Hotels](#)

Delegates are required to enter the date of stay, adjust the number of guests where applicable and add promo code: **LHCWUC041125** to access the dedicated event rate. (Please note that all rooms are subject to payment on booking and are non-refundable.)

Rooms will be held at this rate until 6th October, after which time they will be released and the preferential rate will not be available.

Parking & Transportation:

The hotel is a 15 minute walk from Brighton Station. If you are driving, The Lanes car park is situated underneath the hotel. Spaces cannot be reserved but if you present your car park ticket at your check-out time you will receive a discounted rate. Detailed information regarding location and parking can be found at [Leonardo Royal Hotel Brighton Waterfront | UK | Leonardo Hotels](#)

Enquiries

Any enquiries regarding this LTB should be addressed to the Equality, Education & Development Department by email to equality&education@cwu.org

#CWULearn25

Yours sincerely,



Kate Hudson

Head of Equality, Education & Development

