

No. 004/26

5th January 2026

TO: BRANCHES WITH MEMBERS EMPLOYED BY PARCELFORCE WORLDWIDE (INCLUDING RMSS)

Dear Colleague,

Election of: Parcelforce Worldwide Area Health & Safety Representative/Substitute Area Health & Safety Representative 2026

Nominations are invited from Branches with Members in the respective Parcelforce Worldwide regions (including members in RMSS) for the following Parcelforce Worldwide Area Health & Safety Representative & Substitute positions;

- North, Scotland & Northern Ireland Region
- Central Region
- South West Region
- South East Region

The term of office for the above positions is two years and the successful candidates will take up office in March 2026, however candidates should be aware that the above positions have been under review for some time by the CWU & Parcelforce and therefore the term of office may be subject to change.

A Nomination form is attached to this LTB. Completed forms which must be signed by the Branch Secretary and Branch Chair or accredited deputies and the nominee, **should be returned by email, on the following email elections@cwu.org by 26th January 2026 (14.00)** All branch nominations must be agreed at a properly constituted branch meeting.

The timetable for the election is as follows:

Nominations Open: 5th January 2026
Nominations Close: 26th January 2026 (14.00)

If Ballots are required, branches will be advised of the timetable in due course. Any ballots will be conducted on an individual member ballot basis of the relevant eligible CWU members and will be conducted in accordance with the election guidelines for CWU Senior Regional/Field officials, a copy of the guidelines are attached for your information.

Any enquiries regarding this Letter to Branches should be addressed to Lisa Parrett on telephone number 020 8971 7222, or email address lparrett@cwu.org.

Yours sincerely,

Martin Walsh
Deputy General Secretary (P)

Guidelines for Parcelforce Worldwide Field Official Elections:

- **PARCELFORCE WORLDWIDE AREA HEALTH & SAFETY AND SUBSTITUTE AREA HEALTH & SAFETY REPRESENTATIVES - 2026**

- 1) These guidelines have been produced to assist branches, and candidates, who are standing for election in ballots for senior regional/field officer positions.
- 2) Following consultation with the relevant officer of the union, a formal notice for the senior field officer elections will be published. The notice will normally be published in a Letter to Branches (LTB). The notice will contain the timetable for the election, the period of office a copy of these Guidelines and the relevant nomination forms.
- 3) All relevant Branches shall be eligible to nominate members of their branch for these elections (subject to the regional boundary/constituency/or business base relevant to the election). All Branch nominations must be agreed at properly constituted Branch meetings. Each Branch shall return nomination forms by email to elections@cwu.org to arrive no later than the published closing date. Nominations received after that date will not be accepted. Each Branch shall be responsible for the correct completion of the nomination form.
- 4) Branches who nominate candidates will be sent a letter confirming receipt of a nomination, and if appropriate, forms to be completed for providing biographical details, etc. together with a copy of these Guidelines.
- 5) Each Branch shall be responsible for ensuring that both the branch and any candidates standing in the election abide by the rules and relevant policies of the union governing such elections. Any breach of these rules will be treated very seriously and could result in candidates being brought before the union's National Discipline Committee and in the most serious of cases could in fact result in candidates being disqualified.
- 6) Only the secretary, or an accredited deputy, of a nominating branch will be allowed to contact elections@cwu.org during the election process to ask about their own branch nominations.
- 7) A full list of all nominations received for each election will be published to all the union's branches via a Letter to Branches (LTB).
- 8) Where it is permitted a candidate shall have the right to prepare an election address of not more than 300 words and to submit a recent photograph. The GS Department shall delete words in excess of 300. The content of the election address is the responsibility of the individual candidate and the union will not be held responsible for any defamatory or libelous statements contained in the address.
- 9) The election addresses and individual photographs (where applicable) for all candidates will be published and distributed with the ballot papers to all members. Candidate photographs should be passport size (Head and Shoulders only). Branch publicity should be restricted to the membership of their individual Branch and no other publicity or canvassing such as handouts, posters, etc. for candidates should be distributed to any other branches, or workplaces within branches, without the express authority of that branch.

- 10) The method of recommending support for candidates to its own Branch members will be a matter for each Branch. No Branch officer or other workplace representative shall have any responsibility for the circulation of publicity for any candidate other than the candidate recommended by the Branch. All material produced by a Branch must include the name of the branch and the printer's name and address where appropriate.
- 11) So far as is reasonably practicable, all members entitled to vote will receive a ballot paper at the address notified in writing to the CWU. The ballot papers will be dispatched so far as is reasonably practicable, from the date published in the timetable. For votes to be valid, members must mark the ballot paper in accordance with the instruction, and return it sealed in the prepaid envelope provided. The last time for receipt of ballot papers will be first post on the date published in the timetable. Any ballot papers received after that time will not be counted.
- 12) The CWU is committed to free and democratic elections and will actively oppose racism and sexism and all forms of discrimination based on race, creed, religion, age, disability, sex or sexual orientation in industry, the Union and Society. Branches and candidates must not behave in a discriminatory manner or circulate any material that may be offensive to any other member or candidate.
- 13) No full time officer of the Union as defined under the rules, shall publicly endorse, at an official Union organised meeting or conference or in writing, any candidate for election.
- 14) A Branch or candidate may make a complaint regarding the ballot on the grounds that there has been a breach of Union Rules. The complaint must be submitted in writing to the GS Department no later than four weeks after the declaration of the results. The GS Department shall investigate the complaint, and if as a result, the complaint is upheld may declare the election void or the election of any particular person void or any appropriate candidate disqualified. In addition, they may invalidate any vote or any number of votes previously counted, or include any vote or any number of votes not previously counted and thereby re-determine the results of the election. The decision of the SDGS shall be final and binding.
- 15) Any matter not covered by the Rules of the CWU, or by decision of the NEC prior to the ballot, shall be determined by the General Secretary in the light of the prevailing practice of the former unions, as may be relevant to the constituency involving the complaint.

CANDIDATE GUIDELINES

Each member nominated, as a candidate will be entitled to complete the appropriate forms giving the following biographical information for inclusion with the branch ballot paper or in respect of individual member ballot, the ballot booklet that will be sent to member's addresses:

- Branch
- Date started employment relevant to CWU
- Date of joining CWU (or relevant predecessor union)
- Job Title/Grade
- Union Record/ Other relevant service to the Union and Labour Movement – **(maximum 100 words)** - this should include information on positions held in Branch, District, Region, NEC, information on representation at Conferences e.g. TUC, UNI, membership of other unions, political parties, any education or training relevant to this election together with appropriate dates.

Martin Walsh
Deputy General Secretary (P)
January 2026

CWU Nomination Form
PARCELFORCE AREA HEALTH & SAFETY REPRESENTATIVES 2026

***THIS FORM MUST BE RETURNED BY EMAIL TO: elections@cwu.org**

***To arrive no later than: MONDAY 26th January 2026 (14.00)**

BRANCH NOMINATION: # The _____ decided to nominate
[BLOCK LETTERS]: _____ CWU Membership No. is _____

for the position of:

PARCELFORCE AREA HEALTH & SAFETY REPRESENTATIVE (Please delete as appropriate)

**NORTH, SCOTLAND & NORTHERN IRELAND REGION / CENTRAL REGION
SOUTH WEST REGION/ SOUTH EAST REGION**

We certify that the nomination shown on this form is in accordance with the ballot guidelines and were made at a branch meeting held on:-

Date..... Time..... Venue.....

Signature of Branch Chair: _____ Signature of Branch Secretary: _____

Date: _____ Date: _____

Please Note: IT IS ESSENTIAL THAT BRANCHES ACCURATELY COMPLETE THE ABOVE SECTION – FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN THE NOMINATION BEING DECLARED INELIGIBLE

CANDIDATE'S CONSENT & BIOGRAPHICAL DETAIL

I agree to accept the nomination described above and submit the following biographical details;

Name: _____ Job Title: _____

Date commenced employment relevant to CWU membership: _____

Date Joined CWU: _____

UNION RECORD/OTHER RELEVANT SERVICE TO THE UNION AND LABOUR MOVEMENT (UP TO A MAXIMUM of 100 words) This should include information on positions held in Branch, Region, Section etc together with appropriate dates and information on representation at conferences, TUC, UNI, any education and training, previous membership of other trade unions, membership of political parties, and any other biographical detail relevant to this election that you wish to be included.

ELECTION ADDRESS AND PHOTO – Please note that candidates are entitled to submit a 300 word election address and individual photograph for this election.

The biographical details, election address and photograph should be emailed to elections@cwu.org however all candidates must return the signed candidates consent and biographical details form by email to the above email address to arrive by the advertised closing date.

Candidate's Signature: _____ Tel Number: _____

Email Address: _____

PLEASE CAREFULLY CHECK ALL DETAILS BEFORE SUBMITTING THE FORM BY EMAIL TO elections@cwu.org BY NO LATER THAN 14.00 ON 26 JANUARY 2026

CWU Nomination Form
PARCELFORCE SUBSTITUTE AREA HEALTH & SAFETY
REPRESENTATIVES 2026

***THIS FORM MUST BE RETURNED BY EMAIL TO: elections@cwu.org**

***To arrive no later than: MONDAY 26th January 2026 (14.00)**

BRANCH NOMINATION: # The _____ decided to nominate [BLOCK LETTERS]: _____ CWU Membership No. is _____	
for the position of:	
PARCELFORCE SUBSTITUTE AREA HEALTH & SAFETY REPRESENTATIVE (delete as appropriate)	
NORTH, SCOTLAND & NORTHERN IRELAND REGION / CENTRAL REGION	
SOUTH WEST REGION/ SOUTH EAST REGION	
We certify that the nomination shown on this form is in accordance with the ballot guidelines and were made at a branch meeting held on:-	
Date..... Time..... Venue.....	
Signature of Branch Chair: _____	
Signature of Branch Secretary: _____	
Date: _____	
Date: _____	
# Please Note: IT IS ESSENTIAL THAT BRANCHES ACCURATELY COMPLETE THE ABOVE SECTION – FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN THE NOMINATION BEING DECLARED INELIGIBLE	

CANDIDATE'S CONSENT & BIOGRAPHICAL DETAIL

I agree to accept the nomination described above and submit the following biographical details;

Name: _____ Job Title: _____

Date commenced employment relevant to CWU membership: _____

Date Joined CWU: _____

UNION RECORD/OTHER RELEVANT SERVICE TO THE UNION AND LABOUR MOVEMENT (UP TO A MAXIMUM of 100 words) This should include information on positions held in Branch, Region, Section etc together with appropriate dates and information on representation at conferences, TUC, UNI, any education and training, previous membership of other trade unions, membership of political parties, and any other biographical detail relevant to this election that you wish to be included.

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The biographical details, election address and photograph should be emailed to elections@cwu.org however all candidates must return the signed candidates consent and biographical details form by email to the above email address to arrive by the advertised closing date.

Candidate's Signature: _____ Tel Number: _____

Email Address: _____

PLEASE CAREFULLY CHECK ALL DETAILS BEFORE SUBMITTING THE FORM BY EMAIL TO elections@cwu.org BY NO LATER THAN 14.00 ON 26 JANUARY 2026

CANDIDATE'S CONSENT & BIOGRAPHICAL DETAILS

I agree to accept the nomination for the position of :

.....

and wish to submit the following biographical details:

Name: _____ Job Title: _____

Date commenced employment relevant to CWU membership: _____

Date Joined CWU: _____

UNION RECORD/OTHER RELEVANT SERVICE TO THE UNION AND LABOUR

MOVEMENT (up to a MAXIMUM of 100 words) This should include information on positions held in Branch, Region, Section etc **together with appropriate dates** and information on representation at conferences, TUC, UNI, any education and training relevant to this election, previous membership of other trade unions, membership of political parties, and any other BIOGRAPHICAL detail that you wish to be included.

The signed and completed biographical details should be emailed to elections@cwu.org to arrive by the advertised closing date.

Candidate's Signature: _____

Candidate Contact Details:

Telephone: Mobile:

Email:

***PLEASE CAREFULLY CHECK ALL DETAILS BEFORE SUBMITTING THE FORM
BY EMAIL TO elections@cwu.org BY 14:00 ON 26th January 2026***