

No. 12/26

12th January 2026

Dear Colleague,

Branch Information – Area and Local Workplace Reps Database – Yearly Update

The purpose of this LTB is to remind Branches of a yearly housekeeping requirement to update representative details following any Branch elections and AGMs.

As previously communicated in LTB 59/25 (26th March 2025), the Postal Department needs to ensure that records of elected representatives, their positions and workplaces (as applicable) are kept up to date for our own records and for the purposes of facility time with the employer.

All representative details should be updated via the OLS Membership system. This can be done by accessing the “Branch Representatives” report for amendments, which groups all previously elected representatives for your Branch. Within this report, each representative’s record can be amended to change position, workplace, and, where necessary, delete any previously held roles. For first-time representatives, this can be done by accessing their individual membership record under the “current members” report.

Where rep vacancies exist, please email Michelle Daykin (Recruitment and Organising Lead – Postal Department) mdaykin@cwu.org, clearly stating the position and workplace that has a vacancy.

Please can all Branches ensure that both their updated representative positions and vacancies are completed by no later than the 31st March 2026.

This will continue to be a yearly housekeeping requirement for Branches to complete to ensure our records remain up to date.

Any enquiries should be referred to the DGSP department.

Yours sincerely,



Martin Walsh
Deputy General Secretary (Postal)