

No. 233/26

21st August 2026

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

Dear Colleague,

Election of: Parcellforce Worldwide Area Health & Safety Representative and Substitute Area Health & Safety Representative 2026 - Central Region

The elections for the two positions above were originally held in January 2026. Following an issue that has come to light regarding the nomination process, the election for these two posts is now being re-held.

Therefore, nominations are invited from Branches with Members in the Central Parcellforce Worldwide region (including members in RMSS) for the following:

- **Parcellforce Worldwide Area Health & Safety Representative.**
- **Substitute Parcellforce Area Health & Safety Representative.**

The term of office for the above positions concludes in March 2028 and the date of commencement will be notified following the conclusion of these elections. Candidates should, however, be aware that the above positions have been under review for some time by the CWU & Parcellforce and therefore the term of office may be subject to change.

A Nomination form is **attached** to this LTB. All branch nominations must be agreed at a properly constituted branch meeting. Branches must also ensure they adopt the 'Branch best practice' for nominations as outlined in LTB 197/26 circulated on 10 July 2026. Nomination forms must be signed by the Branch Secretary and Branch Chair (or accredited deputies) and the nominee. **Completed forms must be returned by email, to the following email elections@cwu.org by 30th September 2026 (14.00).**

The timetable for the election is as follows:

Nominations Open: 24th August 2026
Nominations Close: 30th September 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 is **attached** for 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)

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 30th September 2026**

CWU Nomination Form
PARCELFORCE AREA/SUBSTITUTE AREA HEALTH & SAFETY
REPRESENTATIVE - CENTRAL REGION 2026

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

****To arrive no later than: WEDNESDAY 30TH SEPTEMBER 2026 (14.00)***

BRANCH NOMINATION: # The _____ decided to nominate
[BLOCK LETTERS]:

_____ CWU Membership No. is _____

for the position of:

PARCELFORCE AREA HEALTH & SAFETY REPRESENTATIVE **(Delete as appropriate)*

PARCELFORCE SUBSTITUTE AREA HEALTH & SAFETY REPRESENTATIVE

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 30th September 2026

Election Guidelines

Guidelines for Parcellforce Worldwide Field Official Elections:

- ***PARCELFORCE WORLDWIDE AREA HEALTH & SAFETY AND SUBSTITUTE AREA HEALTH & SAFETY REPRESENTATIVES CENTRAL REGION - 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. Branches must also ensure they adopt the 'Branch best practice' for nominations as outlined in LTB 197/26 circulated on 10 July 2026 throughout the nomination period. 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)
August 2026