



FBU London Regional Office
John Horner Mews
Off Frome Street
Islington
0207 359 3638

Branch Reps One Day School

Dear Station Rep,

I am writing to request your attendance at a One Day Introductory Branch Official's course. The course is the first in a series of one and two day courses that the FBU in London will be running. The course is aimed at new officials and those officials that have been in post for some time who wish to refresh their skills. The course will address what your responsibilities are as an official and will assist you in doing your job effectively.

The dates on offer are **Monday 25th January and Monday 22nd February.** Facilities will be applied for on your behalf. **Returns need to be in by January 6th.** If demand is high then additional dates will be arranged. The schools will take place in the PCS Trade Union Learning Centre in Victoria, see attached map, and will commence at **09.30.**

Time off will be requested for those who are on the day shift or the night shift commencing 0900hrs OR 1800 hrs that day and will be dependent on the exigencies of the service.

For branches to be organised as per the FBU Rule Book they are entitled to have 4 active officials; A Branch Secretary, a Branch Chair, a Branch H&S Rep and a Branch Union Learning Rep. I would therefore actively encourage branches to send more than one official on these courses. For an official to get facilities for this (or any school) they will need to be a named official. **Please ensure that your Borough Official has notified management of any recent changes to your branch structure.**

If you have any questions please feel free to contact me.

Ben.sprung@fbu.org.uk 07500 670 88

Regards

Ben Sprung

Regional Organiser / Education Official