

No. 439/18

2nd August 2018

Dear Colleague,

Assurers Report – Members Audit Certificate (MAC) - 2018

LTB 038/17 set out the process for the audit report required within the Trade Union Administration Act for us to receive our MAC.

We have received the results and recommendations of our second audit and although we have been granted our MAC there are a few improvements we are charged with implementing.

A key issue within the report identified the length of time new application forms remained in Branch offices. In one instance the Audit Team observed an application form signed by a potential new member two months prior to the form reaching CWU Headquarters.

We fully understand and appreciate that if Branches are out of the office on recruitment drives it may be impractical to post new application forms to CWU Headquarters on a daily basis. However, to ensure we have taken action in response to our Audit Report, which will be checked during the next audit, **membership application forms should not be left any longer than a maximum of 5 working days.**

The Trade Union Admin Act came into force as a part of further attempts by the Government to tie up trade union activity. Failure to receive a MAC will mean we are not allowed to use/access our membership database for trade union purposes.

We would appreciate Branches compliance with the terms set out in this LTB.

Any enquiries regarding this Letter to Branches should be addressed to Martin Akerman, Senior Deputy General Secretary's Department on telephone number 020 8971 7237, or email address makerman@cwu.org.

Yours sincerely,



Tony Kearns
Senior Deputy General Secretary