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EQUAL OPPORTUNITIES

101

Harassment Complaints Database: Union Policy

Branches are again reminded of the need to fill in the Harassment Complaints Database (HCD) Forms, as illustrated in LTB 450/04.

Please ensure that all reps have a copy of LTB 450/04 as it contains useful guidance as well as the form itself. Branches may also find LTB 289/04 useful which contains information on the Harassment Helpline and the Harassment Advice Network as well as the HCD. The completion of the HCD forms is part of our agreement with the Equal Opportunities Commission and is, therefore, CWU policy. (the full agreement can be found in LTB 292/04).

The Equal Opportunities Commission has raised concerns with us regarding the completion rate, which we need to address, otherwise we will fall foul of the agreement. Therefore, please ensure that any complaint raised with branch reps by members that involves possible harassment should be notified to HQ via these forms.

We appreciate that this will add to an already busy work schedule for those reps that have the responsibility for completing them, but there is no scope for non-compliance. We must accept that this will become an accepted culture in terms of harassment reporting.

The data that will come through to HQ will be vital in enabling us to analyse and identify any obvious patterns where problems exist.

We extend our appreciation to all those branches already complying with the policy and look forward to the co-operation of all branches in this matter.

Any enquiries regarding this paragraph please contact Michèle Emerson at CWU HQ.

102

Mandatory Equality & Diversity Training

Branch secretaries are requested to ensure that any person in their branch who has CWU rep responsibilities and has not yet completed their mandatory Equality & Diversity training are enrolled in the courses that are planned throughout the regions in the forthcoming months.

All reps must do the training – this includes divisional reps, area reps, unit reps and branch officers. For clarification on dates please contact either your regional secretary.

The training has been running now for over three years and there are still a substantial number of reps who have not completed the

training. Your co-operation in this matter is greatly appreciated.
Equal Opportunities Department.

103

Equality Conference Audit

Branches will be aware that those of you who have not sent a delegate to any of the CWU Equality Conferences over a three-year period have been written to asking for an explanation as to why this is the case.

The department thanks the many branch secretaries who have responded positively outlining plans to make progress in these areas. Those branch secretaries who have not replied to the letter will shortly be receiving a letter from the general secretary and we advise you all to get your replies in as soon as possible.

For your information the LGBT and Disability Conferences have been very well attended but there were still a considerable number of CWU branches who did not attend.

The Women's Conference and Black Workers' Conference have been advertised via LTBs and the *Voice* and we hope to see an marked increase in branches attending these conferences too.

Equal Opportunities Department.

104

Drum

Attached to this BOB is an electronic copy of the Race Advisory Committee Newsletter. Any enquiries on the above should be addressed to Michèle Emerson, Assistant Secretary, quoting reference No. 1.50.2

105

Women's Talk

Attached to this BOB is an electronic copy of the Women's Advisory Committee Newsletter. Any enquiries on the above should be addressed to Michèle Emerson, Assistant Secretary, quoting reference No. 1.50.4

HEALTH AND SAFETY

106

York Containers Brake Bar Fault & Modifications (Progress Report as at 23 Feb 2007)

Further to LTBs 783/06, 845/06, 876/06, 50/07 and BOB No. 007/07 paragraphs 98, dated 23 February 2007, branches will be aware that Royal Mail identified a manufacturing fault with the new styled York Container brake bar handle.

The affected Yorks are easily identified as

those with the yellow oval shaped plastic brake handle mounted into grey plastic end pieces and a simple brake bar cover fixing modification kit has been produced to prevent the brakes failing.

The union has been assured by Royal Mail that the chances of brake failure occurring are very slight with only one incident reported so far and it is safe to continue using the unmodified Yorks whilst the modifications are being completed.

100,000 brake bar cover fixing kits have been produced and are being distributed and fitted locally via a simple process in which a simple green split tube or 'brake bar cover' is 'snapped on' which prevents the components separating and in turn prevents brake failure.

Area Safety Reps are asked to carry out spot checks of York Containers and all staff are being advised through briefings to ensure that before using an unmodified York, a visual check should be made of the York Container brake handle to make sure that all of the gray fittings are correctly seated.

If not, or if in doubt, the York Container concerned should be brought to the attention of the manager and if appropriate the York must be removed from service until modified.

We are informed that as of 23 February, 74,000 York Containers have been modified from a total requiring modification of 84,000. The modification programme is continuing and Royal Mail have ordered a further 10,000 kits from the manufacturer.

Would Area Safety Reps please check to ensure that the modifications are being carried out in their offices and where necessary please make representations to accelerate the completion of the modifications.

The following offices have completed their allocated fittings:

AB, B, BL, BS, CA, CB, CH, CR, CT, CV, DA, DL, DN, EH, EX, G, Gatwick, GRE, HP, IP, IV, JUB, LE, LON C, LON E, LON W, LON S, ME, MK, NDC, NE, NG, NHDC, NN, OX, PE, PL, PR, RM, S, SE, WBC, SG, SO, SS, TN, WD & WR.

The following offices have been requested to report progress to **Ian McDonnell** The MHE Development Manager (Tel: **07711 892533**) ASAP:

BH, CF, CM, CW, Dover, Farnborough, GL, HWDC, L, LS, M, NR, NWDC, PO, PRDC, RG, SA, SDC, SN, SWDC, TS, WV, YDC & YO.

Incomplete Offices based on last report to **Ian McDonnell** The MHE Development

Office	Allocated	Modified
BD	1000	920
BH	500	450
BT	2000	1850
CF	500	339
CM	1500	1070
CW	500	300
DE	500	430
DOV	500	150
FB	500	200
GL	500	350
HU	1000	530
HWDC	1500	1350
L	500	250
LON S	1500	1250
LS	1500	1350
M	1000	600
NDC	3000	2000
NR	500	125
NWDC	500	300
OL	500	280
PO	500	160
PRDC	3500	2000
RG	500	100
SA	500	458
SDC	2000	1500
SK	1000	680
SN	1000	870
SWDC	500	400
SY	1000	850
TS	500	375
WV	1000	400
YDC	1000	500
YO	1000	850

and uncomfortable in warm weather. However, I was never convinced. This however was generally disputed by members wearing them.

Following further discussions with Royal Mail during the summer of 2006 Bob Taylor the Royal Mail National Uniform Manager advised the union that the business would be developing a breathable high-vis jacket which would then be subject of a trial. Bob Taylor confirmed that although the existing high-vis waistcoat has a zero-tog rating, a wearer can become uncomfortable in hot weather when carrying out strenuous physical activity, and, although Royal Mail use the lightest practical fabric possible, Royal Mail would be looking at the potential for making improvements.

Royal Mail's minimum standard for high-visibility is EN471 Class 2, and to comply with this specification, a garment requires a certain meterage of high conspicuity fabric. 'Breathable' mesh waistcoats, by definition, don't have as much fabric as the usual type and don't meet the Class 2 standard, although they may conform to the lower Class 1 specification.

A number of options for making the high-vis waistcoat more comfortable in summer while ensuring its compliance with the existing standard were evaluated – for example, by incorporating mesh panels while retaining enough solid fabric to meet Class 2 so long as current safety standards were maintained.

Trials of a new design "breathable high-vis jacket" have been underway in six offices over recent months. I am pleased to say, we have received very positive feedback from the trial offices via Dave Warren NEC who has been

dealing with the subject on behalf of the Health, Safety and Environment and Outdoor Departments.

Further evaluation will continue and hopefully in the near future an improved garment will become nationally available. Further reports will be made in due course. Enquiries to Dave Joyce HS&E Dept and Bob Gibson Outdoor Dept.

**108
Downstream Access – Customers
Containers – Safe Systems of Work**

Following enquiries from several Area Safety Representatives the Health, Safety & Environment Department has sought to clarify the up to date situation in respect of third part customers containers being presented to Mail Centres under Downstream Access contracts and the need for appropriate Safe Systems of Work.

Royal Mail's Central Postal Control have confirmed that involved Mail Centres have been or will be asked to look at a Cage Container presented by one of the Downstream Access customers with a view to Royal Mail loading empty bags in the customer's containers for return to the customer.

The customer containers are not intended to enter Royal Mail's network and are provided just for the purpose of sending empty bags to the customer. Royal Mail does not want customers using Royal Mail's RSCs as they have then been found to use them within their own networks and for sending mail in to Royal Mail's Mail Centres.

All enquiries concerning the above should be addressed to Dave Joyce National Health, Safety & Environment Officer quoting ref: C25

**107
Breathable High-Vis Tabard Jackets**

During recent hot summers the Health, Safety and Environment Department has received increasing numbers of reports from branches and safety representatives that the standard issue high-vis jackets were making staff too hot and sweating profusely. Both delivery and distribution staff were complaining but particularly delivery members and those on cycle delivery rounds, with members reluctant to wear them.

Being as the items were classed as compulsory Personal Protective Equipment (PPE) in most cases it is not optional as to whether staff wear the garments.

This is an issue that has been raised on several previous occasions by the Health, Safety & Environment Department and in particular when the wearing of such high-visibility garments were made compulsory for safety reasons which of course we support where justified. When originally raised with Royal Mail the union was told that the existing high-vis garments have "no thermal value" in other words they do not make the wearer any hotter

Mail Centre	Container	Customer
Bournemouth	Magnum	TNT
Bristol	Magnum	TNT
Cardiff MC	Magnum	TNT
Chelmsford	Blue	UK Mail
Chester	Red	UK Mail
Coventry X Point	Blue	UK Mail
Croydon	Red	UK Mail
Doncaster	Red	UK Mail
East London	Magnum	TNT
Edinburgh	Red	UK Mail
Glasgow	Magnum	TNT
Greenford	Blue	UK Mail
HWDC	Magnum	TNT
Leeds	Magnum	TNT
Leicester	Blue	UK Mail
Liverpool	Red	UK Mail
Manchester	Magnum	TNT
Milton Keynes	Red	UK Mail
N.W.Midlands	Red	UK Mail
Preston MC	Magnum	TNT
Sheffield	Red	UK Mail
South London	Magnum	TNT
Southampton	Magnum	TNT
Swindon	Red	UK Mail
Teesside	Own	DHL

As well as the offices listed below, Gloucester and Norwich Mail Centres have been asked to look at providing bags in the customer's containers.

CPC have confirmed that in each case below the offices have conducted a risk assessment and produced a Safe System of Work.

The HS&E Department has requested that CPC obtain copies from some of the MC sites in order to produce a 'generalised, generic' SSoW for each customer's container type.

The sites that currently do this, as provided by CPC are shown above in Table 1.

All enquiries concerning the above should be addressed to Dave Joyce, National Health, Safety & Environment

TELECOMS

109

Accenture Learning: VR Release

Information on the outcomes of the scheme as reported in Branch Officials Bulletin No. 47/06, paragraph 728 has been received.

In total there were 10 applicants, 1 was not pursued and 1 was advised that they could not be released for operational reasons. Of the remaining 8, all have now signed with release dates between April and June.

There were 3 CWU represented grades: 2 at level F and 1 at level G.

Brian Healy

Assistant Secretary

110

Virgin Media: Service Operations Holiday Guidelines

Virgin Media union representatives were previously advised of the draft holiday guidelines which will now apply in Service Operations for Service Technicians.

Whilst the union has been able to moderate at the fringes, the policy which is attached remains an unagreed policy for the following reasons.

- i) Management has restricted the tolerance levels for leave to 10% during the most popular leave quarter which is summer.
- ii) Management have additionally restricted the capacity to take leave on Saturdays.
- iii) Last but not least, management has restricted the booking of summer leave to one week in the first wave.

Management has introduced this revision based on anecdotal perceptions but not sustained with factual evidence. It has been suggested that the arrangements for summer leave come from a Voice Representative forum which shows the consequences of loose and ill thought out remarks.

As the closure date has passed for the first wave of summer leave booking, information on how this process was implemented has been sought from the company. Once received,

the detail will be shared with the Virgin Media representatives and branches.

Brian Healy

Assistant Secretary

111

Project Pond: Management Position on the CWU's Nine Points of Principle

Please find enclosed a detailed response by activity under the Project Pond scope.

The response is against the nine negotiating points of principle established by the Wholesale Executive team and as reported in LTB 333/06. Further updates are awaited.

Brian Healy

Assistant Secretary

112

Accenture: Protecting Accenture Commercial Information

Whilst CWU members are not likely to have access to sensitive commercial information, information on individuals is equally sensitive.

Accenture has put out the attached message which members are strongly urged to follow.

Brian Healy

Assistant Secretary

EVENTS BULLETIN

October 2006 – June 2007: London Socialist Film Co-op Film Season.

Screenings held on second Sunday of the month from October to June 10.30 for 11 am. Screenings showing at Renoir Cinema, Brunswick Square, London WC1. Nearest tube Russell Square. Tickets cost £7.00, concessions £5.00. Discount to annual members £1.00. Tickets on sale from 10.30 am on day of screening. To book in advance tel **020 7837 1177** (12 noon to 8.00 pm) or go to **www.curzoncinemas.com** or visit the Box Office (12 noon to 8 pm).

Tuesday 6 March 2007: Changing

Relations: Whatever happened to partnership?

To be held at Mechanics Institute, Manchester 18.00 – 19.30. Partnership was one of the great ideas of the nineties and this seminar will take a critical look at how partnership has evolved over the past decade: What effect has it had on trade unions? Has it changed the world of industrial relations? and how are the alternatives faring? Speakers: John Hannett (USDAW), Sandy Batho (Post Office) and Joan Stuart (Scottish Power). For more information contact **Unions21** on **020 7239 1224** or email **events@unions21.org.uk**

Wednesday 7 March 2007: Trade Unions and High Performance: Why are Trade Unions Vital and How can they Benefit?

To be held at Broadway House, London SW1. What will the role of trade unions be in the next decade? The acceleration and intensification of workplace innovation will continue to grow, but what role will trade unions, working with

management have in the workplace of the future? Key speakers include: Sir Bill Connor, IPA president; Harry Donaldson, national secretary, GMB; Graham Steel, senior national officer, PCS; Liz Smith, director, unionlearn, Mike Emmott, employment relations advisor, CIPD; and Denis Gregory, senior researcher, Ruskin College. For more information contact **Sarah Dawson** email **sarah@ipa-involve.com** or telephone **020 7354 8040**.

Wednesday 7th March 2007: Retired Members' Advisory Committee. Meets at CWU HQ, Room 1 at 13.00hrs.

Thursday 8 March 2007 – Friday 9 March inclusive: Creating Opportunities, Building Futures.

For the 15th year, 4Children's Annual Conference, Creating Opportunities, Building Futures once again promises to be a high quality pivotal event.

This seminal two-day event considers key issues facing the sector during this period of unprecedented reform and rapid change.

For more information contact **City Reach**, 5 Greenwich View Place, London E14 9NN.

Tel: **020 7512 2112** Fax: **020 75376012**

Email: **Info@4Children.org.uk** or visit

www.4children.org.uk/events/

Thursday 8 March 2007: TUC International Women's Day Celebration.

To be held at Congress House, Great Russell Street, London, WC1B 3LS. Each year, the TUC organises an evening reception to mark International Women's Day. The opportunity is used to remember our past achievements and reaffirm our commitment to go much further. The event is for trade unionists (women in particular, although men are welcome) and representatives from partner organisations. The reception is ideal for learning more about the global struggle for women's rights, networking and having fun. For more information: **Aisha Latif**, Project Assistant, EU & International Relations Department – Tel: **020 7467 1239**; Fax: **020 7467 1343**; or **alatif@tuc.org.uk**

Thursday 8th March 2007: Retired

Members Conference. Will be held at CWU HQ in Rooms 1,2 & 3 commencing at 11 am.

Thursday 8 March 2007: Changing

Attitudes: Unions and Equalities. 17.30 - 19.00, city centre venue tbc, Leicester. On the occasion of International Women's Day, this seminar will debate the current equalities agenda: Are we breaking down the barriers to equality? How can unions speak for all? Can equality be at the heart of the trade union agenda? These questions and more will be debated. Come along and tell your story. This event is free to attend – to register email **events@unions21.org.uk** or ring **Unions21** on **020 7239 1224**.

Saturday 10 March 2007: Changing

Unions in a Changing World. 9.30 till 1.00 lunch. This will be the culmination of the week, will draw together all the themes from the seminars and feature: Keynote address by David Miliband MP with responses from Chris Keates (NASUWT General Secretary) and Debbie Coulter (GMB Deputy General Secretary). Unions and the Changing Political World: Tony Dubbins (Amicus Deputy General Secretary and Chair of TULO) will present his thoughts concerning the trade union link with the Labour Party, party funding and the implications for the wider movement. Tickets are now available (lunch included): £30 if your organisation is paying and £15 for individuals. For more information contact **Matt Ball** on **020 7239 1224** or **info@unions21.org.uk**

Saturday 10th March 2007: Rally for Dignity. The event will take place in Trafalgar Square from 1pm - 4pm. Two days after International Women's Day, the day will be a celebration of the role of women in the global struggle for justice – with particular focus on the struggle for freedom in Zimbabwe and the role of women in this struggle, and a chance to build support the Dignity! Period. Campaign **www.actsa.org/Pages/Page.php?PID=1022&title=WomenDignity!Period** Speakers invited so far include: Lovemore Matombo, President, Zimbabwe Congress of Trade Unions; Lucia Matibenga, Vice President, Zimbabwe Congress of Trade Unions; Baroness Amos, Leader House of Lords; Ken Livingstone, Mayor of London; Frances O'Grady, Deputy General Secretary, TUC and many more. For more information contact **Action for Southern Africa** on **020 3263 2001**.

Saturday 10th March: Unions 21 Annual Conference. Changing Unions in a Changing World. 9.30-13.30 at Congress House, London. David Miliband MP, Secretary of State for the Environment, will be the keynote speaker at Unions 21's annual conference. Other speakers include: Frances O'Grady (TUC Deputy General Secretary); Chris Keates (NASUWT General Secretary); Tony Dubbins (Amicus Deputy General Secretary) and Debbie Coulter (GMB Deputy General Secretary). Tickets cost £15 for individuals or £30 if your organisation is paying. For more information contact **Gavin Hayes** on **020 7463 0633** or visit **compassonline.org.uk**

Wednesday 14 March 2007 – Friday 16 March inclusive: 2007 TUC Women's Conference. Will be held at Spa Complex, Scarborough. The conference will be addressed by the Deputy Minister for Women and Equalities, Meg Munn and the TUC General Secretary Brendan Barber. The TUC President will also address the conference along with several international guests including Agnes Jongerius, President FNV (the largest

trade union federation in the Netherlands) and Lucia Matibenga, Vice President of the Zimbabwe Congress of Trade Unions. For more information contact **Rebecca Gill**, Policy Officer – Women's Equality **020 7467 1303 rgill@tuc.org.uk** or **Amanda Ling**, Departmental Secretary, Equality and Employment Rights Department **020 7467 1260 aling@tuc.org.uk**
24 March – 7 April: 2007: Anti-Fascist Fortnight. Delivering Hope not Hate. The CWU are pleased to bring to branches attention details of the Anti-Fascist Fortnight, which is a campaign to show our opposition to the BNP. The campaign is being orchestrated by Searchlight. For more information contact **Dionne Gittens** on **020 8971 7356** or **dgittens@cwu.org**

Tuesday 20th March 2006: Justice for Colombia. Last year 80 trade unionists were assassinated in Colombia. Justice for Colombia is planning a commemoration event in front of the Colombian Embassy in London at 10am. The idea is that there will be 80 British trade unionists each holding a placard with the name/photo of one of the colleagues who was murdered during 2006. For more information contact **Liam** on **020 7794 3644** or **liam@justiceforcolombia.org**

Friday 23 March 2007: Age Discrimination – Are you Prepared? The Law and Good Practice. This free one-day workshop will be held at Broadway House, London SW1. Age discrimination legislation was implemented in the UK for the first time in October 2006. It will have a major effect on employers and employees in areas such as: Terms and conditions, Pay and service related benefits, Training, Dismissals and Retirement. For more information contact **Sarah Dawson** email **sarah@ipa-involve.com** or telephone **020 7354 8040**.

Monday 26 March 2007: TUC International Development Conference. 10:00 to 16:00. To be held at Congress House, Great Russell Street, London, WC1B 3LS. Although trade unions have a long history of international solidarity and have always been crucial agents of development all over the world, in recent years, international development has risen further up the union agenda. For more information contact: **Aisha Latif**, Project Assistant, EU & International Relations Department – Tel: **020 7467 1239**; fax: **020 7467 1343** or **alatif@tuc.org.uk**

Tuesday 27 March 2007: Information and Consultation Workshop. The Involvement & Participation Association (IPA) is holding a workshop which is free to attend. In April 2007, the information and consultation of employees regulations will be extended to cover

organisations employing 100 or more people. To help organisations newly covered by the regulations, and larger organisations that have not yet assessed the impact of the regulations, the IPA and employment law specialists from Pinsent Masons are holding a series of short briefings. For more information contact **Lorraine Modeste** on **020 7354 8040** or email **lorraine.modeste@ipa-involve.com**.

Thursday 12 April 2007: Trade Unions & the Muslim Community. To be held at Congress House, London, WC1B 3LS. The seminar will be chaired by General Council member Mohammed Taj and keynote addresses will be given by Brendan Barber, General Secretary of the TUC and Dr Abdul Bari. Planned seminar topics include 'The Muslim community at work – socio-economic issues', 'The media and portrayals of the Muslim community', 'Countering the threat of the Far Right' and 'Good practice and examples from the work place'. For further information visit **http://www.mcb.org.uk/article_detail.php?article=announcement-614**

Wednesday 18th April 2007: National Pensioners Convention Eastern Region (AGM). Will be held at Moreton Community Centre, Symonds Road, Bury St Edmunds Suffolk at 1pm. For more information contact **Nobby Clark** on **07713 155575**.

Saturday 28 April 2007: Workers' Memorial Day. International commemoration of all workers who died at work, or through work-related illness. For more information visit **www.icftu.org/** or **www.hazards.org/**

Monday 21st May 2007: Eastern Regional Retired Members' Committee Meeting. To be held in Community, Swinton House, 324 Gray's Inn Road, London WC1X 8DD at 11am. For more information contact **Nobby Clark** on **07713 155575**.

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If you have anything for the events bulletin page please send your contribution to:

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Wimbledon
SW19 1RX
Tel: **020 8971 7497**
Email: **mmurray@cwu.org**

Details must arrive nine days before publication and must include a contact phone number, brief summary of the event, email and website address. Listings are free, but inclusion is not guaranteed.