

**Amicus-MSF regional offices telephone numbers:**

**Aberdeen** – 01224 588771

**Belfast** – 02890 326688

**Bishops Stortford** – 01279 755377

**Bristol** - 01454 275040

**Caerphilly** – 02920 869219

**Castleford** – 01977 550884

**Dublin** – 00 3531 6611 063

**Glasgow** - 0141 2296 100

**Limerick** – 00 35361 310 244



**Do you want to make a positive difference in your workplace?**



**How about becoming a CPHVA Local Accredited Representative**

**Amicus-MSF regional offices telephone numbers:**

**Liverpool** – 0151 709 6209

**London** – 0207 939 7000  
(Bermondsey Street)

**Manchester** – 0161 745 7300

**Newcastle** – 0191 230 2110

**Nottingham** – 01159 609100

**Queensferry** – 01244 821939

**Raynes Park** – 0208 947 4441

**Stowmarket** – 01449 672843

**West Bromwich** – 0121 569 8989



## **Introduction**

The Community Practitioners' and Health Visitors' Association is the UK's third largest nursing union, and represents health visitors and community practitioners working in primary care.

Problems in the workplace, such as bullying and poor employment conditions, occur on a daily basis.

The CPHVA needs Local Accredited Representatives (LARs) to be the first line of union representation in their workplace.

This is not a daunting task, and you will not be alone. Comprehensive training will be given and you will have the support of the nationwide network of regional and professional officers from your union, Amicus – the UK's second largest.

Your reward? – the knowledge that you have improved the working lives of friends and colleagues in your place of work, and that you have acquired a new set of negotiating skills.

## **The LAR role**

A LAR is a CPHVA/Amicus member trained in industrial issues to represent CPHVA and Amicus NHS members. This involves giving advice on terms and conditions, attending disciplinary hearings with members, and raising matters of concern with your trust. Essentially, the LAR will be the first point of contact for the trust and CPHVA members.



40 Bermondsey Street, London SE1 3UD

## **What type of training?**

All LARs and Amicus workplace representatives are expected to attend a NHS1 course. These are regularly held at Amicus's training centre, Whitehall College, Bishops Stortford, Hertfordshire.

The courses are fully residential and run from Monday lunchtime until Friday lunchtime. All expenses are paid. We recognise that you may have family commitments and a crèche facility is available at the college or, alternatively, a child allowance is payable.

If you are unable to attend Whitehall College, there are a series of one-day courses, which are run across the UK by the TUC and its counterparts. On these courses, you will be trained with members from other trade unions.

## **What about my employer?**

You are entitled to paid time off work for training under Section 28, paragraph 1, General Whitley Council Conditions of Service; your trust's Trade Union Recognition Agreement; and the ACAS Code of Practice on time off for trade union duties and activities.



website: [www.amicus-cphva.org](http://www.amicus-cphva.org)

## **How do I apply?**

Applications should be through your local 'centre' in the first instance – there are more than 150 across the UK. Information about your local centre can be obtained from the Executive Committee Secretary, Preeti Farooki.

Email: [Preeti.Farooki@amicus-m.org](mailto:Preeti.Farooki@amicus-m.org)

The centre will then pass your nomination to the nearest regional Amicus office and they will notify your employer that you are now a recognised workplace representative.

## **Sources of support**

You will find the challenges in being a LAR rewarding as your confidence and skills develop. The CPHVA encourages LARs to network with their Amicus NHS workplace representative colleagues.

If a problem is particularly complex additional advice and support may be obtained from the Amicus NHS regional officer allocated to your trust.

As a LAR, you will focus on industrial relations, but there will be times when dealing with community nursing matters, where additional information relating to the Nursing and Midwifery Council will be helpful.

On these occasions you can contact, CPHVA headquarters 0207 939 7000 and ask for help from the relevant professional officer.



MSF Centre, 33-37 Moreland Street, London EC1V 8HA