APPENDIX 2

**NOTICE OF A COLLECTIVE DISPUTE FORM**

This form should be completed by a trade union, to register that a collective dispute exists. It should be handed (or emailed) to the Joint Secretaries (Head of HR and the Employee Side Secretary). A copy should also be sent to the Director, Head of Service and relevant Manager with responsibility for the area in which the disagreement has arisen.

**PARTIES Employees (names):**

**Employee’s’ representative (name):**

**Trade Union/Association:**

**Manager (name):**

Designation:

**Supporting evidence of grounds for appeal**

A trade union representative will need to outline one, or more, of the following grounds for appeal:

* there was a defect in procedure applied
* not all relevant evidence has been considered
* new evidence has come to light since the decision at the informal resolution stage

**New evidence**

A trade union representative must state what the new evidence is and why it may alter the original decision. They will need to say why they did not include it at the informal stage.