



Retired Members

A guide to Prospect
organisation 2025

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Retired Members

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Updates made in 2025

- Correction of page numbers in the Table of Contents
- Capitalisation of “Retired Member” as per Prospect Rules and RMG Rules.
- RMG contact under the heading PENSIONS.
- Appendix A: RMG Rules as approved by the NEC on 27 November 2025.
- Appendix F: Steven Littlewood’s telephone number.
- Appendix F: David Avery’s telephone number.

Prospect
100 Rochester Row
London SW1P 1JP

Tel: 0300 600 1878

prospect.org.uk

Foreword by the Prospect General Secretary

We are committed to maintaining links with our retired members, many of you have made significant contributions in forming the union we are today.

This guide is intended to provide information on the support Prospect gives to our Retired Members; through you we are reaching over 21,000 people.

Moving on from the workplace setting by no means ends union activity or interest for many and hearing views on the diversity of issues we encounter means the whole union can benefit.

In return the union can provide support on those issues that affect the quality of our members' lives in later years.

Our structure is designed to provide a legacy to the union members of the future, and this guide is built to assist the representatives of Retired Members so that you can easily access our services and facilities.

Thank you for your ongoing support.

Mike Clancy
General Secretary

October 2024

Prospect organisation and services for Retired Members eligibility for membership

A member leaving employment upon retirement and who was previously allocated to a working member category/branch is eligible to become a Retired Member. We do not recruit from amongst the already retired and generally expect working members to have transferred to Retired Membership within six months of their retirement date. If the former working member does not notify Prospect of their retirement or does not accept allocation to our Retired Member's category, then we will not accept a subsequent application for entry to that category which is more than six months from the date of retirement, other than in exceptional circumstances.

Every working member that notifies Prospect of their retirement is issued with an explanation of our services that encourages them to continue their membership in the appropriate category. Where the individual is retiring and does not intend to engage in any employment then we encourage them to accept Retired Membership and, if this is undertaken, they are allocated to the appropriate Retired Members Group Area (RMGA). RMGAs are based upon home postcodes or the last address notified to the Prospect membership department.

It is important to emphasise that those who opt for the retired category of membership will not have access to any form of advice, benefit or support in relation to employment issues, should they subsequently decide to engage in employment whilst retaining retired status with Prospect. This includes legal assistance in respect of any personal injury matter arising from that subsequent employment.

Retired Members who undertake any form of employment are strongly advised to contact the Prospect membership department for advice about the correct membership category to which they should be allocated and the appropriate subscription. Where an individual subsequently engages in employment having previously taken Retired Membership and decides they could need employment related advice or representation, they will upon notification to Prospect, be allocated to the appropriate regional or employer-based branch and their subscription adjusted accordingly, including taking account of any life membership payment already made. In such circumstances members would then regain access to full advice, benefits and support including legal assistance in relation to that employment. Any subsequent return to retired status should also be notified and subscriptions will be adjusted accordingly and the individual allocated to an RMGA.

Subscriptions

Prospect subscription rates are displayed on our website www.prospect.org.uk. Alternatively, they can be obtained by contacting the Member Contact Centre on **030 0600 1878**.

Legal Services

'A Guide to Legal Advice' is the guide to Prospect legal services and can be obtained from Headquarters or downloaded from the website. This describes our legal services in detail, but below is a summary intended to cover the main aspects. Where there is any doubt, the guide is the primary source for the purposes of defining our legal services.

Personal injury scheme

This scheme provides legal advice to all Prospect members, their spouses and partners and any financially dependent members of their immediate family in cases of accident or decease. However, as explained above personal injury claims arising from employment when the individual is allocated to our retired category will not be covered. The exceptions to this are legal claims for personal injury related to an occupational exposure that occurred whilst in employment as a working member and that resulted in a latent disease, for example asbestosis. In such circumstances Prospect will provide full legal assistance to pursue a personal injury claim even if the need for litigation arises when the individual was in the Retired Members category.

It is important that members do not enter into any correspondence or negotiations in relation to any litigation until advice is received from Prospect. In particular they should not engage their own solicitor as this will exclude them from the Prospect scheme. Please see the legal services guide for more details.

Asbestos register

Members that have been exposed to asbestos are encouraged to provide details of their work history to Prospect, which will be retained on our asbestos register. Registrants commit themselves to providing supporting written evidence of exposure for other potential claimants employed at the same workplace, and can expect a reciprocal statement from another registrant to support their claim.

Deafness compensation scheme

Prospect can assist in bringing a claim to the Ministry of Defence (Civilian Employees) Deafness Compensation Scheme. Any civilian or former civilian employee of MOD that alleges deafness arising from employment with MOD is eligible to apply.

Radiation-linked disease

Special agreements have been negotiated with a range of employers for payment of compensation where a former radiation worker has died or suffers from leukaemia or other

radiation-linked disease. In the first instance, contact should be made with the member's Prospect regional office for advice or contact Jez Stewart (jez.stewart@prospect.org.uk).

Making a claim

Prospect's personal injury scheme provides members with expert advice, and where appropriate, representation through our solicitors.

Personal injury claims can arise where the accident or illness arises through the negligence of the employer or a third party.

Call our solicitors Legal Line on **0808 2819 328** to seek advice on personal injury.

You will be asked for brief details of the claim and your Prospect membership number.

Alternatively, contact Prospect's in-house legal team on **020 7902 6624**.

LegalLine

Through our solicitors Prospect members can seek free initial legal advice on any non-employment legal issues.

LegalLine is open 24/7 for general advice. Your query will be directed to an appropriate lawyer who will phone you back.

This service is available to all Prospect members, their spouse, partner or any of their children under 19.

The LegalLine only provides initial legal advice. The advisers will not be able to give detailed, lengthy or complex advice. They will research legal information and consider a few documents where necessary, but members should be aware the assistance is limited.

Members in England, Wales, Scotland and Northern Ireland, phone **LegalLine on 0808 28 193 28** and have your membership number and background information to hand.

We aim to ensure as full coverage of our legal services as possible. But the LegalLine service does not apply in exactly the same way to members living in the Isle of Man or the Channel Islands. This is because of the different legal systems and availability of advice.

Check with your Prospect full-time officer or the union's legal team on **020 7902 6624** for more information on the service in these areas.

We are unable to advise on legal matters arising overseas or on contracts governed by other legal jurisdictions.

Financial and other services

Retired Members can access a range of financial and other services offered to all members of the union. Full details are contained in the Prospect guide to Benefits and Services. Copies can be downloaded from the Prospect website at www.prospect.org.uk or requested from the appropriate regional office.

Website

All members of Prospect can access the secure 'members only' area of Prospect's website. Access can be obtained by inserting their email address or membership number.

Alternatively, a hard copy of electronic documents will be made available to any member on request to their local Prospect regional office.

Pensions

After retirement, Prospect will continue to advise on pension entitlement. In the first instance, contact should be made with the relevant full-time officer (FTO) responsible for the RMG Area. A Retired Member who faces a problem associated with payment/non-payment of a civil service pension, or any general problem relating to a civil service

pension, can refer the matter to the Retired Members Group co-ordinator who will assist with all civil service pension scheme matters. In the first instance this should be through contact with the Retired Members Group National Committee (01924 207890 or email rmg@prospect.org.uk).

Similarly, if a Retired Member faces a problem associated with payment or any general problem with a pension arising from employment with a private sector company, they should in the first instance contact the Prospect regional office that covers their RMG Area. Each private sector occupational scheme should have an internal disputes procedure. The procedure will have been designed to resolve difficulties relating to any issue concerning entitlement to or membership of the scheme or fund. In some instances, it may be beneficial to contact one of the member-elected trustees of the relevant occupational scheme.

Prospect will also provide partners, spouses or other beneficiaries under the pension scheme of a deceased member with explanatory advice about matters relating to the rights and dependants' benefits arising from the member's pension scheme for up to twelve months from the members death. The extent of such advice is at the discretion of Prospect and does not include funding legal advice from external sources.

RMG Organisation

Structure

A diagram showing the basis of the Retired Members Group organisation, including how it relates to the National Executive Committee (NEC) and National Conference, is shown at Appendix D. A map of the area organisation is shown at Appendix B.

Area Committees

Every Retired Member of Prospect is allocated to an RMG Area according to home postcode. Members can transfer to another local group if for any reason the individual would find it more convenient. This can be done simply by asking the membership department to give effect to the transfer.

Area Committees communicate with members via a designated Area Communications Officer. Normally this is the Area's full-time officer, but it can be an authorised member of the Area Committee.

RMG Area general meetings are normally held once or twice a year (ideally twice); one of these shall be the Annual General Meeting (AGM). It is the responsibility of RMG area secretaries to supply details of their meetings to the Editorial Team of the Retired Members Bulletin and/or the designated Area Communications Officer (see above paragraph). Frequency of Committee meetings is decided by the Area; up to 4 a year is suggested.

Responsibilities of each RMGA are explained in Appendix E. In general terms, each RMGA should operate on the basis of a committee structure with a chair, secretary and a maximum of six other members, all of whom should be elected at each AGM. Each AGM will also elect a member to serve as an area representative to the National Committee (NC) along with two delegates to attend the RMG Annual Delegate Conference (ADC), which usually takes place in January or February.

RMG Rules

The Rules of the Retired Members' Group are at Appendix A. In general terms, the NC is composed of one representative from each Area and meets four times a year. The officers are elected from amongst the committee by delegates at the ADC. The committee has responsibility for progressing all matters of interest to Retired Members between ADCs. It is assisted by a small sub-group (the General Purposes Committee – GPC) drawn from the committee. The GPC is usually tasked with examining key areas of concern to Retired Members in greater detail, drafting policy papers and making sure Prospect is represented in all forums where we are able to exert influence on behalf of Retired Members.

Annual Delegate Conference

Each RMG Area is entitled to elect two delegates to attend the ADC. This conference takes place in either January or February. ADC is also attended by members of the RMG NC, who have no vote. RMG NC members are not eligible to attend ADC as delegates.

The role of ADC is explained in Section 10 of the RMG Rules – see Appendix A.

ADC determines policy for the year ahead and makes recommendations to the NC on matters associated with the interests of Retired Members.

Regional Offices

Every RMG Area has a full-time officer allocated. They are normally responsible for day-to-day matters affecting Retired Members covered by the RMGA, and are the first point of contact with Prospect. The officer will refer elsewhere within Prospect for advice and assistance on any matter, where they judge it necessary.

The full-time officer will be responsible for authorising all reasonable costs involved in supporting the RMG Area. They will authorise reimbursement of reasonable costs associated with the calling of meetings, hiring rooms etc. The RMG Area Secretary should liaise with the full-time officer, wherever possible using Prospect facilities to support the group. See Appendix F for your Area's Regional Officer.

Regional offices will assist in the printing and limited circulation of RMG Area minutes. Each RMG Area Secretary should maintain a list of members who have indicated an interest in being kept abreast of local initiatives.

Details of local meetings are published in emails from Areas' designated Communications Officers (as defined under "Area Committees"). Full details should also be sent to the Editorial Team of the Retired Members Bulletin for inclusion, although plenty of notice is advisable.

Headquarters

Through the Secretary to the RMG NC, Prospect headquarters will be responsible for authorising the reimbursement of all reasonable expenses incurred in national level meetings. Where a Retired Member represents Prospect and their appointment was made by the NC their reasonable expenses will be reimbursed through headquarters.

All claims must be made on the appropriate Prospect claim form. All expenses incurred in connection with RMG business must be supported by a receipt. Reimbursement will not be made for expense claims without receipts. Expense forms can be obtained from the appropriate regional office or the RMG NC Secretary or Prospect website at

<https://library.prospect.org.uk/download/2012/00799> after login.

Appendix A – Rules of the Retired Members’ Group

As amended by the Group ADC on 22 February 2025 and approved by the NEC on 27 November 2025

1. Name

- 1.1 The name, referred to in these Rules as “the Group”, shall be the Prospect Retired Members’ Group (RMG) as defined in Part 5 of Prospect Rules.

2. Objectives

- 2.1 The objectives of the Group shall be those laid down in the Rules of Prospect so far as they are appropriate to the Group. In addition the Group will aim to:
- (1) Provide a forum whereby Retired Members of Prospect can maintain contact with other Prospect members.
 - (2) Act as a focal point for Retired Members to gain help, support and advice from Prospect on issues of concern to them.
 - (3) Campaign for improvements in the benefits available to Prospect Retired Members.
- 2.2 The Governing body of the Group shall be an Annual Delegate Conference (ADC) of Delegates elected by the Areas. The ADC shall be constituted as provided in Rule 10.

3. Membership

- 3.1 Membership shall be Retired Members of Prospect as defined in Rule 2.4(3) of the Prospect Rules.

4. Areas

- 4.1 The United Kingdom shall be divided into geographical Areas, the number and boundaries to be determined from time to time by the National Committee (NC), subject to the approval of the National Executive Committee (NEC). There shall also be an Area into which Retired Members resident overseas shall be allocated.
- 4.2 Members shall be allocated to an appropriate Area with the option of transferring to an alternative Area by application.
- 4.3 Each Area will elect one Representative who will serve on the NC. In the event of the Representative being unable to attend a meeting of the NC, each Area will be entitled to elect a named individual who may act as a Deputy.
- 4.4 If an Area Representative’s post is or becomes vacant between Group ADCs, the post may be filled by the Deputy Area Representative. If there is no Deputy, an Area Meeting held between ADCs may elect an Area Representative to serve from seven days after notification of the NC Secretary until the conclusion of the next ADC. A Deputy Area Representative to serve for that period may be elected by such an Area Meeting.
- 4.5 In the event of an Area Representative being elected to the position of either President or Vice-President, the Area may elect a second Representative, who may be the named Deputy, and who will become the Area Representative elected in accordance with Rule 4.3. The Deputy elected in these circumstances will be a full

member of the NC whilst their Area Representative fills a NC Office. In the event that the primary Area Representative relinquishes Office, they revert to being the Area Representative.

- 4.6 Area Representatives and members of the Area Committees will be reimbursed reasonable expenses incurred in the performance of their duties as defined in Prospect Rule 2.7(2) a).
- 4.7 Each Area shall hold an Annual General Meeting (AGM) at which it shall elect the Officers (Chair and Secretary), Committee Members of the Area, the Area Representative and Deputy to the NC, and two Delegates, who shall not include the Area Representative, to attend the Group ADC. The number of non-office members of an Area Committee shall be determined by the Area Committee but shall not exceed 6 members.
- 4.8 In the event of an elected Delegate being unable to attend the Group ADC, the Area Committee may elect a Deputy whose name shall be notified to the Secretary of the NC in accordance with Rule 10.6. A Deputy Delegate must not be the Area Representative.
- 4.9 Motions and nominations submitted on behalf of the Area to the Group ADC must have been approved by resolution of the Area
 - (1) at an Area General Meeting; or
 - (2) by the Area Committee; or
 - (3) by such other meeting or committee authorised by the Area Committee.

5. The National Committee

- 5.1 The name of the Group Committee shall be the Retired Members' Group National Committee, hereafter referred to as the National Committee (NC), which shall consist of the President, Vice-President and Area Representatives.
- 5.2 The Secretary of the NC shall be a Full-Time Officer nominated by the General Secretary.

6. Meetings of the National Committee

- 6.1 The NC shall normally meet three times a year.
- 6.2 A quorum of the NC shall be more than one half of its members.
- 6.3 Each member of the NC shall have one vote provided that, in the event of an equality of votes, whoever is chairing the meeting shall have a casting vote.

7. Duties of the National Committee

- 7.1 To arrange for the election from amongst the NC of the two Retired Members who may be invited by the NEC to attend its meetings. The Retired Members so elected shall serve for a two-year term of office subject to their remaining as members of the NC throughout the two-year period.
- 7.2 To discuss and advise the NEC on any matters affecting Retired Members of Prospect.
- 7.3 To consider and take action, consistent with the policies of Prospect, on any relevant matter which is referred to it.
- 7.4 To take whatever actions are considered to be desirable in pursuance of the objects of Prospect and are consistent with the policies determined by the Prospect

National Conference.

- 7.5 The NC shall determine the date for the ADC in accordance with the following: In the years when a Prospect National Conference is due to take place, the ADC shall be held at least 15 weeks prior to National Conference. In other years the ADC shall be held in February
- 7.6 To submit an Annual Report to the Group ADC.
- 7.7 To submit motions in the name of the NC for consideration at the Group ADC.
- 7.8 To elect, from amongst the National Committee and Deputy Area Representatives, 12 Delegates to attend Prospect National Conference. This is subject to the following constraints:
 - (1) Serving National Committee members take precedence.
 - (2) Any Deputy Area Representatives whose Area Representative is not a Delegate takes precedence over a Deputy whose Area Representative is a Delegate.”

8. Group Officers and National Committee Representatives

- 8.1 At the first meeting following the Group ADC, the NC shall appoint representatives to any committee designated by the NEC on which the NC is entitled to be represented.
- 8.2 To be eligible to stand for election as President or Vice-President of the Group, the prospective candidate must be nominated for either office by at least one Area of the Group and have been elected to the National Committee by their Area under Rules 4.3 and 4.6. The candidature of any Retired Member nominated by an Area for office who is not elected to the National Committee under Rules 4.3 and 4.6 will automatically fall and will not be put to the ADC.
- 8.3 Officers and Members of the NC shall hold office on the conclusion of one Group ADC to the conclusion of the equivalent meeting in the following year. Non-office members of the NC are the Area Representatives elected by the Area AGMs in accordance with Rule 4.6.
- 8.4 If the post of President becomes vacant between ADCs, the Vice-President shall become President. If the post of Vice-President becomes vacant between ADCs, the NC shall elect an Area Representative to the office for the remaining period. If the Presidency and Vice-Presidency both become vacant between ADCs, the NC shall elect Area Representatives to those posts for the remaining period.
- 8.5 All Officers and Area Representatives forming the NC shall act in accordance with the agreed policies of the NC and shall report back to the NC as and when it may be necessary.

9. General Purposes Committee of the National Committee

- 9.1 The General Purposes Committee (GPC) shall consist of 25% of the non-office members of the NC and appointed by the NC from amongst its own members, plus the President and Vice-President.
- 9.2 At least one member of the GPC shall be replaced each year. To achieve this, the following procedure shall be followed:
 - (1) Wherever possible by resignation/retirement from the GPC or if elected to an office of the Group.
 - (2) The most senior member in terms of current service on the GPC shall retire from it. In the case of members elected on the same date, the one to retire

from the GPC shall be determined by ballot (where not achieved by mutual consent).

- (3) A member standing down from the GPC is not eligible for election to the GPC in the same year.
- (4) A retiring member is not eligible for election to the GPC in the same year as the year of retirement.

9.3 The GPC shall meet only as required.

9.4 The quorum of a meeting of the GPC shall consist of not less than half the appointed members plus at least one officer.

10. Retired Members' Group Annual Delegate Conference

10.1 The governing body of the Group shall be an Annual Delegate Conference of Delegates nominated from the Areas.

10.2 The ADC shall comprise

- (1) Delegates elected by the appropriate Area.
- (2) Members of the NC who shall have no vote.
- (3) The Standing Orders Committee.
- (4) Any member of the Presidential Team of Prospect as determined in accordance with the Rules of Prospect.
- (5) The General Secretary and such other employees as the NEC of Prospect shall determine.

10.3 The ADC shall:

- (1) Receive the Annual Report for the previous year.
- (2) Consider motions submitted by Areas and the NC.
- (3) Receive a list of Area Representatives as elected under Rule 4.3.
- (4) Elect the President and Vice-President by a ballot of the Delegates present.
- (5) Elect a Standing Orders Committee (SOC) by a ballot of the Delegates present and in accordance with the provisions of Rules 11.1 and 11.2.

10.4 The Area Delegates present at the ADC and whoever is in the chair (and no others) shall be entitled to vote in accordance with the provisions of the Rules of the Retired Members' Group. Once a Session of the Group ADC has formally opened, no changes of Delegates shall be accepted for that session.

10.5 The NC Secretary shall be responsible for notifying Areas at least 10 weeks in advance of the date of the Group ADC. This notice shall include the Final Report on Actions Taken, and an invitation for Areas to submit to the NC Secretary on behalf of the SOC:

- (1) Motions for consideration at the Group ADC;
- (2) The name of the Area Representative and Deputy;
- (3) Names of Delegates;
- (4) Nominations for President, Vice-President and the SOC.

10.6 Areas shall submit all items listed in Rule 10.5, plus any References Back on Actions Taken, to the NC Secretary, on behalf of the SOC, not later than 6 weeks before the date of the Group ADC. The NC Secretary shall acknowledge receipt of these items to the Area Secretaries. Motions may address issues relating to

Prospect's wider membership where the action specified can have an application to a Prospect forum such as the National Conference.

- 10.7 In the event of no valid nomination being received for President or Vice-President by the due date, the NC Secretary may reopen nominations necessary to fill the vacant post before the formal opening of the ADC.
- 10.8 The Agenda for the ADC stating the nature of the business to be transacted shall be sent to each Area Representative and Delegate at least 3 weeks prior to the ADC. The Agenda shall include all items listed in Rule 10.5 plus the draft Annual Report.
- 10.9 The Chair will be taken by the current President of the Group and, in his/her absence, it shall be the Vice-President. Failing both of these, the chair shall be taken by a non-office member of the NC who shall be elected on a show of hands by a majority of the Delegates present. The President or whoever is in the chair of the Group ADC shall have a casting vote only in the event of an equality of voting.
- 10.10 The quorum of the Group ADC shall be 50% of the total number of Delegates entitled to attend.
- 10.11 At any meeting of the Group ADC voting shall, save as otherwise provided in these Rules, be on a show of hands of the Delegates present.
- 10.12 Retired Members may attend the Group ADC as Observers subject to the following provisions.
 - (1) The NC Secretary must receive prior notification via the appropriate Area Secretary.
 - (2) Observers will not have the right to speak during debates or to participate in any vote.
 - (3) Such attendance will be entirely at the member's own expense.

The only exception to (1) and (3) is an Observer invited from the Area by the NC Secretary in the event of nobody from the Area attending as a Delegate or NC member. To qualify for reimbursement, such an invited Observer must provide their Area with an ADC report and copy it to the NC Secretary.
- 10.13 After each Group ADC, the NC Secretary shall be responsible for posting reports on the Prospect website as follows:
 - (1) The wording of, and the Conference's decision on, each Motion of each Conference within 5 working days.
 - (2) An Interim Action Taken Statement on the resolutions and remitted & guillotined Motions of each Group ADC no later than July 31.

11. Standing Orders Committee

- 11.1 There shall be a Standing Orders Committee whose duty it shall be to prepare the Agenda for each ADC and make recommendations as it may think necessary for the efficient and expeditious dispatch of business.
- 11.2 The SOC shall consist of three members who shall not be members of the NC, each of whom having been elected in accordance with the following provisions:
 - (1) They shall be elected from nominations submitted by Areas in accordance with Rule 4.8. Nominations may include the retiring SOC member as defined in Rule 11.2(5).
 - (2) Notice of nomination shall be given to the Secretary of the NC in accordance with Rule 10.6.
 - (3) Any person so nominated may withdraw the nomination for election as a

member.

- (4) Election to the SOC shall be by ballot at the Group ADC.
- (5) Each ADC shall elect one member to the SOC and the person so elected shall take up membership at the conclusion of the ADC and shall relinquish office at the conclusion of the third ADC held thereafter.
- (6) The SOC shall be chaired at any time by the senior member, that being the member thereof who shall have at that time served since election longest on the SOC. In the event there are two or more members equally qualified, they shall draw lots to determine which of them shall chair the SOC.
- (7) In the event of any member of the SOC vacating office, the NC shall appoint one of the candidates at the last ADC for the election to the SOC; regard being taken in the making of the appointment to the number of votes received by each candidate.
- (8) If it should not be possible to fill any such vacancy in accordance with Rule 11.2(7), it may be filled by the NC by appointment of a Delegate who attended the last ADC.

12. Finance

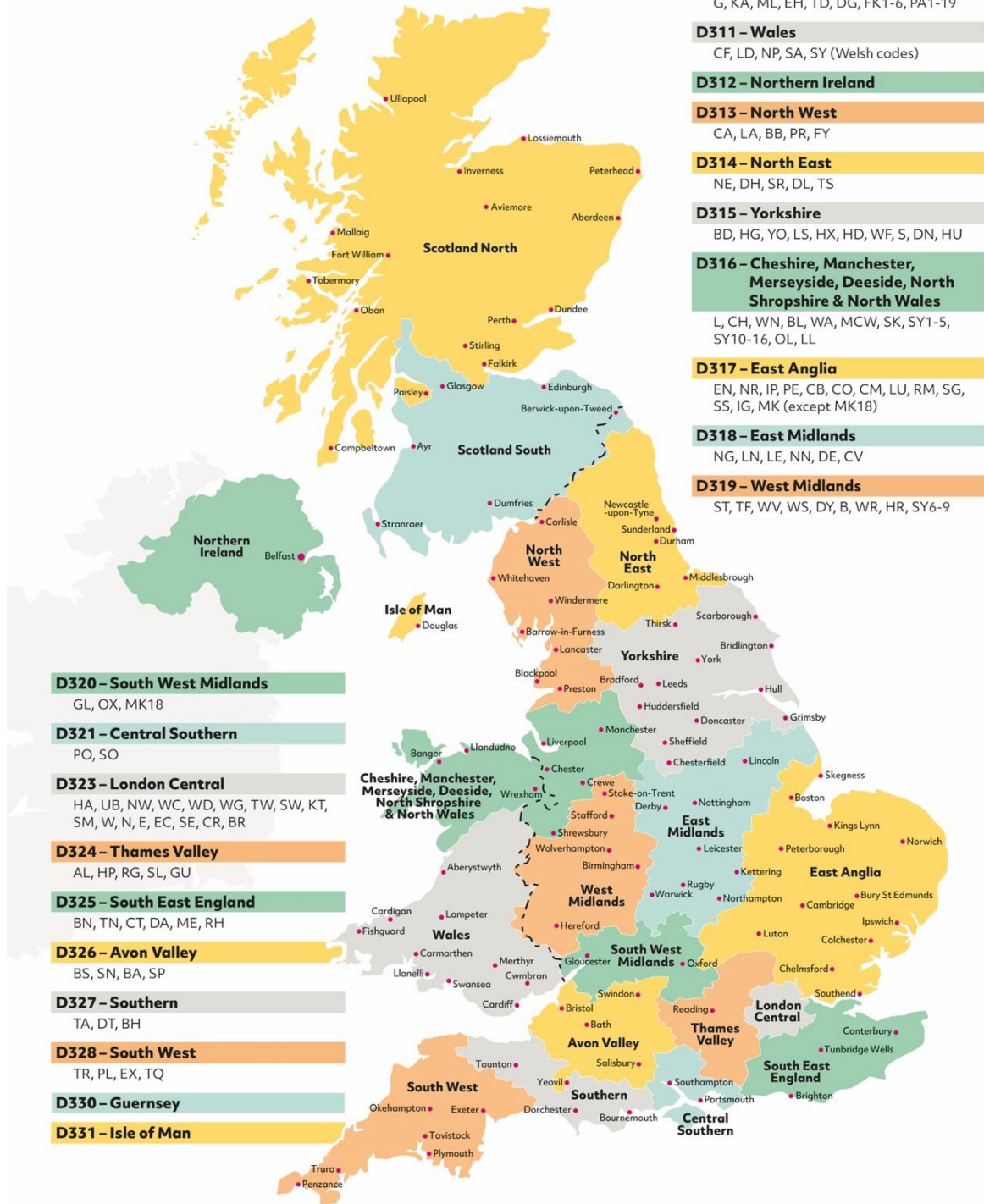
- 12.1 Costs incurred by NC members, SOC members and ADC Delegates in attending authorised meetings shall be borne by Prospect Headquarters.

13. General

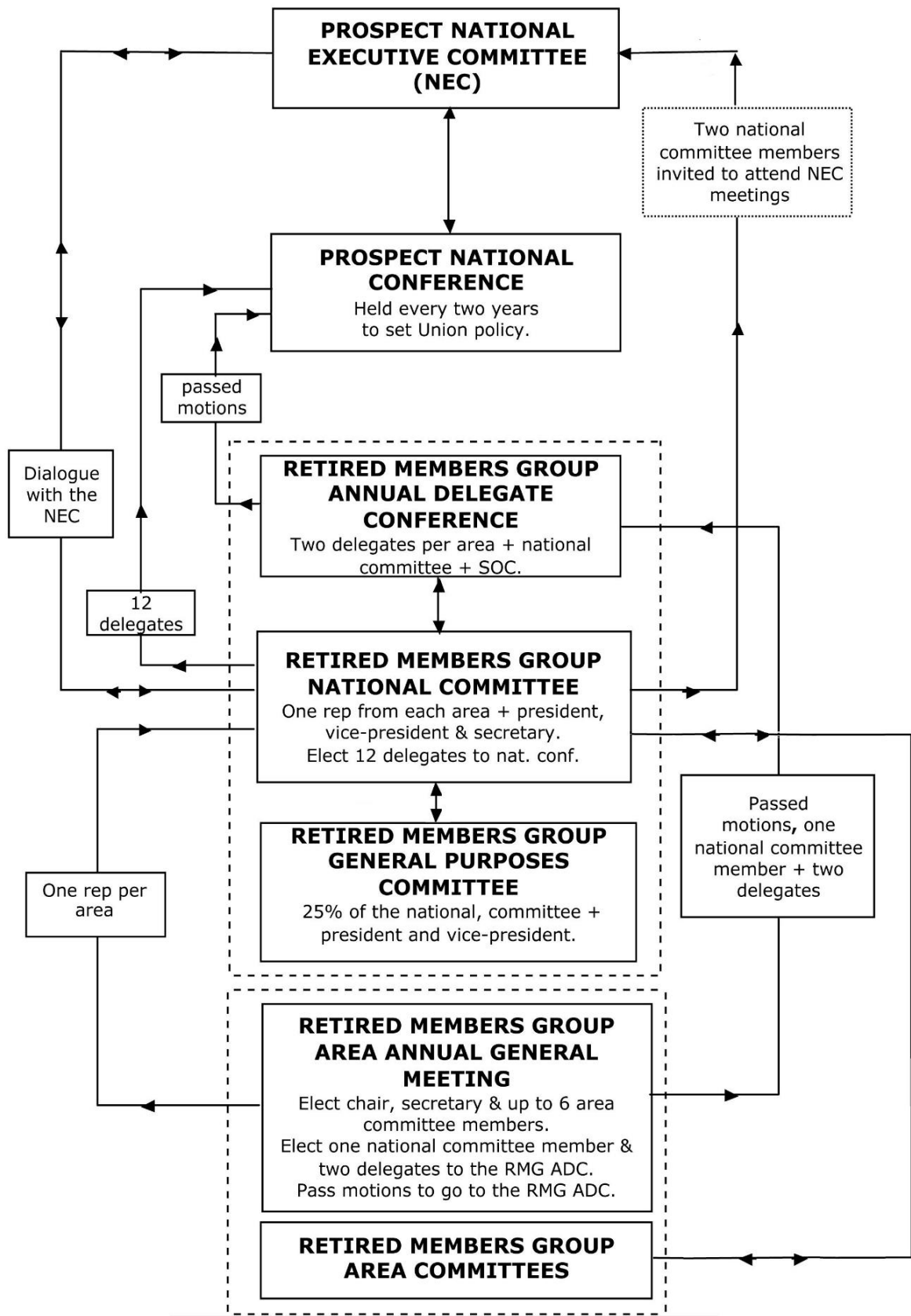
- 13.1 These Rules shall be subject to approval by the NEC in accordance with Part 5 of the Prospect Rules. No changes shall be made to these Rules except by an RMG ADC resolution, in favour of which there were cast at least two-thirds of the total votes cast therein. Such amendments to these Rules shall be subject to the approval of the NEC.
- 13.2 These Rules must be read in conjunction with Prospect Rules. No amendment shall conflict with the general principles set out in Prospect Rules.

Appendix B

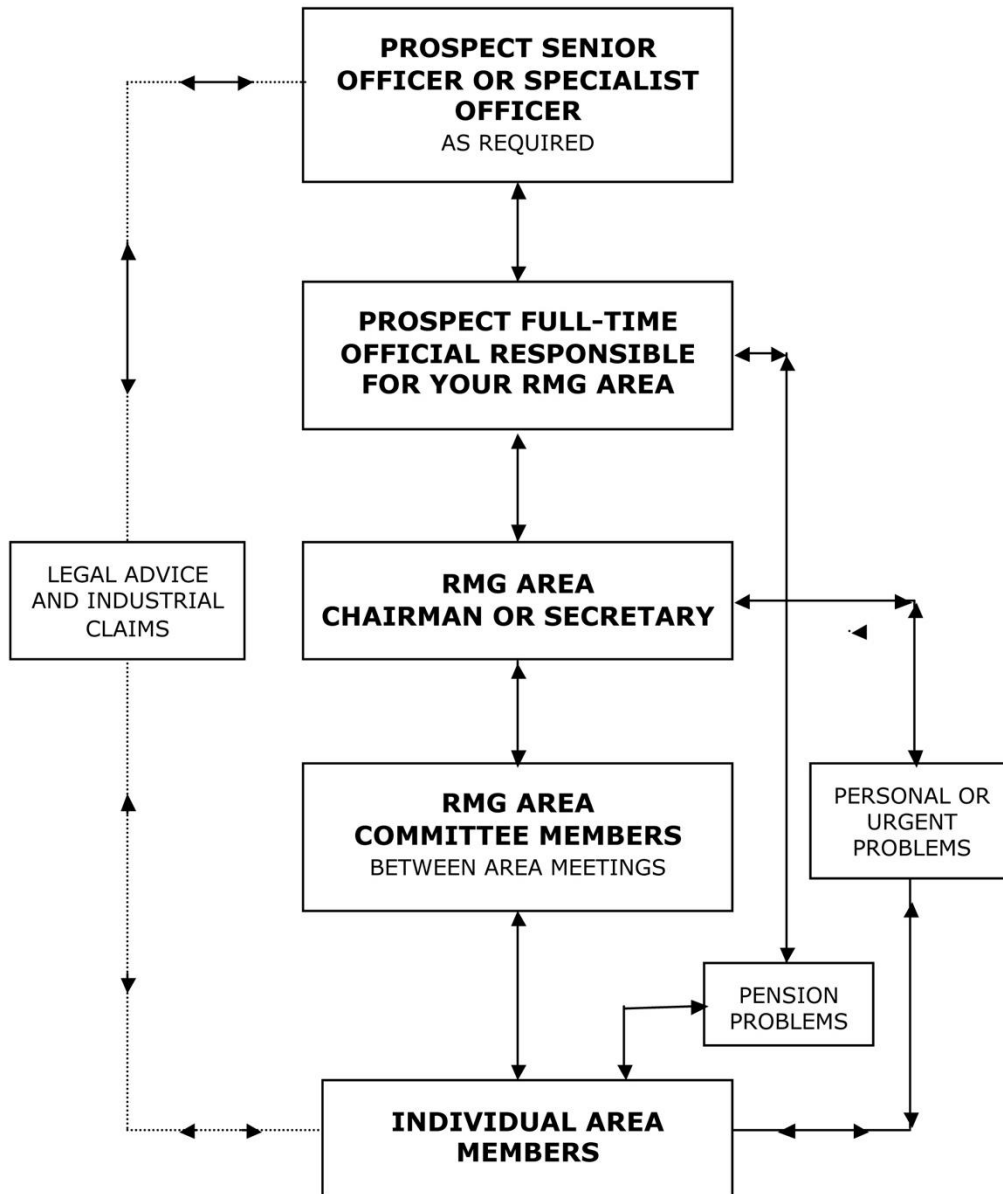
Retired Members' Area Structure



Appendix C – RMG Structure (& its place within Prospect)



Appendix D – Table of protocols for RMG Areas



NOTE
 THE PROSPECT FULL-TIME OFFICIAL, FOR YOUR AREA, IS RESPONSIBLE FOR ALL EXPENDITURE AT THE LOCAL AREA LEVEL. AN UNDERSTANDING SHOULD BE REACHED BEFORE INCURRING COSTS FOR MEETINGS, CIRCULARS, ETC.

Appendix E – Retired Members’ Group Organisation of areas

The Retired Members’ Group (RMG) will be organised in Areas as determined by the RMG National Committee/ADC and with the approval of the National Executive Committee.

- a) Each Area shall be responsible for electing its own Committee annually.
- b) Each Area shall appoint Officers, who shall be Chairman and Secretary.
- c) Each Area may elect one Representative to the RMG National Committee and a Deputy.
- d) Each Area may elect two Delegates to attend the RMG Annual Delegate Conference.
- e) Each Area Committee will deal with the business of the Area, and may refer to the RMG National Committee all matters that could affect members in other Areas.
- f) Each Area Committee will be responsible for keeping members of the Area informed of its activities.
- g) Each Area shall hold one or two general meetings each year (ideally two); one of these shall be the Annual General Meeting (AGM).
- h) Each Area will submit a copy of the minutes of its AGM to the Secretary of the RMG National Committee.

Appendix F – Full-Time Officer Responsibilities

RMG Area	Prospect Full-Time Officer	Contact Details
D309 Scotland North	Mr Richard Hardy	01315 585 282, richard.hardy@prospect.org.uk
D310 Scotland South	Mr Richard Hardy	01315 585 282, richard.hardy@prospect.org.uk
D311 Wales	Sarah Everson	029 2223 7052, sarah.everson@prospect.org.uk
D312 Northern Ireland	Ms Angela Moffatt	02890 246 331, angela.moffatt@prospect.org.uk
D313 North West	Mr Jez Stewart	01519 217 040, jez.stewart@prospect.org.uk
D314 North East	Mr Mike Macdonald	01924 207 898, mike.macdonald@prospect.org.uk
D315 Yorkshire	Mr Mike Macdonald	01924 207 898, mike.macdonald@prospect.org.uk
D316 CMMDN	Mr Jez Stewart	01519 217 040, jez.stewart@prospect.org.uk
D317 East Anglia	Mr Steve Thomas	01455 555 202, steve.thomas@prospect.org.uk
D318 East Midlands	Michael Bell	01455 555 201, michael.bell@prospect.org.uk
D319 West Midlands	Mr Tom Sidwell	01455 555 200, tom.sidwell@prospect.org.uk
D320 South West Midlands	Lisa Browne	01172 897 075, lisa.browne@prospect.org.uk
D321 Central Southern	Paula Lamont	020 7902 6618, paula.lamont@prospect.org.uk
D323 London Central	Steven Littlewood	020 7902 6618, steve.littlewood@prospect.org.uk
D324 Thames Valley	David Avery	020 7902 6708, david.avery@prospect.org.uk
D325 South East England	Mr John Ferrett	020 7346 0968, john.ferrett@prospect.org.uk
D326 Avon Valley	Ms Jane Lancaster	02922 237 051, jane.lancaster@prospect.org.uk
D327 Southern	Mr Ben Middleton	01172 897074, ben.middleton@prospect.otg.uk
D328 South West	Mr Ben Middleton	01172 897074, ben.middleton@prospect.otg.uk
D329 Overseas	Mr Bob King	020 7902 6708, bob.king@prospect.org.uk
D330 Guernsey	Dr Stephen Langford	stephen.langford@prospect.org.uk
D331 IOM		