

GET READY! REP'S DIGITAL CHECKLIST

1. Review your current recognition agreement, check access for reps and full-time staff. If nothing is stated, don't forget you can use long-standing activity which could evidence custom and practice.
2. Is the employer using digital media as a communication tool to all staff. This may include things like, weekly updates, digital inductions and team meetings.
3. Does your employer use a range of communication, e.g email, internal intranet, TEAMS, Zoom, slack, yammer, SharePoint, WhatsApp or social media.
4. Identify which would Prospect usually be involved with. Branches may wish to set priorities. Attendance or involvement with these digital activities (see step 3) can be raised and formalised with the employer. We have a template to help. Employer processing agreement template – <https://union.prospect.org.uk/resource/employer-processing-agreement-template.html>
5. Identify which digital tools the employer is using and consider how we can use physical means facilitated by the employer (flyers on canteen tables, word of mouth, noticeboards, pop up events) to organise in the workplace.
6. With step 4 & 5, work with sister unions if helpful, but where other unions don't engage, we should seek these approaches independently.
7. Beware of employers trying to restrict access to communications not widely used like pages on the intranet. Employers may use data protection rules to refuse access – please contact your full-time officer if you come across this.
8. Ensure that employer-provided digital platforms for contacting members and potential members are available for reasonable use by reps. Make sure the employer allows internal email to be used to contact all staff.
9. Use ways of side-stepping employer restrictions, this especially helps with members' and non-members' concerns about security. Prospect's branch knowledge hub and movement bulk mail tool can be very effective and are set within Prospect's website. Reps may need support or training to maximise recruitment or engagement from sessions like online inductions. Prospect can help with this.
10. Lookout for the Employment Right Bill 2026. This will make access much easier for Prospect to visit your workplace. It includes physical AND digital access. Once the ERB is legal, revisit your recognition agreement and employer processing template to update.



If you need any support,
please contact
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