

**Certification Officer
for Trade Unions and Employers' Associations**

Annual Report

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2022–23



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I am required by the Trade Union and Labour Relations (Consolidation) Act 1992 to submit to you both a report on my activities as the Certification Officer during the previous reporting period. I have pleasure in submitting such a report for the period 1 April 2022 to 31 March 2023.

Review of the year

Our efforts this year have been focussed on the implementation of the Trade Union Act 2016 (“the 2016 Act”). As well as implementing the procedures needed for my new powers we have increased our engagement with organisations on the lists, their members and our other stakeholders.

I am very grateful to those who have engaged with us to discuss our plans so that we can identify any problems early and assist organisations to comply with statutory obligations. Working together at an early stage reduces the need for formal action and supports organisations to move back into compliance. We will continue this engagement in the coming year and I look forward to working more closely with trade unions and employers’ associations.

This focus on wider engagement also builds on our work in previous years. This report details how feedback from our stakeholders is helping us to improve our services and reduce my office’s costs which are now funded, in part, by unions and employers’ associations.

The Trade Union Act 2016

The remaining parts of the Act were implemented on 1 April 2022 and now form part of our operational work. I now have powers to determine statutory breaches and to investigate issues of trade unions’ non-compliance without having first received a members’ complaint. I can also now impose a financial penalty on trade unions which I have found to be in breach of their rules. The impact of these wider powers has been limited. This is in part because the powers relate only to incidents which took place from 1 April 2022 and so we may see an increase in this work over the next year. We have also begun a project to work with trade unions to support them in developing their processes to avoid rule breaches in the future. I have discussed these powers in Chapter 3 of this report.

More significantly, we have begun to collect the levy from all trade unions and employers’ associations who were known to me on 1 April 2022. This followed a programme of dialogue with trade unions and employers’ associations which has been positive and constructive. I hope that we will be able to build on these relationships in the coming years to help us to improve the service we provide to trade unions and employers’ associations. I have included more information about the implementation of the levy in Chapter 4.

Complaints from members

We have continued to develop the processes we follow when we receive complaints from members. This is to ensure that there is a reasonable prospect of success before a case reaches a hearing. We recognise that some complainants have found this difficult and we have seen an increase in appeals to the Employment Appeals Tribunal. We will monitor the impact of this over the coming year to ensure that the balance is right. We believe, however, that it is right that unions should only face the expense of a hearing where the complainant has demonstrated that there is a case to answer. We continue to encourage applicants and unions to engage in mediation or other dispute resolution which may resolve a complaint without the need for a hearing. We are open to complaints being resolved in this way at any stage up to a hearing.

We continue to hold hearings by video conference and, where there is no factual dispute between the parties, on paper. Over the last year we held one three-day hearing by video conference and considered one case on paper without the need for a hearing. For the latter case the union had already conceded a breach and the parties had successfully reached

agreement on the terms of an enforcement order. I am grateful for the cooperation of the relevant parties in this case which enabled a successful outcome without the need for the formal processes around a hearing.

Costs

The net cost of the office for the period 1 April 2022 – 31 March 2023 was £663,002. Acas also provided funding of £58,200 out of its innovation fund towards user research for the development of our website. As this has been funded by Acas it was not included in the calculations for the levy.

It is estimated that the costs of services such as IT equipment, its maintenance, HR and other support services provided by Acas was £55,432. This is much lower than reported in previous years as we have changed how this is calculated.

My salary as Certification Officer was £135,028 which is taxed under PAYE. This is pensionable with an employer's contribution to my pension of £40,819.

We will continue to seek opportunities to reduce costs in the future to avoid unnecessary increases in the levy.

Looking forward

I am happy to report that I have been reappointed until 31 December 2027.

We have a number of initiatives planned over the next year which aim to improve the service we offer to trade unions and employers' associations. This includes building on the work we have undertaken on our website, developing our internal digital systems and reviewing the information we collect in annual returns. We will also be monitoring the impact of our new powers in the 2016 Act, including the levy, so that we can make any necessary changes to our policies and processes. We welcome contributions from trade unions and employers' association as we undertake this work.

Finally, I would like to record my thanks to Thomas Price who left his role as Assistant Certification Officer at the end of this reporting year. He steered the team through a significant period of change and developed and supported significant changes to our operational work. I wish him well in his new role with the Commissioner for Public Appointments.



A handwritten signature in black ink that reads "Sarah Bedwell". The signature is written in a cursive style and is underlined with a long horizontal stroke.

Sarah Bedwell
Certification Officer
27 June 2023

Overview of 2022-23

Trade union finances

Total funds down 2.2% from £1.65 billion in 2020-21 to £1.61 billion in 2021-2022

Total value of political funds down 42% from £52 million in 2020-2021 to £30 million in 2021-2022

Trade union membership

Down by 19% – from 6.7 million in 2020-2021 to 5.4 million in 2021-2022

Lists of trade unions and employers' associations

1 trade unions added to the list, 8 removed

11 employers' associations removed from the list

Casework

27 complaints from trade union members formally determined

1 withdrawn

15 struck out

3 upheld and 8 dismissed

1 enforcement order made

Unite the Union's annual return was not received during the period and, therefore, the union's figures could not be included.

Chapter 1 – Lists of trade unions and employers' associations

I am required by the Trade Union and Labour Relations (Consolidation) Act 1992 ("the 1992 Act") to keep a list of trade unions and a list of employers' associations.

To enter an organisation on the list I must be satisfied that it meets the definition in sections 1 or 122 of the 1992 Act.

Trade unions must be wholly or mainly comprised of 'workers' and must show that they represent those workers collectively with an employer. A 'worker' is defined by the 1992 Act as someone working or seeking to work under a contract of employment. Therefore it excludes people who might be termed 'self-employed' or 'sole traders'.

Employers' associations need to be wholly or mainly comprised of employers and must show that they conduct negotiations with workers or trade unions on those employers' behalf.

Federated trade unions, such as the Trades Union Congress, need to be wholly or mainly comprised of trade unions which meet the definition of a trade union in the 1992 Act. Federated trade unions may represent workers collectively with employers (or with employers' associations). Alternatively, they may 'regulate relations' between their members, such as by intervening in disputes between those members.

Completion of the review of the lists

Last year I reported on our work to review the lists of trade unions and employers' associations. This was to ensure that, as far as possible, the lists contained only the names of organisations which met the relevant statutory definition. It was also important that only those organisations which met the definitions were liable to pay the levy and subject to my wider powers brought in by the 2016 Act.

The review was completed this year. It led to the removal from the list of 43 (51%) employers' associations and 19 (13%) trade unions that were on the list on 31 March 2021.

Listing applications

We received 6 applications from organisations seeking to be added to the list of trade unions. One of these was listed and enquiries are ongoing for the remaining 5. We also received 3 informal enquiries about listing.

We continue to make improvements to the listing application process, to help organisations understand what information they need to submit in support of their application. We are also committed to providing high-quality support and assistance to organisations seeking to be listed prior to them submitting a formal listing application form.

Following the changes we have made to our process we were pleased to receive the following positive feedback:

" I cannot thank you enough for your assistance throughout this entire process. On behalf of our profession, we are grateful and appreciative"

Trade unions added to the list

Solid Trade Union

The union was added to the list on 30 October 2022. It is a general union open to workers from all trades and professions.

Changes to the lists

Eight trade unions and 11 employers' associations were removed this year as they did not meet the relevant statutory definitions. All of these were removed as a result of the review. The names of these organisations can be found on my [website](#).

The official lists	At 31 March 2022	At 31 March 2023
Total number of trade unions	131	124
Total number of employers' associations	48	38

The current lists of trade unions and employers' associations, are available on the Certification Officer's [website](#).

Listing application fee

The fee for an application to join the list of trade union's or employers' associations is £519.

Special register bodies

Some trade unions are known as 'special register bodies' and have different features to other trade unions.

These are organisations that appeared on a special register immediately before 16 September 1974. They were either companies registered under the Companies Act 2006 or incorporated by charter or letters patent. The special register bodies also took part in collective bargaining on behalf of their members. They were mainly professional bodies.

Whilst the 1992 Act provides that other trade unions cannot have corporate status it provides an exception for special register bodies.

Special register bodies are also exempt from the requirement to conduct elections for the posts of president and general secretary but only where they are not voting members of the executive.

The 12 special register bodies are indicated on the list of trade unions in Appendix 1.

Certificates of independence

A listed trade union may apply for a certificate of independence. In this context, independence is defined as independence from an employer or group of employers. A certificate of independence is a prerequisite to an application for formal recognition with an employer to the Central Arbitration Committee (CAC).

Two trade unions were issued with a certificate of independence: Criminal Justice Workers Union and Solid Trade Union. Three certificates of independence were cancelled because the trade unions which were certified independent were removed from the list as a result of the review.

The fee for an application for a certificate of independence is £997.

Chapter 2 – Annual returns

Annual returns

All trade unions and employers' associations are required to submit an annual return to me every year. The return contains information about the union's membership, income and expenditure, industrial action ballots held, and industrial action taken. All [returns](#) are available on our website.

Organisations must submit their return within five months of the end of their reporting period. Most trade unions' reporting periods run from 1 January until 31 December, which means their returns are due before 1 June in the following year. Failure to submit a return to me can result in prosecution.

By 31 March 2023, 98.3% of returns due had been received (compared to 100% last year). I will continue to seek full compliance with the statutory requirements and will work with those organisations who consistently submit late returns to help improve their compliance. All returns were completed and submitted digitally.

We have conducted ongoing work to ensure that information about listed organisations is easily accessible to anyone who needs it. Following last year's work to publish trade unions' rulebooks and statements to members on the website, key documents such as listing certificates are now also available online for most trade unions. Copies of all annual returns received prior to 2013 have been moved to The National Archives. This work has resulted in an annual ongoing saving of £2,700 for off-site storage.

Membership audit certificate

All unions must maintain a register of their members' names and addresses. Unions are required to send a membership audit certificate to me, as part of their return, to demonstrate that they are meeting the statutory requirements.

Statement to members

Trade unions must send a statement to all members containing certain information from the union's annual return within eight weeks from the day the annual return is sent to me. The union is also required to send a copy of this statement to me.

Industrial action and ballots

Twenty-one unions reported on ballots and industrial action. Of these, 16 reported both ballots being held and action being taken, four reported only ballots and one reported only taking industrial action.

I have no powers to investigate trade unions over the information reported to me about industrial action and ballots other than to publish the information as part of the union's annual return to me.

Information from the annual returns

Figure 1 - Distribution of trade union membership 2021-22

Number of Members	Number of Unions	Membership
Under 100	6	277
100-499	18	4,435
500-999	15	11,166
1,000-2,499	16	25,755
2,500-4,999	13	45,624
5,000-9,999	11	80,281
10,000-14,999	4	52,876
15,000-24,999	10	198,123
25,000-49,999	8	300,595
50,000-99,999	4	250,826
100,000-249,999	5	801,322
250,000 and over	6	3,582,102
Total	116	5,353,382

The total membership in trade unions with under 10,000 members each was 167,538 or 3% of the total membership of all trade unions. This compares to 151,747 in 2016-2017 or 2.2%.

The total union membership of 5,353,382 is a decrease of 1,379,599 members from last year's reported membership of 6,732,970. This can be largely explained by the fact that we did not receive an annual return from Unite the Union for the year ending 31 December 2021 in time for this report's publication. Unite the Union's reported membership for the previous year was 1,246,429.

Compliance with statutory election requirements

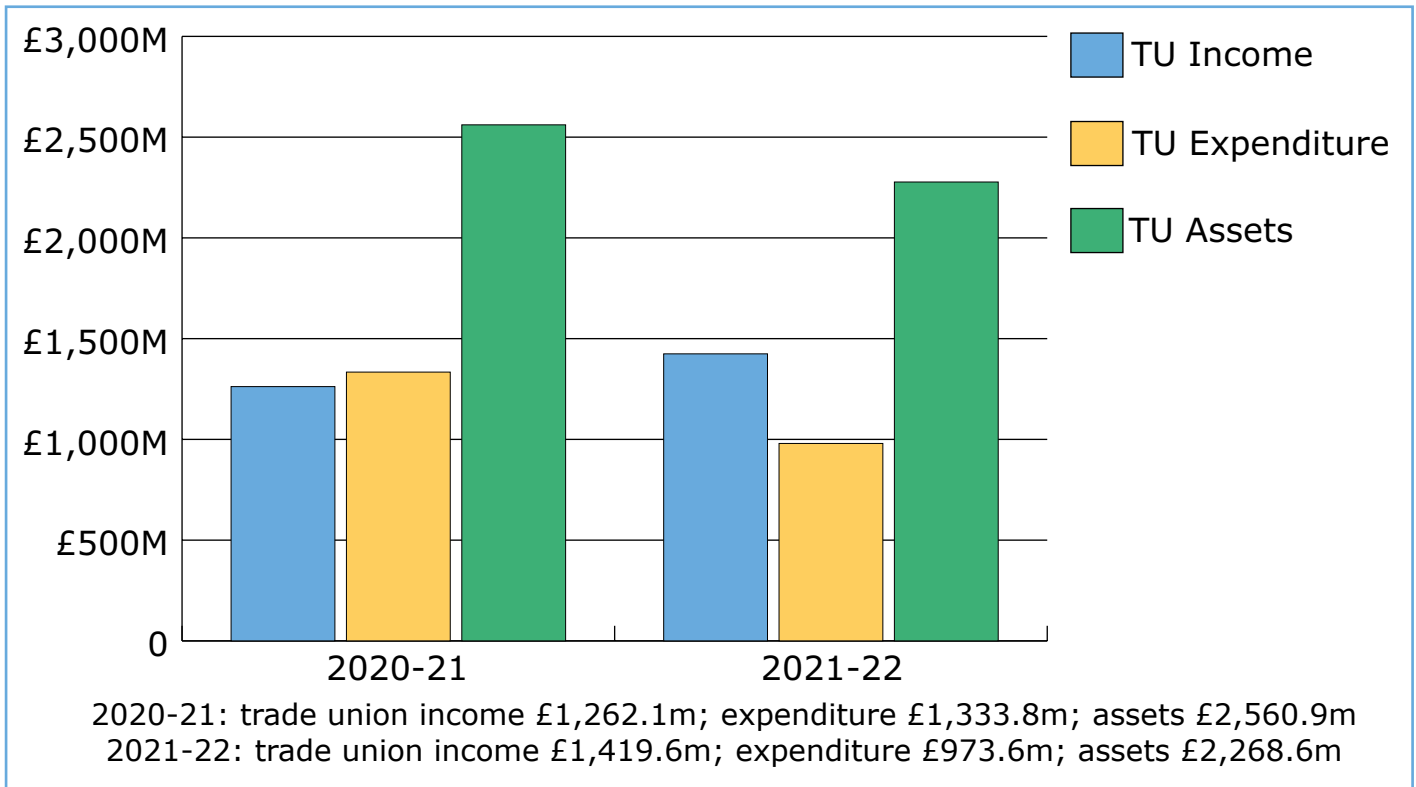
The annual return now requires trade unions to provide the date their general secretary, president and executive members were last elected.

This assists my team in monitoring whether trade unions are in compliance with the statutory requirement that no-one holds such a position for more than 5 years without being re-elected. It also assists me to deal quickly with any issues which are raised about whether a union is complying with the statutory requirement.

We introduced this addition to the annual return because the changes brought in by the 2016 Act mean that I can now consider a potential breach without first receiving a complaint from a member of that organisation or another eligible party. Our early engagement with organisations enables them to bring themselves back into compliance without the need for formal action, a benefit to both trade unions and their members.

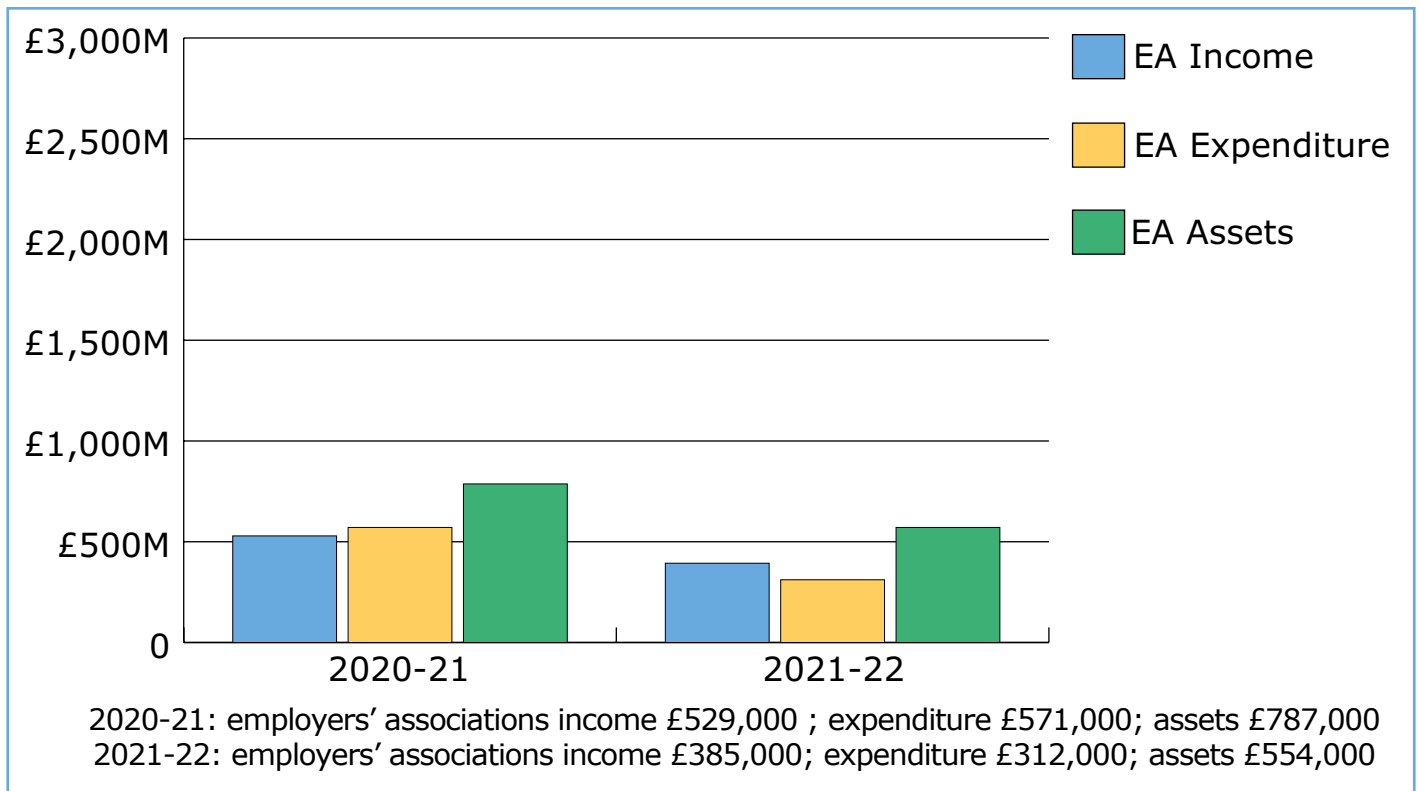
My team will contact unions that fail to provide this information in their return. No issues arose from this that required me to take formal action.

Figure 2 – Comparison of trade union finances



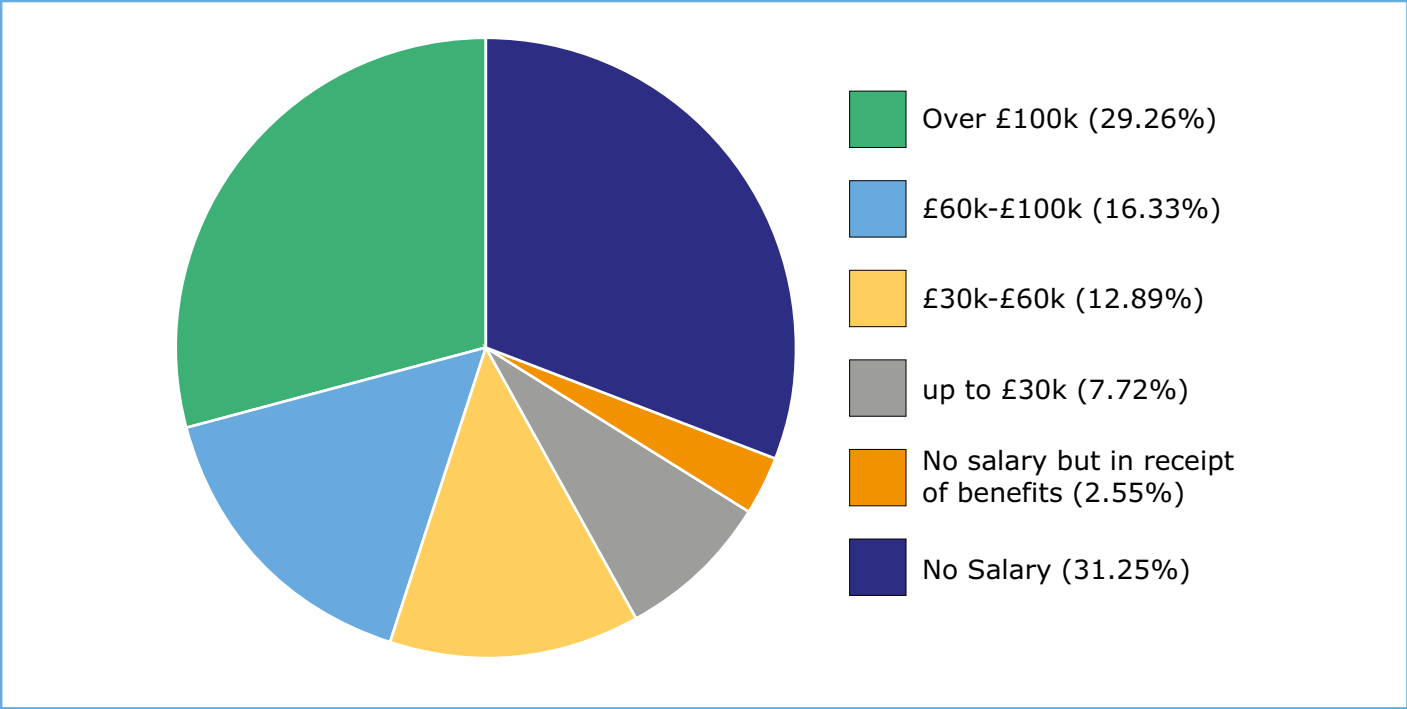
The total funds of trade unions were £1,615 million compared to £1,651 million the previous year, a decrease of 2.2%. Appendix 3 provides detail of the income, expenditure, and assets of trade unions.

Figure 3 – Comparison of employers' association finances



The total funds of employers' associations £291 million compared to £297 million the previous year, a decrease 2% Appendix 5 provides detail of the income, expenditure and assets of employers' associations.

Figure 4 – Percentage of trade unions paying Salaries and Benefits to their General Secretary



Appendix 4 provides detailed information on the salary and benefit payments paid by unions to their general secretary.

Chapter 3 – Operational work summary

Complaints from members

Trade union members can bring a complaint to me if they believe that their union has failed to comply with one or more of the relevant provisions of the 1992 Act or has breached, or threatened to breach, certain rules of the union.

My team makes an initial assessment of complaints from members to decide whether it is a complaint I can accept. In particular, my team need assurance that the complaint:

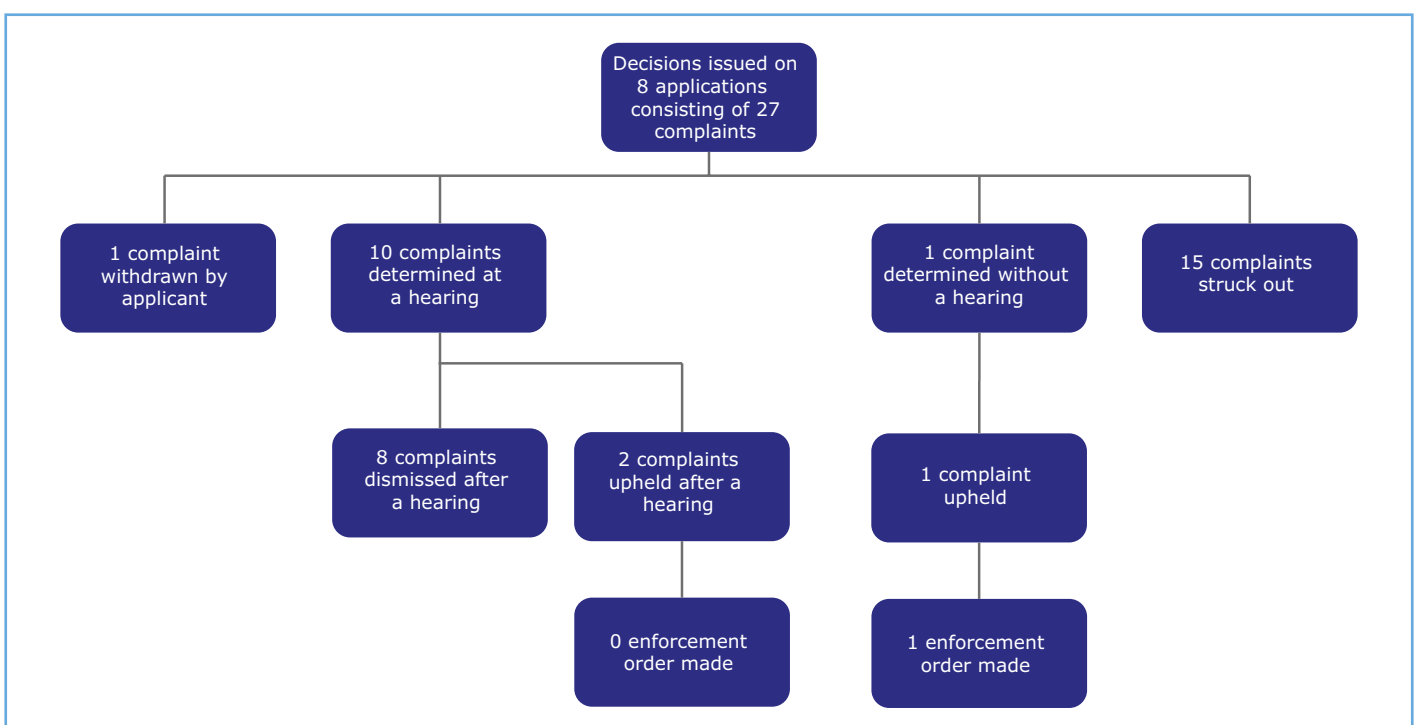
1. Has been made within the statutory time limits,
2. Is about a type of rule or statutory provision I can deal with and
3. That it could be reasonably argued that the rule or statutory provision was breached in the manner described

We have continued to build on last year's focus on the initial assessment of complaints, and in particular, ensuring that complaints are arguable and well evidenced. This reduces the time and effort that union members, and unions, invest in preparing a case that has no reasonable prospect of success. If I do not accept a complaint for formal determination, a member of my team will write to the member setting out the reasons. This can be appealed to the Employment Appeal Tribunal in the same way as any of my formal decisions.

If I accept a complaint, my team will make enquiries with the parties. I will give reasons for all of my decisions in writing. If I agree that the union has breached its rules, or statute, I may make an enforcement order and, where necessary, I will also consider whether to impose a financial penalty. Further details of my powers regarding complaints are at Appendix 8.

This year my team has also focused on directing parties towards resolving issues between them where appropriate. In many cases, resolution outside of my formal process can provide a better outcome for both trade union members and trade unions.

Figure 5 – Summary of decisions issued



As shown above, of the 27 complaints subject to formal decisions, 10 complaints were determined at a hearing. One complaint was decided on paper without the need for a hearing because the breach was conceded by the union and one complaint was withdrawn by the applicant. The remaining 15 complaints were struck out because they had no reasonable prospect of success. In general, this was either because they were not arguable or because the applicant did not provide sufficient evidence to support the complaint.

We also dealt with a further 33 complaints received in the year which were not subject to formal decisions. Of these, five were withdrawn by the applicant prior to being copied to the trade union. The office closed 28 as they fell outside of my powers or did not meet the initial tests. As explained above, it is open to applicants to appeal to the Employment Appeal Tribunal. Nine complaints were under consideration as of 31 March 2023.

At the year end, I also had yet to determine one further complaint. This was remitted to me by the Employment Appeal Tribunal to consider whether the disciplinary process adopted in this case gave rise to an appearance of bias by way of pre-determination. I will report on that case in the next annual report.

Cases of interest

Dawes v Royal College of Nursing (D/18-27/22-23)

Mr Dawes made 10 complaints that the Union had breached its rules when it carried out disciplinary action against him. The complaints were made by 3 separate applications received between August 2021 and September 2022. The complaints covered issues of alleged breaches of confidentiality by the Union, failure to review Mr Dawes' suspension and alleged conflict of interest of members of the disciplinary and appeal panels in his case.

This case was heard over 3 days by video conference. I refused eight of the complaints and upheld two complaints. For the two complaints upheld I did not consider that it was appropriate to make an enforcement order.

McKay v Unison (D/17/22-23)

Mr McKay made a complaint of a breach of rule relating to disciplinary proceedings by the union. The Union conceded the breach and the parties agreed to the steps needed to remedy the breach. I made an enforcement order requiring the union to implement that agreement.

Feedback from applicants on our handling of complaints has generally been favourable as the following comments illustrate:

"With thanks for your perseverance with me throughout this process, for your clear guidance and for the polite and supportive tone of all your communications"

"Although I am disappointed that my complaint cannot be accepted on this occasion, I'd like to thank you for your expertise and professionalism in dealing with my concerns."

"Can I take the opportunity to thank you both for all your support and guidance through the whole process"

Elections for certain positions

Section 46 of the 1992 Act specifies that elections for the positions of president, general secretary and members of the executive committee must be held every five years. Elections must be by postal ballot of the union's members and conducted in accordance with the relevant provisions in the 1992 Act.

We received one complaint from a member regarding a statutory election in this reporting period which I struck out on the grounds that it had no reasonable prospect of success. I also considered an issue about statutory elections under my new powers but decided to take no formal action (explained below under Action considered / taken).

Political funds

Any trade union wishing to spend money on political objects, for example campaigning for a political party, must establish a separate fund for this, called a political fund. The decision to adopt a political fund must be endorsed by a ballot. A ballot must then be held every ten years to ensure that the membership wishes to retain the fund.

Members can choose whether to contribute to a political fund. Members who joined before 1 March 2018 would have been automatically opted in to making payments but may choose to opt out. Members who joined from 1 March 2018 only pay into the fund if they have opted in.

Twenty-one trade unions have political fund resolutions in force. These are annotated in Appendix 1.

Trade union members can complain to me about the political expenditure of their union, for example if they believe that the union has used resources on political objects from a fund other than the political fund. I did not receive any such complaints this year.

I approved changes to 2 trade unions' political fund rules. My focus in such cases is to ensure that the political fund rules are clear and continue to reflect the statutory provisions, thus reducing the likelihood of complaints from members.

Complaints: further powers

As reported in last year's annual report, my additional powers provided in the [Trade Union Act 2016](#) came into force on 1 April 2022 so that I can now:

- Consider whether an organisation has breached its statutory responsibilities set out in the 1992 Act, without having first received a complaint from a member of that organisation or another eligible party.
- Investigate allegations that an organisation has breached its statutory responsibilities, by requiring the organisation to provide me with specific documentation and/or by appointing an inspector to investigate the matter on my behalf.
- Impose a financial penalty order or conditional financial penalty order where I find that an organisation has breached its statutory responsibilities and/or its rules.
- Enforce any order that I make.

The new powers apply to a number of statutory provisions. These include the requirements about political spending by trade unions, merger ballots and the election requirements for trade unions' general secretary, president and executive members.

Action considered / taken

I have considered using my powers under the 2016 Act twice during this reporting period. I considered one issue about a union's election of its general secretary. However, following initial enquiries, the Union came back into compliance with the statutory provisions and so it was not necessary for me to use any of my powers under the 2016 Act.

I considered whether I should impose a financial penalty in relation to complaints upheld in **Dawes v Royal College of Nursing (D/18-27/22-23)** but concluded that it was not appropriate to do so. This was because I did not believe it would be proportionate to impose a financial penalty where the relevant decision making arose before 1 April 2022 and where the breach was ongoing for just 4 days after 31 March 2022.

The Financial Penalties [regulation](#) sets out the levels of financial penalty that can be imposed.

Financial irregularities

The 1992 Act allows me to investigate the financial affairs of trade unions and employers' associations, with the exception of federated employers' associations and trade unions, and organisations that have been in existence for less than 12 months. I can take action only where it appears to me that one or more of the following circumstances exist:

- The financial affairs of the organisation are being or have been conducted for a fraudulent or unlawful purpose.
- Persons concerned with the management of those financial affairs have, in connection with that management, been guilty of fraud, misfeasance or other misconduct.
- The organisation has failed to comply with any duty imposed on it by the 1992 Act in relation to its financial affairs.
- A rule of the organisation relating to its financial affairs has not been complied with.

I received allegations of financial irregularities against 2 trade unions. I took no action in relation to these as I did not consider that any of the above grounds existed.

Chapter 4 – Trade Union Act 2016: the levy

Background

As reported in last year's annual report, my additional powers provided in the [Trade Union Act 2016](#) came into force on 1 April 2022. These changes include that trade unions and employers' associations are required to pay a levy to fund the costs of my office.

The levy

My team's major focus this year has been preparing for the collection of the first levy from trade unions and employers' associations. This involved calculating the levy amount for each organisation, ensuring the calculations were in line with the [Trade Union \(levy payable to the Certification Officer\) Regulations 2022](#) and establishing the invoicing and collection system with our colleagues in Acas who provide our finance function.

In order to help organisations prepare for the levy, we wrote out informing them of their likely levy payment. My team also held a series of question and answer sessions by video conferencing in November and December 2022. The sessions covered:

- how the levy is calculated
- the amounts due in May 2023
- the next steps, including when payments would need to be made

The sessions were well-attended and the feedback we received on the sessions from organisations was overwhelmingly positive. The engagement from the sessions, enabled my team to address some concerns raised both during the sessions and afterwards.

The levy covers relevant expenses of the Certification Office. This includes expenses incurred by Acas in providing staff, accommodation, equipment and other facilities to me. Together with Acas we have agreed a new process for identifying the costs of the services they provide to my team which has reduced the overall cost of my office.

The total costs which need to be funded, for this year, through the levy are £656,672. We have begun to collect this and I am grateful to those organisations who have already made payment. Details of the amounts levied and how these amounts were determined is provided in Appendix 9.

My costs, which organisations were not required to cover through the levy totalled £55,207.

Organisations can raise any further questions or concerns about the levy by contacting my office by e-mail at info@certoffice.org or by telephone on 0330 109 3602.

The office has also published [guidance](#) on implementing and administering the levy.

Chapter 5 – Service improvements and cost savings

Work to improve our service for users

One of my key objectives is for my office to become a modern, open and effective regulator. Over the last year, my team has carried out significant work to achieve this and to improve the service we provide to organisations, their members and the general public. We have reached out to organisations we work with and other professional bodies to understand their needs and to incorporate their suggestions. Below are some of the examples of work that my office has carried out.

Website improvement

We engaged an external content strategy and design company to conduct user research in order to improve our website. This has provided valuable insights into users' experience of accessing the website. We will use this information to make specific and targeted improvements to the website, helping users get the information they need more easily and accessibly.

Internal database

We conducted a major piece of work to replace our internal database used for storing data collected from trade unions and employers' associations' annual returns.

My team has worked closely with digital support colleagues in Acas and an external company to design the database. The database will provide improved functions to view, compare and analyse information received from organisations. It will also serve as a case management system, so that case managers can provide a more efficient service to parties. It is anticipated that the work on both the website and the database will be funded from Acas's innovation fund so will be exempt from the next levy calculations.

Cost savings

I stated in last year's report that we would keep our costs under continuous review and identify potential savings. This is particularly important given the significant contributions made by organisations towards the office's running costs.

Examples of costs savings this year are:

- bringing the work of the Assistant Certification Officer for Scotland into our team based in London
- savings on off-site storage and
- sharing Acas's contract for online legal library services instead of having our own separate contract which will bring about ongoing savings from July 2023

Preventing breaches of union rules

We carried out an analysis of key issues arising in complaints. The information was valuable and helped us to understand what unions can do differently and adopt good practice, for instance when conducting disciplinary hearings. We then spoke to a number of unions about this information to identify whether we could help unions to either prevent or reduce breaches. We took onboard the feedback and are in the process of designing a training session for unions. The aim of this session will be to explain the office's new process for handling complaints and to provide suggestions on good practice.

Collecting users' feedback

Looking ahead at the coming year, we will seek better ways to collect the feedback on our services. We will use this as a basis for further improvement in the way the office provides its services.

Appendices

Appendix 1	List of trade unions at 31 March 2023
Appendix 2	List of employers' associations at 31 March 2023
Appendix 3	Summary of statistics – trade unions, returns received during the period 1 April 2022 to 31 March 2023
Appendix 4	Salary and benefits of trade union general secretaries
Appendix 5	Summary of statistics – employers' associations, returns received during the period 1 April 2022 to 31 March 2023
Appendix 6	Political funds of trade unions
Appendix 7	Superannuation schemes
Appendix 8	Certification Officer functions
Appendix 9	Determination of the levy for the first levy period

Appendix 1

List of trade unions at 31 March 2023

Notes:

Italics Denotes a trade union first entered in the list during 1 April 2022 to 31 March 2023.

* Denotes a trade union holding a certificate of independence at 31 March 2023.

(P) Denotes a trade union with a political fund resolution in force at 31 March 2023.

(F) Denotes a federated trade union.

(#) Denotes a branch of an American trade union.

(S) Denotes a special register body.

England, Wales and Scotland

- * Accord
- * Advance
- * Aegis the Union
- * Affinity
- * Aircrew Officers Association Europe
- App Drivers and Couriers Union
- * Artists' Union England
- * Associated Society of Locomotive Engineers and Firemen (P)
- * Association for Clinical Biochemistry & Laboratory Medicine, The (S)
- * Association of Educational Psychologists
- Association of Flight Attendants (Council 07) (#)
- * Association of Headteachers and Deputies in Scotland
- * Association of Local Authority Chief Executives
- Association of Local Council Clerks
- * Association of Revenue and Customs
- * Association of School and College Leaders
- Autonomous Workers' Union (AW Union)

- * Bakers Food and Allied Workers Union (P)
- Balfour Beatty Group Staff Association
- Boots Pharmacists' Association (BPA)
- * British Air Line Pilots Association
- * British Association of Dental Nurses
- * British Association of Journalists
- * British Association of Occupational Therapists Limited (S)
- * British Dental Association (S)
- * British Dietetic Association (S)
- * British Medical Association (S)
- * British Orthoptic Society Trade Union

- Cabin Crew Union UK
- * Chartered Society of Physiotherapy (S)
- * Cleaners and Allied Independent Workers Union (CAIWU)
- * Communication Workers Union (P)

- * Community (P)
 - Confederation of British Surgery
 - Confederation of Shipbuilding and Engineering Unions (F)
- * Criminal Justice Workers Union
 - Currys Trade Union – CTU
- Driver and General Union
- * Educational Institute of Scotland (P) (S)
 - Employees General Union
 - Employees United
 - Equal Justice The Union
 - Equality for Workers Union (EFWU)
- * Equity (Incorporating the Variety Artistes Federation)
- * FDA
- * Financial Services Union
- * Fire and Rescue Services Association
- * Fire Brigades Union (P)
- * Fire Officers Association
- G4S Care and Justice Services Staff Association
- * GMB (P)
- * Hospital Consultants and Specialists Association
- * Independent Federation of Nursing in Scotland
- * Independent Pilots Association
- * Independent Workers Union of Great Britain (IWGB)
- * Industrial Workers of the World
 - International Transport Workers Federation (F)
- * ISU
- Leeds Building Society Colleague Association
- * Leek United Building Society Staff Association
- Locum Doctors Association
- * Musicians’ Union (P)
- * NAPO – the Trade Union and Professional Association for Family Court and Probation Staff
- * National Association of Head Teachers
- * National Association of Racing Staff
- * National Association of Schoolmasters Union of Women Teachers (P)
- * National Crime Officers Association
- * National Education Union (P)
- * National House Building Council Staff Association
- * National Society for Education in Art and Design
- * National Union of Journalists
- * National Union of Mineworkers (P)
 - National Union of Mineworkers (South Wales Area)
 - National Union of Professional Foster Carers (NUPFC)
- * National Union of Rail Maritime and Transport Workers (P)
- * Nationwide Group Staff Union
- * Nautilus International
 - News Union
 - North of England Zoological Society Staff Association

Palm Paper Staff Association
 * PDA Union
 * POA (P)
 * Prison Governors Association
 Professional Cricketers' Association
 Professional Footballers' Association
 Professional Footballer' Association of Scotland
 * Prospect (P)
 Psychotherapy and Counselling Union
 PTSC
 * Public and Commercial Services Union (P)

 * Retail Book Stationery and Allied Trades Employees Association
 * Royal College of Midwives (S)
 * Royal College of Nursing of the United Kingdom (S)
 * Royal College of Podiatry, The (S)
 RSPB Staff Association
 Rugby Players' Association

 * Sales Staff Association
 Scottish Artists Union
 * Scottish Secondary Teachers Association
 * SKYSHARE
 * Social Workers Union (SWU)
 * Society of Authors (S)
 * Society of Radiographers (P) (S)
 * Society of Union Employees
 * *Solid Trade Union*
 Solidarity

 Trade Union for Ethnic Minority Social Workers (TUEMSW)
 Trades Union Congress (F)
 * Transport Salaried Staffs Association (P)

 UK Private Hire Drivers Union
 * Undeb Cenedlaethol Athrawon Cymru (National Association of Teachers of Wales)
 Union of General and Volunteer Workers
 * Union of Shop Distributive and Allied Workers (P)
 Union Workers' Union
 * UNISON – The Public Service Union (P)
 * Unite the Union (P)
 * United Road Transport Union
 * United Voices of the World
 * University and College Union (P)

 WALGAS TU
 Warwick International Staff Association
 Welsh Rugby Players Association
 * Workers of England Union
 * Writers Guild of Great Britain

Appendix 2

List of employers' associations at 31 March 2023

Note:

(F) Denotes a federated employers' association.

England Wales and Scotland

Association of Circus Proprietors of Great Britain

British Amusement Catering Trades Association

British Footwear Association

Building & Engineering Services Association

Chemical Industries Association Ltd

Confederation of Paper Industries Ltd

East Midlands Councils

East of England Local Government Association

EEF Limited (F)

Electrical Contractors' Association

Electrical Contractors' Association of Scotland

Employers in Voluntary Housing Limited

Engineering Construction Industry Association

Federation of Master Builders

Improvement and Development Agency (F)

Leather Producers' Association

London Councils

National Association of Farriers Blacksmiths and Agricultural Engineers

National Farmers Union

National Federation of Retail Newsagents

National Trainers Federation

North East Regional Employers' Organisation for Local Authorities

North Western Local Authorities Employers' Organisation

Print Scotland

Producers Alliance for Cinema and Television

Refractory Users Federation

Scottish and Northern Ireland Plumbing Employers' Federation

Scottish Association of Master Bakers

Scottish Decorators' Federation

Scottish Engineering

Society of London Theatre 'SOLT'

South East Employers

South West Councils

UK Theatre Association
Universities and Colleges Employers' Association

Welsh Local Government Association
West Midlands Employers

Yorkshire and Humber (Local Authorities) Employers' Association

Appendix 3

Trade unions, returns received during the period 1 April 2022 to 31 March 2023

The figures used in this appendix are taken from the summary sheets of the annual returns and provide a simple analysis of each union's financial affairs for the year. Individual annual returns are available on the [website](#).

The table includes returns from trade unions with year ending dates ranging from October 2021 to September 2022 and therefore due in this office between 1 April 2022 and 31 March 2023. Unite the Union's annual return was not received during the period and, therefore, the union's figures could not be included.

Notes to table

- (a) The total membership reported by some trade unions includes a number of special categories (e.g. honorary or retired) who are members under the union's rules but who either pay no contribution to union funds or make a nominal payment only.
- (b) Investment income is shown net of certain items such as outgoings on property held as an investment, but not, for most unions, net of tax paid on that income.
- (c) The total income and total expenditure figures are not confined to normal revenue income and expenditure. The figures cover all items which increased or decreased a union's total funds during the year. They are inclusive of recognised gains and losses, including revaluation of property and assets and other changes in the value of assets, which are not offset by an equal change in liabilities. Tax recoveries and provisions no longer required are included in total income, and tax paid is included in total expenditure.

Summary of statistics – trade unions

Notes – see previous page

Unions with 100,000 Members or More	Number of Members (a)	GROSS INCOME			GROSS EXPENDITURE	TOTAL FUNDS		GROSS ASSETS				Total Liabilities	
		From Members £000's	From Investments (b) £000's	Other Income (c) £000's		Total Income £000's	Total Expenditure (c) £000's	Beginning of The Year	End of The Year	Fixed Assets £000's	Investment Assets £000's		Other Assets £000's
UNISON: The Public Service Union	1,394,892	175,061	269	86,353	261,683	178,143	22,129	105,669	99,877	15,566	206,427	321,870	216,201
GMB	571,127	71,171	898	39,197	111,266	70,527	120,552	161,291	43,660	55,623	66,746	166,029	4,738
Royal College of Nursing of the United Kingdom	498,638	56,100	712	2,760	59,572	52,133	53,370	60,809	0	46,644	28,391	75,035	14,226
National Education Union	445,601	63,166	1,270	57,917	122,353	68,128	51,184	105,409	40,583	26,880	56,466	123,929	18,520
Union of Shop Distributive and Allied Workers	369,437	37,680	1,986	3,817	43,483	36,276	57,399	64,606	18,880	83,482	6,047	108,409	43,803
National Association of Schoolmasters Union of Women Teachers	302,407	33,139	878	5,095	39,111	18,197	46,615	67,529	16,527	39,582	14,175	70,284	2,756
Communication Workers Union	184,083	29,461	89	14,559	44,109	26,753	12,127	29,482	20,556	9,286	21,348	51,190	21,708
Public and Commercial Services Union	183,422	23,925	672	23,363	47,961	19,548	41,524	69,937	23,623	1,974	47,813	73,410	3,473

British Medical Association	162,346	50,342	15,875	102,487	168,704	144,529	129,737	153,912	10,755	146,541	68,884	226,180	72,268
Prospect	149,367	22,708	5,327	12,971	41,006	23,036	27,404	45,374	12,790	50,083	7,346	70,219	24,845
University and College Union	122,104	24,841	96	793	25,730	29,167	43,033	39,596	12,902	1,467	37,838	52,207	12,611
Total for above unions with 100,000 members or more	4,383,424	587,594	28,072	349,312	964,978	666,437	605,074	903,614	300,153	477,128	561,481	1,338,762	435,149
Total for 105 unions with less than 100,000 members	969,958	209,484	25,608	219,609	454,701	307,165	563,805	711,338	243,769	492,519	193,548	929,842	186,290
Total for all unions	5,353,382	797,078	53,680	568,921	1,419,679	973,602	1,168,879	1,614,952	543,922	969,647	755,029	2,268,604	621,439
Total for all unions (previous year)	6,732,970	964,677	29,844	267,604	1,262,124	1,333,758	1,722,496	1,650,861	798,937	967,568	776,358	2,560,863	892,000

Unite the Union's annual return was not received during the period and, therefore, the union's figures could not be included.

Appendix 4

Salary and benefits of trade union general secretaries

	Title	Salary	Benefits	
		£	£	
England Wales and Scotland				
Accord	General Secretary	135,452	21,959	
Advance	General Secretary	16,406	6,711	
Aegis the Union	General Secretary	66,252	18,061	
Affinity	General Secretary	124,498	21,660	
Associated Society of Locomotive Engineers and Firemen	General Secretary	108,610	28,906	
Association for Clinical Biochemistry & Laboratory Medicine, The	General Secretary	80,000	8,000	
Association of Educational Psychologists	General Secretary	74,121	8,894	
Association of Headteachers and Deputes in Scotland	General Secretary	79,774	18,795	
Association of School and College Leaders	General Secretary	149,796	20,112	
Bakers, Food and Allied Workers' Union	General Secretary	52,033	18,006	
British Air Line Pilots Association	General Secretary	110,937	13,526	
British Association of Journalists	General Secretary	35,000	1,050	
British Dental Association	Chairman	75,000	0	
British Medical Association	Chairman	179,000	0	
Cabin Crew Union UK	General Secretary	13,000	0	
Chartered Society of Physiotherapy,The	Chief Executive	131,787	22,410	
Communication Workers Union	General Secretary	106,636	25,740	
Community	General Secretary	120,495	17,972	
Confederation of Shipbuilding and Engineering Unions	General Secretary	90,132	20,195	
Currys Trade Union -CTU	General Secretary	30,137	7,279	
Driver and General Union	General Secretary	21,181	635	
Educational Institute of Scotland	General Secretary	121,034	36,552	
Equality For Workers Union (EFWU)	General Secretary	38,390	1,920	
Equity (Incorporating the Variety Artistes' Federation)	General Secretary	86,490	27,900	
FDA	General Secretary	113,865	28,691	
Financial Services Union	General Secretary	€132,869	€40,854	
Fire and Rescue Services Association	Chief Executive Officer	45,542	3,960	
Fire Brigades Union	General Secretary	78,067	68,312	
Fire Officers' Association	Chief Executive	41,529	1,604	

	Title	Salary	Benefits	
		£	£	
G4S Care and Justice Services Staff Association	General Secretary	29,025	3,621	
GMB	Acting General Secretary	58,000	18,000	
Hospital Consultants and Specialists Association	General Secretary	18,000	0	
Independent Federation of Nursing in Scotland	General Secretary	53,198	1,042	(a)
Independent Pilots Association	General Secretary	17,724	30,098	
Independent Workers Union of Great Britain (IWGB)	General Secretary	28,122	3,656	
International Transport Workers Federation	General Secretary	206,000	29,000	
Locum Doctors' Association	Chairperson	0	300	(b)
Musicians' Union	General Secretary	135,051	40,345	
NAPO - The Trade Union and Professional Association for Family Court and Probation Staff	General Secretary	90,062	5,044	
National Association of Head Teachers	General Secretary	169,462	29,655	
National Association of Racing Staff	Chief Executive	68,680	3,301	
National Association of Schoolmasters Union of Women Teachers	General Secretary	114,741	31,376	
National Crime Officers Association	General Secretary	45,667	1,370	
National Education Union	Joint General Secretary	223,244	34,254	(a)
National Society for Education in Art and Design	General Secretary	46,665	1,203	
National Union of Journalists	General Secretary	97,608	11,177	
National Union of Mineworkers	Secretary	37,468	5,747	
National Union of Mineworkers (South Wales Area)	General Secretary	49,556	9,439	
National Union of Rail, Maritime and Transport Workers	General Secretary	193,723	40,403	(c)
Nationwide Group Staff Union	General Secretary	90,012	22,952	
Nautilus International	General Secretary	100,533	23,897	
News Union	General Secretary	90,590	12,474	
POA	General Secretary	79,110	46,813	
Professional Cricketers Association	General Secretary	130,625	19,054	
Professional Footballers' Association	General Secretary	557,000	89,638	(d)
Professional Footballers Association Scotland	General Secretary	66,756	1,950	
Prospect	General Secretary	123,000	24,000	
Public and Commercial Services Union	General Secretary	100,415	13,048	

	Title	Salary £	Benefits £	
Retail Book Stationery and Allied Trades Employees Association	President	41,538	19,886	
Royal College of Midwives	General Secretary	138,158	36,059	
Royal College of Nursing of the United Kingdom	General Secretary	251,518	83,241	(e)
RSPB Staff Association, The	Chairman	0	1,200	
Rugby Players Association, The	General Secretary	170,291	6,816	
Scottish Secondary Teachers Association	General Secretary	103,457	17,992	
Social Workers Union, The	General Secretary	73,163	1,761	
Society of Authors, The	General Secretary	109,793	11,463	
Society of Radiographers	Chief Executive Officer	121,210	27,432	
Solidarity	General Secretary	9,098	2,510	
The Royal College of Podiatry	General Secretary	109,039	8,723	
Trades Union Congress	General Secretary	112,478	40,317	
Transport Salaried Staffs Association	General Secretary	93,994	18,329	
Undeb Cenedlaethol Athrawon Cymru (The National Association of the Teachers of Wales)	General Secretary	55,053	10,614	
Union of Shop Distributive and Allied Workers	General Secretary	113,594	42,887	
UNISON: The Public Service Union	General Secretary	141,820	42,105	
United Road Transport Union	General Secretary	69,959	60,072	
University and College Union	General Secretary	109,762	23,124	
WALGAS TU	General Secretary	0	3,570	
Welsh Rugby Players Association	General Secretary	52,044	1,193	(c)
Workers of England Union	General Secretary	26,025	595	
Writers Guild of Great Britain	General Secretary	65,615	5,832	

Notes:

- (a) Joint General Secretary
- (b) Honorarium
- (c) Total paid in respect of two people holding the office of General Secretary and is not the sum paid to one individual.
- (d) Bonus £207,000 car allowance £87,000
- (e) Joint GS Salary. Former GS was paid £94,864 in respect trade union duties. This represents 69.84% of her salary of £135,830 for the period 1/1/21- 30/06/2021. The current GS salary is £80,796 in respect of trade union duties. This represents 69.84% of her gross salary of £115,688. Former GS was paid post-employment payments of £62,646 as benefits.

Unite the Union's annual return was not received during the period and, therefore, the union's figures could not be included.

Appendix 5

Employers' associations, returns received during the period 1 April 2022 to 31 March 2023

The figures used are taken from the summary sheets of the annual returns received from employers' associations and provide a simple analysis of each association's financial affairs for the year. Individual annual returns are available on the [website](#). Where an association has functions outside the field of employment relations, the return may relate to its activities as a whole and not merely to its employment relations functions.

The table includes returns from employers' associations with year ending dates ranging from October 2021 to September 2022 and therefore due in this office between 1 April 2022 and 31 March 2023.

Notes

- (a) Income from investments includes interest on short term deposits.
- (b) Total income and gross expenditure figures are not confined to normal revenue income and expenditure. The figures include all items which increased or decreased an association's funds during the year. This includes any increases or decreases in the valuation of property and other assets. Tax recoveries and provisions no longer required are included in total income and tax paid is included in total expenditure.
- (c) Some figures may have changed from last year's report due to later information

Summary of statistics – employers' associations

Notes – see previous page

Employers' associations with over £2,500,000 total income	GROSS INCOME			GROSS EXPENDITURE	TOTAL FUNDS			GROSS ASSETS				Total Liabilities	Number of Members
	From Members	From Investments	Other Income		Total Income	Beginning of The Year	End of The Year	Fixed Assets	Investments	Other Assets	Total Assets		
	£000's	(a) £000's	(b) £000's		(b) £000's	(c) £000's	£000's	£000's	£000's	£000's	£000's		
Improvement and Development Agency for Local Government	0	0	71,344	71,344	46,215	-19,549	0	7,908	24,732	32,640	52,189	18	
London Councils	45,105	-756	26,954	71,303	61,212	-18,923	778	0	22,292	23,071	41,994	33	
EEF Limited	14,787	5,199	36,270	56,256	33,088	64,170	17,313	44,865	16,817	78,995	14,825	1,748	
National Farmers' Union	34,281	2,405	19,426	56,111	51,923	140,155	15,381	98,657	65,512	179,551	39,396	77,186	
Welsh Local Government Association	2,379	3	34,104	36,486	35,279	53	0	0	0	0	17,518	28	
Building & Engineering Services Association	3,007	127	10,092	13,225	10,374	5,954	1,291	6,034	16,894	24,220	18,267	1,073	
Road Haulage Association Limited	9,892	60	2,637	12,589	12,106	4,508	1,628	158	8,636	10,422	5,913	8,188	
Electrical Contractors Association	4,169	2,904	4,735	11,808	7,212	65,538	1,389	14,124	59,330	74,842	9,305	2,555	
Federation of Master Builders Ltd	4,301	284	1,523	6,108	6,027	8,228	4,456	2,675	3,670	10,801	2,573	7,191	
Chemical Industries Association Limited	3,440	8	866	4,314	4,243	2,669	199	0	3,901	4,100	1,431	97	
National Federation of Retail Newsagents	2,879	98	1,086	4,063	1,761	13,801	12,394	1,701	1,530	15,625	1,837	10,310	
British Printing Industries Federation	1,947	900	1,082	3,929	2,786	-2,278	369	0	405	774	3,052	2	

East of England Local Government Association	673	0	3,152	3,825	1,566	-4,827	-2,568	0	0	3,422	3,422	5,990	50
Society of London Theatre "SOLT"	310	225	3,234	3,769	3,338	1,247	1,678	1,438	0	18,498	19,936	18,258	233
West Midlands Employers	508	0	3,031	3,540	-137	-11,960	-8,283	0	0	2,107	2,107	10,390	44
Electrical Contractors Association of Scotland	1,472	195	1,376	3,043	2,988	6,357	6,412	3,014	2,326	1,661	7001	589	1,256
Total for above Employers' Associations	129,150	11,652	220,912	361,713	279,981	179,832	261,564	59,650	178,448	249,407	487,507	243,527	110,012
Total for 28 other listed Employers' Associations	14,203	1,256	8,294	23,752	31,936	38,865	29,155	2,942	36,969	26,290	66,202	28,534	6,969
Total for 2021-2022	143,353	12,908	229,206	385,465	311,917	218,697	290,719	62,592	215,417	275,697	553,709	272,061	116,981
Total for 2020-2021	187,024	7,579	334,240	528,843	571,100	339,471	297,217	101,826	341,837	343,417	787,080	489,863	170,294

Appendix 6: Political funds of trade unions, 2021-2022

	Number of Members contributing to the Political Fund	Number of Members not contributing to the Political Fund	Political Fund (a)				Fund at End of Year of Year of Year £
			Income £	Expenditure £	Fund at Beginning of Year of Year £	Fund at End of Year of Year £	
Associated Society of Locomotive Engineers and Firemen	20,267	3,638	262,350	149,517	236,961	349,794	
Bakers Food and Allied Workers Union	15,070	631	30,011	39,804	23,344	13,551	
Communication Workers Union	139,620	44,463	1,474,995	1,123,614	2,032,264	2,383,645	
Community	16,268	27,597	232,000	253,000	321,000	300,000	
Educational Institute of Scotland	36,364	19,978	240,633	509,489	3,449,901	3,181,045	
Fire Brigades Union	25,326	7,175	235,771	155,950	680,948	760,769	
GMB	425,475	145,652	2,157,000	2,443,000	1,238,000	952,000	
Musicians' Union	16,812	15,139	64,000	37,000	73,000	100,000	
National Association of Schoolmasters Union of Women Teachers	147,955	154,452	132,713	15,256	485,489	602,946	
National Education Union	249,455	196,146	510,436	253,906	623,344	879,874	
National Union of Mineworkers	95	104	1,269	2,639	19,721	18,351	
National Union of Rail Maritime and Transport Workers	74,127	7,070	235,000	174,000	373,000	434,000	
POA	20,510	10,694	37,356	37,356	15,071	15,071	
Prospect	76,429	72,938	47,000	44,000	633,000	636,000	
Public and Commercial Services Union	143,608	39,814	170,595	65,902	898,341	1,003,034	
Society of Radiographers	22,464	10,786	53,450	5,464	219,337	267,323	
Transport Salaried Staffs Association	12,591	5,551	108,923	50,972	125,443	183,394	
Union of Shop Distributive and Allied Workers	313,843	55,594	1,563,000	1,696,000	1,249,000	1,116,000	
UNISON: The Public Service Union	1,179,199	215,693	7,742,000	9,280,000	18,612,000	17,074,000	
University and College Union	68,604	53,500	139,483	139,207	15,699	15,975	
Total for the 20 unions with political funds which reported in this period	3,004,082	1,086,615	15,437,985	16,476,076	31,324,863	30,286,772	
Total for the 21 unions with political funds which reported in the previous period	4,094,287	1,364,661	23,689,037	13,568,663	41,866,644	51,877,652	

Notes: The information in the table is derived from annual returns received during 2022-2023. Unite the Union's annual return was not received during the period and, therefore, the union's figures could not be included.

Appendix 7

Superannuation schemes

Any superannuation scheme maintained by a trade union or employers' association which covers its members must be examined periodically by a qualified actuary with a copy of the actuarial report sent to the CO. The CO is aware of eight such schemes in existence. Four of these require periodical valuation whilst, for the other four, the Union has applied for exemption from periodical examination under section 41(1)(b) of the 1992 Act.

Details are set out in the tables below.

Schemes requiring periodical valuation		
Union/scheme	Report due	Last report received
Unite the Union – BASSA Members' Superannuation Fund	31/12/27	29/12/2021
RMT – Orphan Fund	31/12/27	29/12/2021
GMB – BMS Section Members' Superannuation Fund	31/12/27	29/12/2021
Unite the Union – AEEU Section Superannuation Scheme	31/12/28	31/12/2022

Schemes exempt under section 41(1)(b) from the requirement for periodical valuation		
Union/scheme	Date exemption was granted	Last confirmed in existence
Unite the Union – Plate Preparers Superannuation Fund	22/01/2001	09/01/2018
Unite the Union – MSF Section Craft Members (formerly known as Sheet Metal Workers) Superannuation Fund	29/04/2009	09/01/2018
Unite the Union – TGWU Section Members Superannuation Fund	30/06/1976	09/01/2018
Unite the Union – Litho Printers Superannuation Fund	16/12/2020	31/12/2020

Appendix 8

Certification Officer functions

My powers and functions are set out in the Trade Union and Labour Relations (Consolidated) Act 1992. They are summarised here, along with links to the related guidance, containing full details of the my statutory duties. Areas where I may consider an alleged breach without having first received a complaint from a member of that organisation or another eligible party are marked with an asterisk (*).

Part I, Chapter I

Maintaining a list of trade unions and for determining the independence of trade unions.

- [Apply to have a trade union or employers' association on the public list](#)
- [Removal of a trade union's or employers' association from the list](#)
- [How trade unions apply for a certificate of independence](#)

Part I, Chapter III

Dealing with complaints and/or investigating where a trade union has failed to maintain an accurate register of members.

Dealing with complaints where a trade union has failed to provide a member with access to its accounting records.

Ensuring that trade unions have their accounts properly audited and submit annual returns.

Investigating the financial affairs of trade unions where specific grounds are met.

Ensuring that the statutory requirements concerning the actuarial examination of members' superannuation schemes are observed.

Dealing with complaints that a trade union has failed in its duty to secure that positions in the union are not held by certain offenders*.

- [Complain to the Certification Officer about a trade union or employers' association](#)
- [Complain about financial irregularities in a trade union or employers' association](#)
- [BEIS Guidance: trade union register of members and membership audit certificate requirements](#)
- [Implementation the remaining provisions of the Trade Union Act 2016](#)

Part I, Chapter IV

Dealing with complaints by members or other eligible parties that a trade union has failed to comply with one or more of the provisions of the Act which require a trade union to ensure that its president, general secretary and members of its executive are elected in accordance with the Act*.

- [Complain to the Certification Officer about a trade union or employers' association](#)
- [Implementation the remaining provisions of the Trade Union Act 2016](#)

Part I, Chapter VI

Ensuring trade unions comply with the statutory procedures governing the setting up, operation and review of political funds; and for dealing with complaints about breaches of political fund rules, the conduct of political fund ballots or spend from general funds on political objects*.

- [Set up a political fund for a trade union or employers' association](#)
- [Political funds: a guide to review ballots](#)
- [Implementation the remaining provisions of the Trade Union Act 2016](#)

Part I, Chapter VII

Ensuring that the statutory procedures for amalgamations; transfers of engagements and change of name are complied with, and for dealing with complaints by members about the conduct of merger ballots*.

- [Mergers between trade unions](#)
- [Implementation the remaining provisions of the Trade Union Act 2016](#)

Part I, Chapter VIIA

Dealing with complaints by members that there has been a breach, or threatened breach of the rules of a trade union relating to the appointment, election or removal of an office holder; disciplinary proceedings; ballots of members other than in respect of industrial action; or relating to the constitution or proceedings of an executive committee or decision making meeting.

- [Complain to the Certification Officer about a trade union or employers' association](#)
- [Implementation the remaining provisions of the Trade Union Act 2016](#)

Part II

Maintaining a list of employers' associations; ensuring compliance with the statutory requirements concerning accounting records, annual returns, financial affairs and political funds; ensuring that the statutory procedures applying to amalgamations and transfers of engagements in respect of employers' associations are followed.

- [Mergers between employers' associations](#)

Appendix 9

Determination of the levy for the first levy period

The total levy in the first levy period, running from 1 April 2022 to 31 March 2023, is **£656,672**. This amount is comprised of the office's eligible expenses being:

- Staff salaries and pensions
- Subscriptions, training and travel and
- Services provided by Acas (including information technology and human resources support)

The levy for each organisation has been calculated as follows.

All trade unions, federated trade unions and employers' associations with an income under **£81,574** are exempt from paying the levy.

Every organisation with an income over **£81,574** is liable for the **basic levy** of **£2,039.35**.

All trade unions (except the three federated trade unions) with an income exceeding **£191,019** are also liable for the **additional levy** of **£2,736.13** per organisation and this means that trade unions charged the basic and additional levies pay a total of **£4775.48**.

Employers' associations and federated trade unions with income over **£151,657** and trade unions with an income exceeding **£261,103** are also liable for the **enhanced levy** of **£1752.08**. This means that trade unions paying the basic, additional and enhanced levies are charged a total of **£6,527.56**.

Employers' associations and federated trade unions paying the basic and enhanced levies are charged a total of **£3,791.43**.

Certification Office for Trade Unions and Employers' Associations

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Tel 0330 109 3602
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