

Employer Response Notice Template

Note: This response must be sent to the contact details, given in the access request, of the trade union official who gave the access request on behalf of the trade union.

Employer Name:

Employer Address or name and address of representative:

Date:

To:

Trade Union Name:

Address:

Email provided in access request:

Note: The Employer should make clear below in their response who any further correspondence or negotiation material should be directed to.

Employer Contact for Access Arrangements

Name:

Role:

Email/alternative contact:

Employer Contact for individuals giving the response notice on behalf of the employer

Name:

Role:

Email/alternative contact:

Employer Contact for individuals authorised to conduct negotiations for an access agreement on behalf of the employer:

Name:

Role:

Email/alternative contact:

Response Notice – Section 70ZB(4) of the Trade Union and Labour Relations (Consolidation) Act 1992 (“the 1992 Act”)

This notice is issued as a formal response under section 70ZB(4) of the 1992 Act to the access request dated [insert date of trade union request].

1. Employer Decision

- ☐ The employer accepts the access request in full.
- ☐ The employer accepts the access request in part.
- ☐ The employer declines the access request in full.
- ☐ The employer declines the access request in part.

2. Where a repeat access request is made following a negotiation period (where terms for access had been agreed).

- ☐ The employer confirms this response is made under section 70ZB(4) of the 1992 Act.
- ☐ The employer accepts the request on the terms previously agreed as set out in/attached to the repeat access request
- ☐ Confirmation that there is no change to the information previously given in the response notice [dated -]
- ☐ The following information is new to the employer and would have been contained in the earlier response notice had it been known at that time.

If any new information, please include this below

3. Information Where Request is Accepted (Full or Partial)

For each workplace, please provide the name and contact details of at least one individual who would have responsibility for the requested access under the proposed access agreement.

Employer Contact for Access Arrangements

Name:

Role:

Email/alternative contact:

a) Workers to Whom Access Relates.

[List categories and approximate numbers]

b) Confirmation of the address(es) and, if necessary, the location of the workplace(s) to which access has been requested.

c) Information about the times likely to be suitable for the access requested.

- d) What assistance or support the employer can provide to facilitate the access requested

4. Rejection (Whole or in Part)

- (a) Rejected elements:

This should include as much detail as possible to ensure that the applying trade union has the necessary information to begin negotiations.

- (b) Reasons for rejection:

This should include as much detail as possible to ensure that the applying trade union has the necessary information to begin negotiations.

- (c) Where the refusal is in connection with the employer having received an access request to substantially the same workers from another Trade Union, confirmation of this and details of the Trade Union.

5. Employer Contact Information

Name:

Email / contact:

Signed:

For and on behalf of:

Date:

6. Any Further information