

# Branch Briefing REVENUE & CUSTOMS GROUP

To: **All PCS Branch Secretaries in HMRC and VOA**

cc: **Branch Chairs, Branch Organisers, Group Executive Committee, Equality Chairs, VOAC** (for information)

Can this Briefing be circulated via HMRC IT systems: **NO**

Website: **YES**

Action: **For the attention of all PCS representatives**

Date: **16 December 2022**

Ref: **R&C/BB/057/22**

## **NATIONAL CAMPAIGN FOR PAY, JOBS AND PENSIONS HMRC and VOA re-ballot timetable**

- **Ballot timetable confirmed**
- **Final data cleansing completion deadline**
- **Deadlines for new joiners, additions, and replacement ballot papers**
- **Initial communications timetable**

### **Ballot timetable**

The proposed ballot timetable is that the ballot will run for 6 weeks, from **Monday 16 January – 12 noon** to **Monday 27 February**.

### **Ballot Data**

Data cleansing/updates need to be completed and reflected in the initial data by **Wednesday 21 December**. Since the cleansing/updates will need to be reflected in the actual data by 21 December, we need you to have either directly made live updates to the data on the Organising Hub by that date; or if you're requesting support in making the changes, then Membership need to have sufficient time to input any changes in time to meet the deadline (in other words, we won't be able to accommodate you, if you're sending masses of data for updating on the afternoon of 21 December). As a reminder, the data we need cleansing is:

- All members working for HMRC need to be listed with a recognised HMRC Grade (not (e.g.) job title)
- All members in the ballot need to be linked with the correct workplace, including all members who may have recently moved as a result of a building closure
- All Branch members who have other employers, need to be correctly assigned to a non-HMRC workplace code and the correct employer code
- All members with an invalid ballot address need to be contacted to get a correct address, to make sure ballot papers arrive. We always ask that members use their personal postal address as their ballot address, because HMRC's post goes in the first instance to a central address, which can result in significant delays in ballots arriving.

Remember, the ballot data we provide will be used to notify the employer of the numbers, grades and locations of members that we intend to ballot, so it needs to be as accurate as possible.

## **PCS deadlines for publishing to members**

The deadline for new joiners or additions is **5:00pm Monday 6 February**. The deadline for requesting replacement ballot papers will be **5:00pm Sunday 12 February**.

Remember that the new/additional members 6 February deadline applies to not just new joiners but also existing members that are new to the ballot. This includes employer updates/transfers and members that previously had an invalid address.

## **Initial communications timetable**

PCS will centrally email members on **Monday 23 January** to ask if they have received their ballot paper; and to provide details of how to request a replacement etc.

Additionally, Civica will, independently of PCS, issue reminder e-mails to any registered member who has yet to vote on **Wednesday 1 February**, and again on **Wednesday 8 February**. The second reminder will also remind members that the deadline to request a replacement is **5:00pm on Sunday 12 February**.

The Group will be liaising with the union's organising and communications teams to explore what additional messaging can be made available; and further details will follow in a future briefing.

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**Group Secretary**

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