16th April 2020

To: The President/Chairperson

Name of TUs

Dear

**Re: Continuation of casework during the coronavirus pandemic**

On behalf of [name of Local Authority], I am writing to advise you of the local decision on whether or not to progress casework during the coronavirus emergency.

Inevitably employment relations cases will have commenced prior to the implementation of lockdown measures and there may be cases which arise during this same period.

I wish to share with you an agreed approach that has been taken by our Local Authority.

Decisions on whether to proceed or not will be considered on a case by case basis, based on the principles set out the attached guidance, which has been developed by West Midlands Employers to ensure a consistent framework and approach within the region. Each decision will be documented to provide a rationale on these objective criteria.

At all stages of any procedure we will ensure our responsibility to fully engage with the appropriate representative and the employee concerned.

I hope we can continue to work together effectively through this unprecedented time.

Yours sincerely

[Name]

Chief Executive