**APPENDIX 1**

**INFORMAL RESOLUTION – STAGE 1 FORM**

This form should be included in a letter completed by a trade union, to identify issues where there is disagreement and should be sent to the Head of Service and relevant Manager with responsibility for the area in which the disagreement has arisen.

**PARTIES Employees (names):**

**Grade: Employee’s’ representative (name):**

**Trade Union/Association:**

**Manager (name):**

Designation:

**NATURE OF DISAGREEMENT**

What are the points of disagreement between management and employees? (Include all evidence available)

**What resolution is sought?**

**Are there alternative proposals that you wish to put forward to help to resolve the disagreement?**