For activists

Information for existing PCS activists and reps.

Being a rep is a deeply rewarding role, ensuring that there is an effective union branch and representation for members, as well as running both local and national campaigns.

Reps are the backbone of PCS across the **civil service** and related areas, and provide us with a voice in every workplace.

Information and resources for reps can be accessed by logging into PCS Digital. When you've logged in you can access articles on a wide range of subjects including employment law and health and safety using the **Knowledge** tab. And in the **resource library** you will find forms, reports and spreadsheets including conference papers, expense claim forms and copies of briefings and newsletters.

At our Annual Delegate Conference, the 2023 National Organising Strategy (NOS) was passed. It will shape our approach to building our union for the next year.

Claiming expenses (including travel and subsistence)

To book travel for PCS business, including meetings and training courses, use the Trips UK website. If you have problems logging in, please email leedsfinance@pcs.org.uk

To claim other travel and subsistence expenses, download and complete the expense claim form and email it to leedsfinance@pcs.og.uk for processing.

To find spreadsheets for branch and group expenditure, log into PCS Digital and you will find the spreadsheets and guidance notes within Resources for Reps.

For any queries regarding personal or branch/group expenses, please contact our finance team at leedsfinance@pcs.org.uk.

Personal cases

Log into PCS Digital and go to **Knowledge** for a wide range of legal information.

To request advice on a personal case from the PCS legal team, download and complete the PCU1 form.

[Recruitment and inductions](#)

Our organising team has created a **[Powerpoint presentation](#)** to help with recruiting new members at staff inductions across the civil service and related areas.