

BL3, BL4 and BL6 Schemes Factsheet for Members and Reps



The Legal Clerical Team in Usdaw's Legal Department administers the BL3, BL4 and BL6 Schemes. The following columns give more detailed breakdown of what each scheme provides. *Our lines are open 8.30am–5.30pm (except Friday which is 4.30pm). Outside these hours members can apply online or leave a voicemail and any BL3, BL4 or BL6 request will be processed on the next working day.

BL3 Free Initial Legal Advice Scheme

- All members are entitled to **free initial legal advice** (not necessarily limited to 30 mins) usually over the phone, from a solicitor on any non-work related legal issue that affects them or their immediate family living in the same household.
- The BL3 scheme covers non-work related issues only – **no employment advice can be given through this scheme – members should be referred to their Area Organiser.** (ACAS: 0300 123 1100 may provide employment advice for family members with employment queries.)
- The easiest way to access the BL3 scheme is online by searching BL3 on the Usdaw website, or by telephoning during office hours on: **0161 249 2473 or 0161 249 2477***. If a member telephones the Legal Department during office hours, the Legal Clerical Team will complete the electronic BL3 form on their behalf and process it in the normal way.
- Members should be contacted by a solicitor within a few working days. If they have not heard after three days, they should contact the Legal Clerical Team on the numbers above, who will then chase the solicitors.
- Members should hear from solicitors within three working days.
- Pink BL3 paper forms may still be completed and sent to the Legal Department, but processing these takes longer due to delays in the post.
- Members may receive discounted rates for any further legal work undertaken by the solicitor following referral via the BL3 scheme, eg conveyancing or Power of Attorney.

BL4 Will Scheme

- The scheme provides a free basic will for the member and their spouse/partner only and **not to any other family members.** In complicated cases, there may be a cost, eg setting up a Trust Fund or other complex matters.
- **The Legal Department no longer sends out will application forms to members.** The easiest way to access the BL4 scheme is online by searching BL4 on the Usdaw website, or by telephoning during office hours on: **0161 249 2473 or 0161 249 2477***. Alternatively, they may obtain a BL4 form from their rep/Area Organiser or local office; or may have picked up a form at a Legal Plus Event.
- Members should hear from the solicitors within six weeks, if not let the Legal Clerical Team know on: **0161 249 2477.**
- Amendments to an existing will obtained through the BL4 scheme can be made, but a further BL4 form needs to be completed. This is then forwarded to the appropriate solicitor for amendment to the existing will. (Members should note that there **may** be a charge to amend an existing will if the amendment is complex).

BL6 Prosecution Scheme

- The Union provides advice and support in cases of work-related prosecutions. Examples of these are road traffic offences for drivers at work and Trading Standards prosecutions such as underage sales, but may cover other prosecution matters that occur during the course of their employment. The proposed or actual prosecution must have happened as a result of a member carrying out their normal duties at work.
- The easiest way to access the BL6 scheme is online by searching BL6 on the Usdaw website, by telephoning during office hours on: **0161 249 2473 or 0161 249 2477*** or by completing the grey BL6 paper form, though the process will take longer if the paper form is used.
- The Legal Clerical Team will need to take specific details of the alleged offence in order to process the matter as quickly and efficiently as possible. If urgent advice is required, eg if the court date is imminent, the referral will be prioritised.
- Members should hear from solicitors within three working days.

