

## Trade union facility time report 2017/18

### Introduction

Trade Unions play an important role in the workplace and there are considerable benefits to both employers and employees when organisations and unions work well together.

Trade union representatives carry out a range of valuable duties and activities in an organisation, including:

- working with managers
- communicating and consulting with staff
- resolving problems and conflicts at work
- jointly developing workplace policies
- promoting workplace learning
- resolving health and safety issues
- handling disciplinary and grievance matters

### Trade Union (Facility Time Publication Requirements) Regulations 2017

In line with the Trade Union (Facility Time Publication Requirements) Regulations 2017 which came in to force on 1 April 2017, all employers must publish information on facility time, which is agreed time off from an individual's job to carry out a trade union role.

There is a legal requirement to record and publish facility time for the period 1 April 2017 to 31 March 2018 and organisations are required to the information on their website by 31 July 2018.

The regulations state that employers must:

- publish the information in the form indicated in schedule 2 of the regulations
- place this information on their website before 31 July 2018
- include this information in their Annual Report which covers the relevant period (April 2017 to March 2018)
- place the information on a website maintained by or on behalf of the government before 31 July 2018

The purpose of the regulations is to promote transparency and to allow for public scrutiny of facility time.

## Reporting Information 2017/18

### Relevant union officials

What was the total number of your employees who were relevant union officials during the relevant period?

Number of employees who were relevant union officials during the relevant period	Full-time equivalent employee number in the organisation
30 (23.62 FTE)	3736.73 FTE

### Percentage of time spent on facility time

How many of your employees who were relevant union officials employed during the relevant period spent a) 0%, b) 1%-50%, c) 51%-99% or d) 100% of their working hours on facility time?

Percentage of time	Number of employees
0%	14
1-50%	16
51%-99%	0
100%	0

### Percentage of pay bill spent on facility time

Provide the figures requested in the first column of the table below to determine the percentage of your total pay bill spent on paying employees who were relevant union officials for facility time during the relevant period.

The pay bill for the relevant period consists of the gross amount spent on wages, pension contributions and national insurance contributions paid by the employer in respect of its employees during the period.

Provide the total cost of facility time	£24,201.89
Provide the total pay bill	£121, 344,967.91
Provide the percentage of the total pay bill spent on facility time, calculated as:  (total cost of facility time ÷ total pay bill) x 100	0.12%

**Paid trade union activities**

As a percentage of total paid facility time hours, how many hours were spent by employees who were relevant union officials during the relevant period on paid trade union activities?

Time spent on paid trade union activities as a percentage of total paid facility time hours calculated as:  (total hours spent on paid trade union activities by relevant union officials during the relevant period ÷ total paid facility time hours) x 100	29.22% or 321 hours
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