

TRADE UNION (FACILITY TIME PUBLICATION REQUIREMENTS) REGULATIONS 2017

ANNUAL REPORT FOR THE PERIOD 1 APRIL 2017 – 31 MARCH 2018

1. Introduction

The Trade Union (Facility Time Publication Requirements) Regulations 2017 (The Regulations) place a legislative requirement on relevant public sector employees to collect and publish, on an annual basis, a range of data on the amount and cost of trade union facility time within the organisation.

The purpose of the Regulations is to promote transparency and allow for public scrutiny of facility time. The Regulations are intended to create scope for sensible savings by improving public accountability.

2. Definitions

The Two Counties Trust (the Trust) is required to publish information relating to relevant trade union officials / representatives and facility time.

Relevant trade union official / Representative means a trade union official within the meaning of section 119¹ of the Trade Union and Labour Relations (Consolidation) Act 1992 (TULRCA); a learning representative of a trade union within the meaning of section 168A (11) of TULRCA; or a safety representative appointed under section 2 (4) of the Health and Safety at Work Act 1974.

¹ Section 119 of the Trade Union and Labour Relations (Consolidation) Act 1992 defines an official as '(a) an officer of the union or of a branch or section of the union, or (b) a person elected or appointed in accordance with the rules of the union to be a representative of its members or of some of them, and includes a person so elected or appointed who is an employee of the same employer as the members or one or more of the members whom he is to represent

Facility time Means paid time taken off by a relevant trade union official who is employed by the organisation during their working hours, with permission from the institution, or trade union activities in relation to which an employee is acting as a representative of the union, or to accompany a worker to a disciplinary or grievance hearing; or to carry out duties and receive training under Safety Representatives and Safety Committee Regulations 1977.

3. The Trust's Recognition and Facilities Agreement

The Trust recognises the trade unions' right to represent and protect the interests of their members who are employed by the Trust both individually and collectively.

In accordance with the ACAS Code of Practice in respect of time off for trade union duties and activities, the Trust permits trade union representatives planned time off timetable with pay as agreed with the Headteacher of the relevant school / academy during their normal working hours for the purpose of carrying out trade union duties.

4. Publication requirements

The data that the Trust is required to collate and publish under the Regulations covers:

- Number of employees who were relevant union officials during the relevant period.
- How many employees who were relevant union officials during the relevant period spent 0%, 1%-50%, 51%-99% or 100% of their working hours on facility time.
- Percentage of the total pay bill spent on facility time.
- Time spent on trade union activities as a percentage of total facility time hours.

The Trust publishes this data on the Trust website (www.twocountiestrust.co.uk) annually in addition to the statutory requirement to provide the data to the Central Reporting Service.

5. Data tables

Table 1

Relevant union officials

| Number of employees who were relevant union officials during the relevant period | Full-time equivalent employee number |
|---|---|
| 11 | 10.85 |

Table 2

Percentage of time spent on facility time

| Percentage of time | Number of employees |
|---------------------------|----------------------------|
| 0% | 1 |
| 1%-50% | 8 |
| 51%-99% | 1 |
| 100% | 1 |

Table 3

Percentage of the pay bill spent on facility time.

| | |
|--|-------------|
| Total cost of facility time | £9,336 |
| Total pay bill | £35,664,454 |
| Percentage of pay bill spent on facility time | 0.03% |

Table 4

Paid trade union activities

| | |
|--|-------|
| Time spent on trade union activities as a percentage of total facility time hours | 1.57% |
|--|-------|