

<b>Meeting Title</b>	<b>Senior Leadership Team</b>		
<b>Meeting Date</b>		<b>Agenda No</b>	
<b>Report Title</b>	Trade Union Facility Time Report for 201718		
<b>Lead Executive Director</b>	Liz Edelman, Head of Human Resources		
<b>Report Author</b>	Seyram Klu Workforce Intelligence and Systems Manager		
<b>Action Required</b>	Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Monitoring <input checked="" type="checkbox"/> (please tick)		
<b>Strategic Objective(s)</b>	Objective 2 and 5		
<b>Executive Summary</b>	<p>The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1 April 2017. The Regulations require nearly all public sector employers to publish information on how much time is spent by their trade union officials on paid “trade union facility time” over the course of the relevant 12-month period</p> <p>This report meets the requirements as set out in schedule 2 of the regulations and ensures that the Trust has fully met its legal requirement.</p>		
<b>Background / Context</b>	<p>The Trade Union Facility Time Regulations came into effect on 1 April 2017.</p> <p>Public sector employees are required to report on and publish relevant data on the proportion of time spent on trade union activity by trade unions officials.</p>		
<b>Key Issue 1 (replace with a brief summary of the issue)</b>	<p><i>The Trust is required to report and publish this data to meet statutory regulations Failure to do this will be in breach of the The Trade Union (Facility Time Publication Requirements) Regulations 2017 and the Trade union and Labour and Labour Relations Act 1992</i></p>		
<b>Key Issue 2 (insert more lines if required)</b>	N/A		
<b>Timescale for Benefits to be Realised</b>	N/A		
<b>Assessment of Implications</b>			

<b>Financial</b>	N/A
<b>Risk</b>	Failure to meet national regulations.
<b>Equality and Diversity</b>	All Staff
<b>Freedom of Information</b>	Yes – the Trust can be asked to provide details on this subject matter
<b>Other Implications Identified (including patient safety and quality, legal and regulatory compliance)</b>	N/A
<b>Recommendation</b>	The Directors' Forum are asked to note the contents of the paper for information and approve its publication on the Trust website to meet statutory requirements.
<b>Appendices</b>	N/A

## 1. Introduction

The Trade Union (Facility Time Publication Requirement) Regulations took effect on 1 April 2017. This requires all public sector employers who have at least one employee providing support to staff as a trade union official, learning representative or safety representative to report and publish information on how much time each representative has used on trade union activities each year.

The first year for which this data needs to be published is for the financial year 2017/18 with a reporting deadline of 31 July 2018.

## 2. Trade Union Activity Report 2017/18

The report below fulfils the requirements as set out in Schedule 2 of the Trade Union (Facility Time Publication Requirement) Regulations. It covers numbers of relevant staff, percentage of total work time spent on facility time, percentage of paybill spent on facility time, and time spent on paid trade union activities as a percentage of total paid facility time hours set out in four separate categories as below.

### 2.1 Relevant Union officials

Q1 What was the total number of your employees who were relevant union officials during the period?

<i>Number of employees who were relevant union officials during 2017/18</i>	<i>Full-time equivalent</i>
18	1.26

### 2.2 Percentage of time spent on facility time

Q 2 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?

<i>Percentage of time</i>	<i>Number of employees</i>
0%	2
1-50%	15
51%-99%	1
100%	0

### 2.3 Percentage of pay bill spent on facility time

Q 3 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.

Total cost of facility time	£46,092.48
Total pay bill	£800,055.57

Percentage of the total pay bill spent on facility time, calculated as: (total cost of facility time ÷ total pay bill) x 100	5.76%
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**2.4 Paid trade union activities**

Q 4 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)	7.41%
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**3. Recommendation**

The Directors' Forum is asked to approve the publication of the above data on the Trust website to meet the regulations as described above for the reporting year 2017/2018.