

## CENTRAL FUNCTION 01.04.23 – 31.03.24

### Section 1 - Relevant union officials

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

<b>Number of employees who were relevant union officials during the relevant period.</b>	<b>Full-time equivalent employee number</b>
2 (+7 reps)	1.4 (+0.2)

### Section 2 - 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%	0
1-50%	1 (+7)
51%-99%	0
100%	1

### Section 3 - 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.

First Column	Figures
Provide the total cost of facility time <b>corporate staff and maintained schools support staff.</b>	£86,589.00
Provide the total staff pay bill <b>including NI &amp; Pension for all employees, maintained schools support staff and Fire support staff (green book).</b>	£228,766,313.00
Provide the percentage of the total pay bill spent on facility time, calculated as: (Total cost of facility time ÷ total pay bill) x 100	0.04%

### Section 4 - \*\*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 740 ÷ total paid facility time hours 3058) x 100. 24.2% (24%)*

## Guidance Notes:

### Total cost of facility time

The individual cost of facility time is the hourly cost for each representative multiplied by the number of paid facility time hours.

The hourly cost is the gross amount spent on wages for each employee plus pension contributions plus National Insurance contributions divided by the number of working hours during the period.

To get the total cost of facility time, add together the facility time costs for each representative. For example, if a representative's hourly cost is £10 and they did 56 paid facility time hours then their individual facility time cost would be £560. If there is only one other representative and that person's facility time cost is £360 then the total facility time cost would be £920.

### \*\*Paid trade union activities

Trade union activities can be paid or unpaid. Trade union representatives are entitled to reasonable paid time off to carry out trade union duties. They are not entitled to paid time off for trade union activities, but an employer can choose to pay for this time.

### Examples of trade union activities

- discussing internal union matters
- dealing with internal administration of the union – for example, answering union correspondence meetings other than as part of the negotiating or consultation process

### **DO NOT INCLUDE trade union duties, examples:**

- *duties connected with collective bargaining – for example, on terms and conditions of employment, redundancy, allocation of work.*
- *taking part in a negotiation or consultation process – including meeting and corresponding with managers, and informing union members of progress and outcomes*
- *attending a disciplinary or grievance hearing, with trade unions, including allowing reasonable time to prepare*
- *attending training for the trade union representative role*