

# Trade Union Facility Time Reporting 2023/24

## 1. Introduction:

The Trade Union (facility time publication requirements) Regulations 2017 came in to force on 1<sup>st</sup> April 2017. In line with the regulations, all relevant public sector employers must publish information on facility time, which is agreed time off from an individual's job to carry out a trade union role on an annual basis.

The Trust has worked closely with our staff side Trade Union colleagues who provide this information on an annual basis.

## 2. Purpose of the Report (Executive Summary):

This report details North Staffordshire Combined Healthcare NHS Trust's position for the period including 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024, in accordance with the regulation requirements. The information contained within this report will be published in the Trust's Annual Report and on both the Government and Trust websites by 31<sup>st</sup> July 2024

The regulations stipulate the publication of information pertaining to the following five areas:

- Relevant Trade Union Officials
- Time spent on facility time
- Percentage of time spent on facility time
- Total cost of the pay bill in 2023-24
- Total cost of facility time

## 3. Background:

Trade union duties are when an employee has paid time off during working hours to carry out recognised trade union duties. Working hours refers to any time when an employee has to be at work according to their employment contract. 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, however, employers can choose to pay for these.

Examples of trade union duties:

- 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 union members, including allowing reasonable time to prepare.
- Attending training for the trade union representative role.

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 negotiation or consultation process.

#### 4. Summary of Trade Union Facility time – 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024:

##### Relevant union officials

What was the total number, and full-time equivalent number, of trade union representatives your organisation employed, for the full 12 months?

<i>Total number of trade union representatives your organisation employed for the full 12 months</i>	<i>Full-time equivalent number of representatives</i>
2	1

##### Time spent on facility time

What was the total amount of time representatives spent on facility time, broken down to include; a) paid union duties and activities, b) paid union activities, and c) unpaid union activities?

<i>Total amount of time representatives spent on facility time?</i>	1,967 hours
<i>Total amount of time representatives spent on facility time – paid union duties and activities</i>	1,840 hours
<i>Total amount of time representatives spent on paid union activities</i>	127 hours (attending conferences and committees)
<i>Total amount of time representatives spent on unpaid union activities</i>	0 hours

##### Percentage of time spent on facility time

What was the percentage of working hours each representative spent on facility time, in the categories of; a) 0%, b) 1% to 50%, c) 51% to 99%, or d) 100%?

<i>Percentage of Time</i>	<i>Number of Representatives</i>
0%	0
1%-50%	0
51%-99%	1
100%	1

##### Total cost of pay bill 2023-24

Provide the total cost of the pay bill for all employees.

*Total pay bill for all employees, not just union representatives*

£91,130m

*(This is the total gross amount for all employees spent on wages plus the total pension contributions plus total National Insurance contributions)*

### **Total cost of facility time**

Provide the total cost of facility time and the percentage of the pay bill spent on facility time.

<i>Total cost of facility time</i>	£41,867
<i>Total cost of trade union duties</i>	£39,273
<i>Total cost of trade union activities</i>	£2,594

<i>Percentage of the total pay bill spent on facility time</i>	0.0005%
<i>Percentage of total paid facility time spent on trade union activities</i>	6%
<i>Percentage of total paid facility time spent on trade union duties</i>	94%

### **5. Recommendations:**

To note and confirm the reported position as detailed above, which will be reported via the Trust's Annual Report/website and Government website before 31<sup>st</sup> July 2024.

### **6. Next Steps (including timeframes):**

JNCC are asked to note and agree the reported position provided in section 4.

SLT are asked to note and approve the reported position as detailed above.

Following which, the above detail will be reported via the Trust's Annual Report/website and Government website before 31<sup>st</sup> July 2024.